

Client Agency Policy & Operations Manual

SECTION: 90 Purchasing and Contracting

NUMBER: SCS-90-010

TITLE: Purchasing

EFFECTIVE DATE: July 7, 2002

APPROVED: Signature on file with the State Controller's Division.

PURPOSE and/or RESULTS DESIRED: This policy provides guidelines for client agencies to ensure goods and services are procured in a cost-effective manner, and compliance with state and federal policies, rules and laws.

AUTHORITY: [ORS 184.305](#) Oregon Department of Administrative Services.
[ORS 279.712](#) Department to purchase for state agencies; approval of personal services; exemptions; procedures.
[ORS 279.727](#) State agency may be authorized to purchase directly, procedure.
[OAR 125-030](#) State Purchasing.
[DAS 107-009-010](#) Statewide Delegated Purchasing.

APPLICABILITY: Client agencies assigned and/or contracting for accounting, budgeting, and financial reporting services with the State Controller's Division, DAS.

POLICY: Client agencies shall purchase directly from vendors within the limits set forth in applicable state policies, rules and laws.
Client agency purchases should be carried out in a fiscally responsible manner, including, but not limited to accurate forecasting of needs, soliciting competitive bids, and utilizing available state resources.

GUIDELINES:

I. Delegated Purchase Authority

- A. Client agencies with delegated purchase authority pursuant to [ORS 279.727](#) and [OAR 125-030-0001](#) may purchase directly, obtain price quotes and place purchase orders directly with vendors.
- B. Pursuant to state statute and policy client agencies shall first attempt to procure needed goods from DAS State Surplus and Qualified Rehabilitation Facilities, whenever possible.
- C. When purchasing directly from vendors, client agencies shall solicit competitive bids as appropriate and/or required by state statute and policy.
- D. Client agencies shall comply with all applicable provisions of [OAR 125, Division 30](#) and [ORS 279](#).
- E. Client agency employees with purchasing responsibilities are encouraged to take advantage of training that is appropriate for client agency purchasing needs.

PROCEDURES: Client Agency Purchasing

<u>Step</u>	<u>Responsible Party</u>	<u>Action</u>
1.	Client Agency	<p>Determine need. Client agency shall further determine if need is available from DAS State Surplus, existing Division Price Agreements, or a Qualified Rehabilitative Facility.</p> <p>If need is not available from above sources, client agency should check the VIP system to determine if client agency's needs may be added to another agency's solicitation. This potentially can result in a savings for all participating agencies needing the same products.</p>
2.	Client Agency Head	Ensure all client agency purchases comply with applicable state statutes and policies.