

## **Procurement Management—Activity Definition**

**Any guidelines set by the University in this regard supersedes this document.**

### **Purpose:**

The objective of this activity is to ensure that appropriate resources are employed, that the process of selection is fair and that the quality of work is acceptable.

### **Participants:**

Project Manager, OSU Purchasing department, and OSU Legal department

### **Inputs:**

Project Schedule[1], Work Breakdown Structure[1], Integrated Project Plan[3], Procurement Plan[5], OSU Procurement Process

### **Process:**

1. A vendor is chosen according to the method identified in the Procurement Plan and according to pre-set criteria.
2. The contract with the vendor should list complete information of the arrangement between the two parties.
3. Costs and timelines need to be agreed to.
4. Include appropriate non-disclosure clauses in the contract(s) or statement(s) of work or the purchase order(s).
5. The contract needs to be signed by authorized signatories.

### **Outputs:**

Signed Contract(s)/Purchase Order(s)/Statement(s) of Work

**Procurement Management—Guidelines**

1. The vendor evaluation criteria need to be listed clearly.
2. The process of selection should be fair and based solely on the criteria.
3. If you want periodic reporting, you need to make sure it is included in the contract.
4. If you want to validate that interim deliverables are acceptable to your company, you need to agree on completeness and correctness criteria ahead of time.
5. The scope of work needs to be clearly defined in the statement of work/contract.
6. Ensure that you document who retains ownership of the source code and the product. Agree upon and document the credit terms.