

## Contracting

Umatilla County Special Library District (UCSLD) follows the Oregon Model Public Contracting Rules (ORS 279A.065) when purchasing goods and services and for construction projects, subject to the additions or exceptions provided in this policy.

1. Local Contract Review Board Except when otherwise provided in UCSLD policies, the powers and duties of the Local Contract Review Board (LCRB) under the Public Contracting Code shall be exercised and performed by the UCSLD Board of Directors.
2. Delegation of Contracting Authority Unless expressly limited by the Local Contract Review Board or UCSLD policies, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the board president, district director, or his/her designee, including the authority to enter into emergency contract pursuant to ORS 279B.080 and 279C.320(1).
3. Personal Services Contracts Personal services shall be defined to include those services that require specialized technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include, but are not limited to: architects, engineers, surveyors, attorneys, accountants, auditors, computer programmers, artists, designers, performers, and consultants. The district director or his/her designee shall have the authority to determine whether a particular service is a "personal service" under this definition.

Personal service contracts do not require a competitive bidding process. When screening or selecting a personal service contractor, the district will consider qualifications, performance history, expertise, knowledge, creativity, and the ability to exercise sound judgment. The selection is based primarily on these factors rather than price.

Unless otherwise provided in this section, contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services shall be awarded according to ORS 279C.110(3). A contract for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services may be entered into by direct appointment if such contract is estimated not to exceed \$45,000 in a fiscal year, or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under this policy, and the new contract is a continuation of that project.

**Umatilla County Special Library District**

Adopted - 7/18/2019

Reviewed & Updated -

4. Sole Source Procurement When necessary, the district's Local Contract Review Board, district director, or his/her designee may enter into a sole source procurement pursuant to ORS 279B.075.

5. Electronic Advertising Pursuant to ORS 279C.360 and ORS 279B.055C(4c), electronic advertisement of public contracts in lieu of newspaper publication is authorized when it is cost effective to do so. The board president, district director, or designee shall have the authority determine when electronic publication is appropriate, and consistent with the district's public contracting policies (OAR 137-47-0270(3)).