

# Council and Office of Contracts and Procurement Partnership

## **Overview of Office of Contract and Procurement Authority**

- Oregon law delegates procurement authority to state agencies.
- Department of Administrative Services delegates procurement authority to ODHS Director.
- ODHS Director delegates procurement authority to Office of Contract and Procurement to use the procurement rules to spend public dollars.
- As part of ODHS, the Council must use the Office of Contracts and Procurement for consultation and direction on following the public procurement rules.
- The Council is guided by the Office of Contracts and Procurement to ensure our contracts meet procurement and contract rules.
- The Office of Contracts and Procurement must monitor and advise the Council on purchasing goods and services and must write legal documents (solicitations, contracts, purchase orders, grant agreements).

## **How the Council Works with the Office of Contracts and Procurement**

1. Council approves a budget item and basic structure of the project.
2. Council staff goes to Office of Contracts and Procurement (OC&P) to describe the project and budget the Council approved.
3. OC&P staff instructs Council staff on how to do “market research”, to determine important points in a scope of work, and how much contractors would charge for the project.
4. Council staff does the market research and reports back to OC&P.
5. OC&P then tells Council staff if the work can be direct awarded to a contractor, if it requires three bids, a short Request for Proposals, or a full Request for Proposals process. OC&P coordinates with Council staff to get the required information for OC&P

to draft and monitor the solicitation.

6. OC&P staff guide Council staff on procedures to choose contractor from submitted proposals.
7. Once contractor is selected OC&P directs Council staff to coordinate with contractor for a scope of work, budget, and payment provisions.
8. Council staff sends requested information to OC&P staff to draft the contract.
9. OC&P staff draft the contract and track and compile signatures to finalize the contract.