



Purchasing & Contracting Delegation of Authority

To implement District policy 8.50.100-P and the adopted Portland Public Schools Public Contracting Rules (PPS-45-0200), the District will follow these procedures for purchasing and contracting delegated authority. In the event of any inconsistency between the provisions of this Administrative Directive and any provisions of the PPS Public Contracting Rules, the PPS Public Contracting Rules shall govern and control.

- I. Purchasing and contracting business processes are designed to be legally compliant while supporting efficient and effective operation of District schools and departments.
- II. The District's Purchasing & Contracting department provides acquisition, procurement, purchasing, and contracting procedures, instructions, and recommendations to District schools and departments.
- III. "District Contract" means all contracts entered into by the District, including Public Contracts subject to the Public Contracting Code and the PPS Public Contracting Rules (Divisions 46, 47, 48, and 49), and all other contracts or agr



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c) The Contract Manager



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authorization, within the constraints of the Public Contracting Rules and, for personal services contracts, subject to the 125% cumulative amendment cap and the exceptions thereto in PPS-46-0535(4). In the event of significant contract scope change, a new contract should be initiated and appropriate competition sought in compliance with the PPS Public Purchasing Rules.

- b) The Superintendent designates the following positions authorized to electronically approve and/or sign District Contract Amendments or Change Orders, within the constraints of the Public Contracting Rules:

| Position | Amendment Amount |
|---|----------------------------------|
| Superintendent | Unlimited |
| Deputy Superintendent of Business and Operations | Unlimited |
| Chief Financial Officer | Unlimited |
| Director, Purchasing & Contracting | Unlimited |
| Deputy Clerk | Unlimited |
| Purchasing & Contracting Department Staff: Contracts Manager and Solicitation Manager | Unlimited |
| Chief Operating Officer | Amendments under \$150,000 |
| Office of School Modernization and Facilities and Asset Management Directors and Senior Directors | Amendments under \$100,000 |
| Construction/Capital Project Managers | Change Orders under \$10,000 but |



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| and Project Directors | excluding any contract extensions or changes to legal terms and conditions |
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- c) These signatories are responsible for assuring any Amendments or Change Orders are appropriately routed to Purchasing & Contracting for input into the contract tracking system, entry into PeopleSoft, and

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- v. Determination of an exception to 125% cumulative amendment cap for Personal Services Contracts (PPS-46-0535(4))
- c) PPS DIVISION 47 – PUBLIC CONTRACTING RULES FOR CONTRACTS FOR GOODS AND/OR SERVICES OTHER THAN PERSONAL SERVICES
 - i. Determination and documentation of sole source for Goods and Services (PPS-47-0275)
 - ii. Authorization for alternative procurement methods and procurement without competitive bidding for Approved Class Special Procurements (PPS-47-0288)
 - iii. Receive and consider protests of Special Procurements, Sole-Source Procurements, multi-tiered and multi-step solicitations, and other solicitations (PPS-47-0700, -0710, -0720, and -0730)
- d) PPS DIVISION 48 – CONSULTANT SELECTION: ARCHITECTURAL, ENGINEERING AND LAND SURVEYING SERVICES AND RELATED SERVICES CONTRACTS
 - i. Establishment of an FSCP for Architecture, Engineering, Land Surveying or Related Services (PPS-48-0280)
- e) PPS DIVISION 49 – DISTRICT PUBLIC CONTRACTING RULES FOR CONTRACTS FOR PUBLIC IMPROVEMENTS AND/OR PUBLIC WORKS
 - i. Authorization for alternative procurement methods and procurement without competitive bidding for approved Class Exemptions (PPS-49-0146)
 - ii. Schedule hearing(s) regarding disqualifications (PPS-49-0370(3))
 - iii. Waive bid security requirements for public improvements less than \$100,000 (PPS-49-0460(5))



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