

Recreational Trails Program (RTP)

Grant Manual Updates Effective for the 2023 Grant Cycle

Procurement Methods

Revised Policy:

Procurement of goods and services under RTP must follow, at a minimum, the guidelines found in Oregon procurement code ([ORS 279](#)) and federal procurement requirements for grant management ([2 CFR 200.317-326](#)). [Per 2 CFR 1201.317](#), notwithstanding 2 CFR 200.317, subrecipients of states shall follow such policies and procedures allowed by the state when procuring property and services under a federal award.

All procurement transactions must be documented and conducted in a manner to provide, to the maximum extent possible, free, and open competition. Methods of procurement depend on the estimated cost and are detailed further in policy 5.4A.

Documentation related to procurement activities must be kept on file per the retention requirements (policy 5.5) and must be made available to OPRD or FHWA upon request.

5.4A PROCUREMENT METHODS

Procurement methods and thresholds are based on the requirements in [ORS 279B](#). When a project sponsor's internal policy is more stringent, those requirements may take precedence.

1. **Small Purchases (ORS 279B.065):** For purchases or subawards for goods or services not exceeding **\$25,000**, project sponsors may award contracts in any manner deemed practical or convenient. This includes direct selection without a competitive process so long as the price is determined reasonable. To the extent practicable, project sponsors must distribute small purchases equitably among qualified suppliers or contractors. Procurements may not be artificially divided or fragmented as to constitute a small purchase.
2. **Intermediate Purchases (ORS 279B.070):** For procurement for goods or services exceeding **\$25,000 and not exceeding \$250,000**, project sponsors may use an informal request for quote process. Contractor selection may be based on price as well as other considerations documented in the request for quote, such as experience, expertise, product functionality, suitability for a particular purpose, and contractor responsibility. Project sponsors should directly solicit a minimum of three bids and/or publicize their request in an effective manner to solicit the type of goods or services requested.
3. **Competitive Sealed Bids or Proposals:** Procurement for contracts exceeding **\$250,000** may follow one of the following methods:
 - a. **Competitive Sealed Bids (ORS 279B.055):** The project sponsor must award contracts by using a formal invitation to bid process if the sponsor is basing contractor selection on lowest cost bid. Sponsors must give public notice of the solicitation.
 - b. **Competitive Sealed Proposals (ORS 279B.060):** The project sponsor must award contracts by using a formal request for proposal (RFP) if the sponsor is basing contractor selection on criteria in addition to cost or wants the ability to negotiate terms and conditions with the selected contractor. These options are not allowed under the competitive sealed bidding process. Sponsors must give public notice of the solicitation.

Description of Change: Effective January 2024, state procurement thresholds increased. The cap for small purchases increased from \$10,000 to \$25,000. The cap for intermediate purchases increased from \$150,000 to \$250,000. Competitive sealed bids or proposals are required for contracts exceeding \$250,000, increased from contracts exceeding \$150,000.

Grant Manual Reference: Section 5.4