[](https://dash.das.state.or.us/Site_images/Buttons/state_seal_color.jpg) Buy Decision Priority Checklist (OAR125-247-0200(1)(2))

Refer to OAR 125-247-0200 for complete Buy Decision requirements or visit the [Oregon Procurement Manual](http://opm.oregon.gov/) for guidance. Use this checklist to document the agency decision and justification in the procurement file.

|  |  |
| --- | --- |
| **​Priority order** | **​Reason for not selecting** |
| ​ **1. Surplus Property**  [Surplus](https://www.oregon.gov/das/Surplus/Pages/Index.aspx)  ORS279A.250  OAR125-050-0100 |  |
| ​ **2. Oregon Forward Program**  [Oregon Forward](https://www.oregon.gov/das/Procurement/Pages/OregonForward.aspx)  ORS279.835-855  OAR125-055-0005 — 0045 | ​ |
| ​ **3. Adults in Custody (Inmate Labor)**  [Oregon Corrections Enterprises](https://www.oce.oregon.gov/)  Oregon Constitution, Article I, Section 41(11), Inmate work shall be used as much as possible… | ​ |
| **​** **4. DAS Statewide Price Agreements**  [OregonBuys](https://oregonbuys.gov/bso/view/login/login.xhtml)  ORS279A.140  OAR125-247-0296 | ​ |

**ORS 190 Agreement**

[ORS 190 Agreements](https://www.oregon.gov/das/OPM/Pages/ors190.aspx)

IAA/IGA/ISA may be used at any point in this process.

OAR125-246-0365

***If steps 1-4 of the Buy Decision do not yield results, proceed to step 5.***

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| --- | --- |
| ​ **5. Open market**  ORS200.035, OAR125-247-0200(4), 246 & 247 | ​ |

Note: The Buy Decision priority checklist outlines the priority order set forth in OAR 125-247-0200(2)(a)-(d). If a higher priority source satisfies a procurement need, and law requires the use of that source, the agency must procure through that higher priority source and may not elect to procure through a lower priority source.

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| **Agency Name:** | **Buyer Name:** | |
| **Item/Services Needed:** | **Amount:** | **Start Date:** |
| **Selected Process:** | **Reason/Justification:** | |