



# Purchasing & Contracting

Quick Guide to Buying

2023-2024

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# Introduction

## Buying Materials

This guide provides a general overview of purchasing goods at Portland Public Schools. Purchasing at Portland Public Schools is guided by PPS Public Contracting Rules, Oregon Revised Statutes, and (when federal money is spent) Federal Procurement Guidelines.

Portland Public Schools uses a mix of centralized and decentralized purchasing. This means that some buying decisions are made by central departments and others are made by schools and departments.

## Key Departments

The departments below perform some centralized purchasing. Familiarize yourself with their role in buying processes.

- " Purchasing & Contracting
  - <https://www.pps.net/Page/231>
  - o Manages PPS Private Marketplace online ordering system
    - ' <https://www.pps.net/Page/1916>
  - o Manages Amazon Business accounts
    - ' <https://www.pps.net/Page/13922>
  - o Oversees IT Purchasing
    - ' <https://www.pps.net/Page/9916>
  - o Issues PCards and audits PCard transactions
  - o Assists with PeopleSoft Financials purchase orders
  - o Provides consultation on purchasing rules and methods
- " Office of Technology and Information Services
  - o Defines Hardware Standards: <https://www.pps.net/Page/13815>
  - o Reviews Digital Resources/learning technology:  
<https://www.pps.net/Page/14073>

" Warehouse

## Procurement Threshold Exceptions

Exceptions to procurement thresholds/competition requirements exist. Generally, justifying use of an exception requires providing research and documentation to Purchasing & Contracting.

The most frequently referenced exceptions for goods include:

- " PPS-47-0275 Sole-Source Procurements
  - o When only a single supplier can fulfill your requirements. Preference for one product over another does not constitute an adequate sole-source justification.
- " PPS-47-0288 Approved Class Special Procurements
  - o Copyrighted Materials and Creative Works, an exemption that allows



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