

 STATEWIDE POLICY	NUMBER 107-009-0020-PO	SUPERSEDES 107-009-020
	EFFECTIVE DATE 12/13/2013	PAGE NUMBER Pages 1 of 2
Division Chief Financial Office	AUTHORITY/REFERENCE Oregon Revised Statutes (ORS) 200.025 et seq.; 190. Et seq.; 279ABC; 279A.140 Oregon Administrative Rules (OAR) 125-246-0110; 125-246-0170 DAS Statewide MWESB Policy: 107-009-0030	
SUBJECT Oregon Procurement Information Network (ORPIN)	APPROVED SIGNATURE <i>Signature on File with DAS Policy Coordinator</i>	

PURPOSE

This policy provides guidance and direction to state agencies using the Oregon Procurement Information Network (ORPIN) in order to streamline the procurement process, gather data, and achieve procurement cost efficiencies and accountability, including:

- I. System Operation
- II. ORPIN Account Coordinator (OAC) Appointments
- III. Purchase Requests
- IV. Posting (Notice) and Award Requirements
- V. Reporting
- VI. Minority, Women, and Emerging Small Business (MWESB) Program

These six sections of policy are set forth within the Guidelines below. The Guidelines are policy that accomplishes this purpose and has the effect of law.

APPLICABILITY

All state agencies subject to the procurement authority of the Department of Administrative Services (DAS) in accordance with ORS 279A.140.

DEFINITIONS

All definitions set forth in this policy can be found in DAS OAR 125-246-0110, General Provisions for Public Contracting.

GUIDELINES

I. System Operation

The State of Oregon makes every effort to ensure that the ORPIN system is operational 24-hours a day, seven days a week (24/7). In the event the ORPIN system is down and not operational 24/7, agencies should be notified through the DAS list serve, and agencies are referred to any DAS E-Bidding Policy for procedures related to Bid or Proposal Closing.

II. ORPIN Account Coordinator (OAC) Appointments

Agencies may choose to appoint an OAC upon satisfying the following conditions:

- A. DAS, Enterprise Goods and Services, Procurement Services (DAS-PS) must approve the OAC appointment;
- B. The agency must agree to the terms and conditions of the appointment; and
- C. The OAC must be an employee of the agency.

III. Purchase Requests

If an agency needs procurement beyond its authority pursuant to OAR 125-246-0170, the agency must submit a Purchase Request to the DAS-PS to conduct the procurement on that agency's behalf.

- A. The agency must submit the Purchase Request through ORPIN.
- B. The Purchase Request must include a draft attachment, such as a concept document, statement of work, or specifications, or any combination thereof.

IV. Posting (Notice) and Award Requirements

- A. Agencies must post all solicitations of \$5,000 or greater on ORPIN.
- B. Agencies must post all awards of \$5,000 or greater on ORPIN.

V. Reporting

- A. Agencies must submit through ORPIN all reports required pursuant to ORS 279ABC and related rules: ORS 200.025 et seq. and 190 et seq., Delegation Agreement conditions, Special Procurement Approval conditions, and Exemption Order conditions.
- B. Examples of reports include but are not limited to:
 - 1. Personal services contracts, including architectural, engineering, photogrammetric mapping, transportation planning or land surveying services contracts and related services contracts;
 - 2. ORS 190 agreements; and
 - 3. Contract Awards with a value of \$5,000 or more.

VI. Minority, Women, and Emerging Small Business (MWESB) Program

For purchases exceeding \$10,000 and not exceeding \$150,000 pursuant to an Intermediate, Informal Selection or Competitive Quote Procurement, agencies must use ORPIN to invite certified MWESB firms to participate in the solicitation process. Agencies must follow DAS Statewide MWESB policy no. 107-009-0030.