

Oregon Secretary of State



How to do business with the Secretary of State

Professional/Personal Service,
Trade Service or Commodity contracts contact:

Secretary of State
Business Services Division
Purchasing and Contracts Section

255 Capitol St. NE, Suite 180
Salem, OR 97310-1342
Phone (503) 986-2357
Fax (503) 378-4991

Dear Entrepreneur

Thank you for your interest in doing business with the Oregon Secretary of State (Secretary). The intent of this guide is to help you learn how the Secretary contracts for professional/personal services, goods and trade services, to help you learn how to find contract opportunities with the Secretary of State, and to help you better understand the purchasing and contracting process with the Secretary

Introduction

The Office of the Secretary of State is one of three established at statehood. The Secretary is auditor of public accounts, chief elections officer and manager of the state's records, a role that includes preserving official acts of the Legislative Assembly and the executive branch. The Secretary of State serves with the Governor and State Treasurer on the State land Board, managing state-owned lands for the benefit of the Common School Fund.

Procurement Process and Types

All procurements, regardless of value, are processed through the Business Services Division, Purchasing Section. The Secretary contracts for personal and professional services as well as trade services and goods. The types of solicitations used to procure services and goods are Request for Proposals (RFP), Invitation to Bid (ITB), Request for Qualifications (RFQ), Direct Negotiations, and Request for Information (RFI).

Personal Services are contracts that call for specialized skills, knowledge and resources in the application of highly technical or scientific expertise, or the exercise of professional, artistic or management discretion or judgment. A Request for Proposal (RFP) is used for procuring personal services.

Trade Services means all services, except for personal services (i.e. janitorial, electrician, landscape maintenance, moving services etc.) An RFP or ITB may be used for procuring trade services.

Goods may include hardware, software, furniture and equipment. An ITB or and RFP may be used to procure goods.

How the Secretary contracts

Procurements up to \$5,000

Procurements up to \$5,000 do not require competitive quotes. The Secretary may contact a firm directly and establish a contract for the services required. When appropriate, competitive quotes may be obtained.

Procurements between \$5,000 to \$150,000

Procurements between \$5,000 to \$150,000 require at least 3 competitive quotes. An informal procurement process may be used for awarding and establishing contracts of this value. All solicitations and contracts over \$100,000 require legal sufficiency review by the Department of Justice, prior to release of the solicitation and prior to contract execution. Quotes may be received by fax, postal mail, electronically, or according to the solicitation requirements. These contract opportunities are advertised on the Department of Administrative Services (DAS), Oregon Procurement Information Network (ORPIN). Formal bids/offers received are evaluated for responsiveness to mandatory requirements. Those bids/ offers that pass the mandatory requirements are then evaluated against the criteria in the solicitation. The offeror with the lowest bid or the highest score is named as the Apparent Successful Bidder/ Proposer.

Projects over \$150,000

Procurements over \$150,000 are formal procurements. A RFP is used to establish and award contracts of this value. The solicitation may be advertised in local newspapers of general circulation (Statesman Journal, The Oregonian. etc), the DAS ORPIN system or the Daily Journal of Commerce. Proposals received are evaluated for responsiveness to mandatory requirements stated in the RFP. Those proposals that pass the mandatory requirements are then scored, based on weighted criteria in the RFP. In the formal solicitation process the Secretary may require the highest ranked proposers to give presentations. The presentations are scored and those scores are added to the total accumulative score. The proposer who has received the highest overall score is selected as the Apparent Successful Proposer. The Secretary will then negotiate the final contract document with the apparent successful proposer.

Bid Results

Bidding results can be obtained through the following: Professional/Personal Service, Trade Service or Commodity contracts contact:

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www.sos.state.or.us

Other Information

State Procurement Office

1225 Ferry Street
Salem, OR 97310

www.oregon.gov/DAS/SSD/SPO

ORPIN

orpin.oregon.gov

About ORPIN

www.oregon.gov/DAS/SSD/SPO/eprocurement.shtml