
PROCUREMENT GLOSSARY

Architect, Engineer and Related Services:	A special class of personal service contracts, which are defined by OAR 125-065-0040 and are not covered by the provisions of these division 020 rules. OAR Chapter 125, division 065 governs the screening and selection procedures for the award of Architect, Engineer and Related Services contracts.
Contract:	A binding agreement enforced in court. A promise or a set of promises for the breach of which the law gives a remedy, or the performance of which the law in some way recognizes a duty. Key components are: 1) Mutual Assent (Offer & Acceptance); 2) Consideration; 3) Legal Purpose; 4) Capacity of the Parties.
Emergency:	Circumstances that could not have been reasonably foreseen that create a substantial risk of loss, damage, interruption of service or threat to the public health or safety and requires prompt execution of a contract to remedy the condition.
Personal Services Contract:	A contract that calls for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment. Qualifications and performance history, expertise, knowledge and creativity, and the ability to exercise sound professional judgment are typically the primary considerations when selecting a Personal Services Contractor, with price being secondary.
Public Improvement:	A project for construction, reconstruction or major renovation on real property by or for a public agency. Public improvement does not include emergency work, minor alteration, ordinary repair or maintenance necessary in order to preserve a public improvement.
Service Contract:	A contract for all services except personal services. Examples of service contracts are construction services, equipment repair and maintenance services, food services, collection and hauling services, janitorial services, landscaping services, temporary employment services, medical and laboratory services (such as parentage testing, drug and alcohol testing, etc.), commercially available computer hardware and software maintenance and support services, court reporting services, security services, conference services, data and collection surveys, and non-customized training services.
Sole Source:	A contractor that provides professional or technical expertise of such a unique nature that the Contractor is clearly and justifiably the only source to provide the service(s).
Solicitation:	Announcement of an intent to enter into a contract.
Trade Services:	All other services, except for personal services, which are defined in OAR Chapter 125, Division 020.
