

OSBE Reporting – Frequently Asked Questions (FAQ)

Finding Vendor Certification Information

Where do I find the OR Cert ID?

The **OR Certification Identification Number (OR Cert ID)** is listed in the COBID Directory as one of the columns in search results.

Where can I get a list of OSBE vendors?

Vendor certification information, including the OR Cert ID, can be found in the COBID Directory. COBID also provides a manual to assist with directory use.

Reporting Requirements & Agency Participation

Are agencies outside DAS procurement authority required to report?

DAS must report OSBE spend statewide. Agencies choosing not to report will be identified in the legislative report, as missing data must be explained.

Does OSBE reporting replace the 11% COBID goal?

No. The 11% COBID goal and dashboard remain separate and are powered by OregonBuys as required by Executive Order 22-15.

What Counts as Reportable Spend

How should contract amendments be reported?

Report only the change amount.

Example: A \$25,000 contract amended to add \$2,000 → report \$2,000.

Amendments with no cost change do not need to be reported.

For procurement counts, an amendment is treated as a separate procurement when it falls in a different reporting period.

How do we report price agreements or work/service orders?

Do not report the price agreement itself, only report the actual spend under work orders, service orders, or other resulting contracts.

Do we report recurring purchases from enterprise-level price agreements (e.g., Microsoft 365)?

Only if the purchase is made from a certified OSBE vendor.

Renewals like Microsoft 365 are not OSBE-certified and should not be included.

Should we track subcontractors who are OSBE?

Not at this time. Only direct purchases and contracts with prime vendors is reportable.

Are IGAs counted as procurement spend?

IGAs would be agreements between state and/or local governments which would never be OSBE-certified. The report to the legislature and Governor will focus on OSBE procurements reported from each agency only. Procurement data on non-OSBE businesses, intergovernmental agreements, etc. will not be included at this time.

Do OSBE certifications appear in OregonBuys?

Not always. COBID is the authoritative source; agencies should check the COBID Directory as part of the Buy Decision.

Reporting Method & Form Questions**How do “hybrid” or decentralized agencies report purchases made outside procurement offices?**

It is up to those agencies to determine how they will complete the form based on their own internal processes.

Can we identify divisions or sections within an agency?

Yes, the form has been updated to capture this information.

SPOTS, Matching Data, & One-Off Purchases**How do we match SPOTS data when vendor names don’t align?**

The Buy Decision process requires checking the COBID Directory. Use the OR Cert ID to confirm certification.

Do SPOTS purchases need to be reported?

Yes. SPOTS transactions must be reported if the purchase was made from a certified OSBE.

Do we report local spend when the vendor is not OSBE certified?

No. Only purchases made from certified OSBE vendors at the time of purchase should be reported.

Additional Reporting Clarifications

Is there be a separate reporting section for small procurements?

No. Agencies should report each line item, regardless of dollar amount. The Procurement Impact Unit prepares the final aggregated dataset.

Our agency has limited OSBE-eligible spend—will this be considered?

Context about agency procurement types (e.g., construction-heavy agencies) will be included in the final statewide report, however we do not yet have the capability to break down the specific percentages of available versus utilized OSBE vendors.