

DIVISION 62  
PURCHASING AND CONTRACTS FOR PERSONAL OR PROFESSIONAL SERVICES  
AND GOODS AND SERVICES

All capitalized terms in chapter 580, division 62 have the meanings set forth in University Policy chapter 580, division 061, section 0010 unless the context requires otherwise or except as stated.

The procedures set out in chapter 580, division 061, sections 0000 through 0010 will be used for the procurement of personal or professional services or goods.

The Finance and Administration Division may maintain procurement cards for the University. The Business Affairs Office will publish policies governing use of procurement cards.



Entity for a Contract within the scope of the Emergency declaration. After the President, Vice President for Finance and Administration, or designee has declared an Emergency, the University may negotiate a Contract with any qualified Entity for services included in the scope of the Emergency. The University will maintain appropriate records of negotiations carried out as part of the contracting process.

(6) Retainer. The University may conduct a Formal Procurement to enter into Retainer Contracts with multiple Entities to provide personal or professional services or goods and services at contracted rates of compensation or based on prequalification.

(7) Alternative Processes. Notwithstanding the foregoing procedures, the University Contract Officer may authorize alternative procurement methods that provide a Competitive Process to two or more Entities to contract with the University and meet the following objectives:

(a) Responds to innovative business and market methods; or

(b) Contributes to University productivity improvement and process redesign; or

(c) Results in comprehensive cost-effectiveness and productivity for the University.

(8) Exempt. The University need not follow, regardless of value, a Competitive Process when seeking or acquiring or paying for the following goods and services:

(a)



Seller is reasonably available to provide such personal or professional services or goods or services. Sole source procurement will be avoided except when no reasonably available alternative source exists.

(a) The University will provide public notice of its determination that the person or professional services or goods or services are only available from a Single Seller. Public notice may be provided on the Oregon public universities procurement website. The public notice will describe the personal or professional services or goods or services to be acquired from the Single Seller, identify the prospective Contractor, and include the date, time, and place that protests are due. The University shall give Entities at least seven (7) Days from the date of notice publication to protest the sole source determination.

(b) An Entity may protest the Public University's determination that the personal or professional services

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