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.