



Oregon

Kate Brown, Governor

Department of Administrative Services

Procurement Policy and Services

General Services Building

1225 Ferry Street

Salem, OR 97301

TEMPLATE DETERMINATIONS

MANDATORY USE DOCUMENTS

The documents listed below have been developed by multi-agency workgroups and approved by DAS and DOJ for use under ORS 279A.157 (HB2375). The implementation date and conditions for use are detailed below. Templates are available through ORPIN.

ORS 279A.157 provides three types of required use documents: Solicitation templates, Contract templates and Contract forms. Agencies may continue using their current procurement documents until a template or form is introduced for that type of procurement. These templates do not apply to the office of the Secretary of State or the office of the State Treasurer.

Solicitation Template

Where provided, solicitation template are for use in "advertising and soliciting all procurements under the Public Contracting Code".

Contract Template

A contract template must be used for procurements that meet the standards described in the determination for that template.

Contract Form

A contract form is similar to a contract template, except that it is intended for use without alteration to the terms and conditions. Agencies add information to the form such as specifications and scope of work but do not otherwise edit the document.

DETERMINATIONS

Contract Template: Contract for Personal Services July 2, 2017

The Contract for Services template is required when agencies enter into contracts for personal services, excluding personal services under 279C, with a value greater than \$150,000.

Solicitation Template: Request for Proposal January 1, 2016

The RFP template is required when agencies conduct competitive sealed proposals as set forth in ORS 279B.060.

Contract Template: Information Technology January 1, 2016

The majority of agencies are required to work through DAS and the office of the State CIO to procure information technology. These templates will serve as the basis for forming IT related contracts. Due to the nature of information technology contracts, use of this template must be used as part of a partnership with DAS and DOJ.