

DAS Statewide Policy

SUBJECT: Oregon Procurement Information Network (ORPIN) **NUMBER:** 125-009-020
DIVISION: State Services Division **EFFECTIVE DATE:** 03-01-05
State Procurement Office

APPROVED: 

**POLICY/
PURPOSE:**

This Policy provides guidance and direction to state agencies subject to the authority of the Department of Administrative Services (DAS) (Agencies) for using the Oregon Procurement Information Network (ORPIN) in order to streamline the Procurement process, gather data, and achieve procurement cost efficiencies and accountability, including:

- I. System operation;
- II. OAC Appointments;
- III. Purchase Requests;
- IV. Posting (Notice) and Award Requirements;
- V. Reporting; and
- VI. MWESB Program.

These six sections of Policy are set forth within the Guidelines below. The Guidelines are Policy that accomplishes this Purpose and has the effect of law.

AUTHORITY: Oregon Revised Statutes (ORS) 279A.140; Oregon Administrative Rules (OAR) 125-246-0170

APPLICABILITY: All State agencies subject to the authority of the Department of Administrative Services (DAS).

ATTACHMENTS: None

DEFINITIONS: All definitions set forth in OAR 125-246-0110 are incorporated by reference herein.

GUIDELINES:

I. System Operation

The State of Oregon (State) makes every effort to ensure that ORPIN system is operational twenty-four (24) hours a day, seven days a week (24/7). In the event the ORPIN system is down and not operational 24/7, Agencies should be notified through the DAS listserve, and Agencies are referred to any DAS E-Bidding Policy for procedures related to Bid or Proposal Closing.

II. OAC Appointments

Agencies may choose to appoint an ORPIN Account Coordinator (OAC), upon satisfying the following conditions:

- A. DAS State Procurement Office (SPO) must approve the OAC appointment;

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Guidelines (Continued)

- B. The Agency must agree to the terms and conditions of the appointment; and
- C. The OAC must be an employee of the Agency.

III. Purchase Requests

If an Agency needs a Procurement beyond its authority pursuant to OAR 125-246-0170, the Agency must submit a Purchase Request to the State Procurement Office to conduct the Procurement on that Agency's behalf.

- A. The Agency must submit the Purchase Request through ORPIN.
- B. The Purchase Request must include a draft attachment, such as a concept document, statement of work, or specifications, or any combination thereof.

IV. Posting (Notice) and Award Requirements

- A. Agencies must post all Solicitations over \$5,000 on ORPIN.
- B. Agencies must post all Awards over \$5,000 on ORPIN.

V. Reporting

- A. Agencies must submit through ORPIN all reports required pursuant to ORS 279ABC and related Rules, ORS 200.025 et seq., ORS 190 et seq., Delegation Agreement conditions, Special Procurement Approval conditions, and Exemption Order conditions.
- B. Examples of reports include but are not limited to:
 - 1. Personal services reports provided through ORPIN;
 - 2. Architectural, Engineering and Land Surveying and Related Services reports provided through ORPIN;
 - 3. ORS 190 agreements provided through ORPIN; and
 - 4. MWESB Awards provided through ORPIN.

VI. MWESB Program

For purchases between \$5,000 and \$150,000 pursuant to an Intermediate Procurement or an Informal Selection or between \$5,000 and \$100,000 pursuant to a Competitive Quote Procurement, Agencies must use ORPIN to invite or notify certified Minority, Women, and Emerging Small Business (MWESB) firms to participate in the Solicitation process. Agencies must follow the MWESB Policy.

The MWESB Policy will be forthcoming.