



Oregon Small Business Enterprise (OSBE) Procurement Reporting Instructions

Depending on the procurement path, award is defined as:



- **Traditional Contract:** The moment the final contract is fully executed and signed by both authorized parties.
 - Effective Date: signature date
 - Award: full contract value or Not to Exceed (NTE) amount



- **Ordering Instrument against a Price Agreement:** The issuance and approval of an individual Work/Service Order, Purchase Order (PO), or other ordering instrument.
 - Effective Date: date of submission
 - Award: amount ordered



- **Direct Award:** The date of selection with a single vendor without a traditional competitive process. This includes 3 quotes, sole source, and emergency procurement.
 - Effective Date: date of selection
 - Award: agreed price



- **Over the Counter / Cash-Sale or equivalent:** The point of sale itself, where the transaction is approved and immediate settlement occurs.
 - Effective Date: date of purchase
 - Award: amount of purchase

Additional Notes:

- Recurring payments should only be reported when the initial contract is signed, and for the full value of the contract/NTE amount.
- Amendments should be reported as a new line item only for the difference; i.e., every time there is an increase, report the additional amount awarded/spent.

*****Award is defined here for purposes of OSBE reporting only*****



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If your agency chooses to submit your data as an attachment instead of line by line:

- The first row of the file must contain column headers.
- **At minimum, the data contained in the first four columns of the uploaded file must match the field names and content described in the table below.**
- Any additional columns may be added to the right of these columns for the benefit of the submitting agency's recordkeeping but are not required.

Effective Date	Dollar Value	Business Legal Name	OR Cert ID
Date of contract execution, amendment, purchase, or transaction (See pg. 1)	Purchase amount, amendment amount, or contract Not-to-Exceed (NTE) value if new contract (See pg. 1)	Business's legal name, exactly as registered with the Oregon Secretary of State (SOS)	Identifier assigned by Business Oregon to COBID-certified entities

File upload examples:

	A	B	C	D	E	F
1	Effective Date	Dollar Value	Business Legal Name	OR Cert ID		
2	2026-07-01	123.45	Example Business LLC	56789		
3	2026-08-15	56789.01	Acme Construction	001		
4	2026-08-31	10700.24	Business Consulting Group	4321		
5	2026-09-03	2000.50	Example Business LLC	56789		



- Required columns in the correct order
- Column headers named correctly
- Data formatting is correct

	A	B	C	D	E	F
1	Effective Date	Dollar Value	Business Legal Name	OR Cert ID	Internal ID	Description
2	2026-07-01	123.45	Example Business LLC	56789	C12340	ergonomic office chair
3	2026-08-15	56789.01	Acme Construction	001	123456789	repaving parking lot by building #123
4	2026-08-31	10700.24	Business Consulting Group	4321	INV#2608	change management consulting
5	2026-09-03	2000.50	Example Business LLC	56789	PCE-000921	supplies for upcoming event



- Required columns in correct order
- Column headers named correctly
- Data formatting is correct
- Additional columns are to the right of the required fields

	A	B	C	D	E	F
1	Internal ID	Effective Date	Description	Total	Biz Name	OR Cert ID
2	C12340	2026-07-01	ergonomic office chair	\$ 123.45	Example Business LLC	56789
3	123456789	2026-08-15	repaving parking lot by building #123	\$56,789.01	Acme Construction	001
4	INV#2608	2026-08-31	change management consulting	\$10,700.24	Business Consulting Group	4321
5	PCE-000921	2026-09-03	supplies for upcoming event	\$ 2,000.50	Example Business LLC	56789



- Incorrect header names for required columns
- Required column order is incorrect
- Field representing 'Dollar Amount' is incorrectly formatted