



## COMPETITIVE PROCUREMENT ROADMAP

Before you begin, check with the [Contract Administrator](#) to make sure your procurement is not exempt from the Competitive Procurement Process.

### INFORMAL PROCUREMENT PROCESS

#### PROCUREMENT VALUE GREATER THAN \$25,000 UP TO \$250,000

Requires a competitive process involving the solicitation of quotes from at least three contractors, including at least one Minority, Women Owned, Emerging Small Business (MWESB). Department requests a [Contract Number](#) from the [Contract Administrator](#).

##### STEP 1

Quotes may be obtained directly from a vendor, finding an advertisement from a vendor, soliciting quotes via the WOU procurement website, or using existing prices agreement.

*Helpful Hint: Publish solicitations in trade of MWESB-targeted periodicals or websites.*

##### STEP 2

If the department cannot obtain at least three quotes and/or one quote from a [MWESB vendor](#), the department must prepare written documentation detailing the efforts made to obtain the required quotes

##### STEP 3

Documentation of this process is required. Each department must:

- Document rationale for procurement method and type of contract.
- Document award criteria, including prices and other factors.
- Maintain solicitation communications and rationale for selecting and rejecting vendors and bids, copies of purchase document including contract or purchase order.

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### Competitive processes are not required for non-federally funded purchases.

The following categories are exempt:

#### EMERGENCY PURCHASES OR TRANSACTIONS

WOU's President or VPFA may authorize purchases without a competitive process under emergency circumstances.

#### SPECIAL ENTITIES

- A federal, state, or local government entity
- A contractor or vendor certified by the [Oregon Forward Program](#)

#### MISCELLANEOUS EXEMPTIONS

- Athletic contest agreements
- Booth space for exhibits at conventions, recruitment events, trade shows, and similar events.
- Contracts for educational services provided directly to WOU students
- Dues, registrations, and membership fees
- Goods and/or services purchased for resale to outside entities
- Goods and/or services related to athletic intercollegiate programs
- Group travel in foreign countries
- Repair and overhaul of goods or equipment
- Speakers, artists, performers, photographers, graphic and website designers
- Third-party student recruitment service providers

An exhaustive list of exemptions can be found [HERE](#).