**OregonBuys: Agency Process Inventory**

**Questions Guide**

*Instructions:* for each procurement type used in your Agency, use the following questions to understand and document current processes.

1. What need or action kicks off the process?
2. Who initiates the process?
3. What types of communications or documentation are developed or assembled to initiate the process?
4. What is the next step in the process?
5. Is there a change in “ownership” from the first step to the next step?
6. How is the change in “ownership” facilitated and/or tracked?
7. Are their approvals that occur before the change in “ownership”? If so, who is required to approve (including dollar thresholds)?
8. Repeat items 4 through 7 for each process step until the conclusion of the process.
9. What is the process outcome (e.g., a purchase order, an agreement, etc.)?
10. If applicable, who and when are notifications, solicitations, awards, or other process outcomes posted in ORPIN?
11. Are their Agency policies or guidelines that regulate the process? If so, what are they?
12. How is compliance with item 11 monitored and/or achieved?
13. What variations to this process exist (e.g., payment with a SPOTS card)?