

# Scappoose School District 1J

Code: **DJCA**  
Adopted: 1/17/94

## Request for Proposal

The district will use requests for proposals as a means for soliciting competitive proposals or offers to be used as a basis for making an acquisition or entering into a contract when specification and price will not necessarily be the predominant award criteria.

Requests for proposals shall minimally provide:

1. A clearly written document stating the contractual requirements;
2. An evaluation criteria which clearly outlines the procedure to be used in determining the award to include, but not limited to, cost, quality, service, compatibility, product reliability, operating efficiency and expansion potential;
3. Clear statement regarding complaint procedures and available remedies;
4. A clear statement outlining the opportunity and procedure which allows vendors to comment on any specifications they feel limit competition.

The district's selection process will not inhibit competition or encourage favoritism.

Requests for proposals will not be used where competitive bidding is required on Oregon Revised Statutes nor will the request for proposal process be used if such process would substantially diminish competition for public contracts.

In all purchasing, the district will continually seek the most value for the funds expended.

END OF POLICY

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### Legal Reference(s):

[ORS Chapters 279](#)

[ORS Chapters 279A, 279B and 279C](#)

[ORS 332.107](#)

[ORS 670.600](#)

[OAR 459-010-0030](#)

INTERNAL REVENUE SERVICE, PUBLICATION 1779: INDEPENDENT CONTRACTOR OR EMPLOYEE.