



Procurement 101



Last updated 4/22/2026

Learning Outcomes

- Working knowledge of:
 - Procurement Authority
 - HSD RFPQ & Allocation Processes
 - Multnomah County procurement more generally.
 - How to register and manage supplier accounts in MMP
- Notification of upcoming Opportunities



What is Procurement?

"The act of purchasing, leasing, renting or otherwise acquiring goods or services..." Procurement" includes each function and procedure undertaken or required to be undertaken to enter into a Public Contract, administer a Public Contract and obtain the performance of a Public Contract..."



"It Depends"

Procurement at Multnomah County covers hundreds of pages of policies and procedure.

This advice is meant to be a general primer, and we will be largely focused on **human services procurement** for the **Homeless Services Department (HSD)**.

For specific information related to an open sourcing event, an active contract, or other procurement need, please contact
hsd.cp.support@multco.us

Why do so many rules and regulations exist?

- To ensure proper stewardship of taxpayer dollars
- To ensure transparency, accountability, and traceability
- To limit unfair, unethical, or biased procurement practices
- To protect the community member, the contractor, and the County

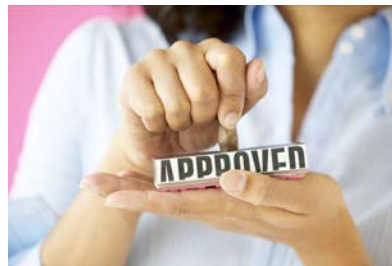
Public Procurement needs to be fair, equitable, and transparent



What is Procurement Authority?

At its most basic level, Procurement Authority is
Permission To Buy

Procurement Authority shows that the County has followed all applicable state and local purchasing regulations so that we ensure the County is a responsible steward of public funds.



What Procurement Authority is Not

- A contract
- A promise or guarantee to purchase
- Permanent
- Universal

How is Procurement Authority Granted

- Depends on the size of a purchase
- Depends on what is being purchased

For today's conversation...

Procurement Authority is granted via a **sourcing event**

What is a Sourcing Event?

An open, fair, and competitive process whereby suppliers provide proposals or bids to the County for consideration. Sourcing Events are also called *Solicitations*.

An RFP and RFPQ are examples of a Sourcing Event

RIP / RFP

(Request for Intermediate / Formal Proposal)

- Open competitive sourcing event that awards one or more proposers.
- **Can lead directly to a contract** based on a ranking of proposals.

Examples: HMIS Software Solution, Meal Delivery Services



RIPQ / RFPQ

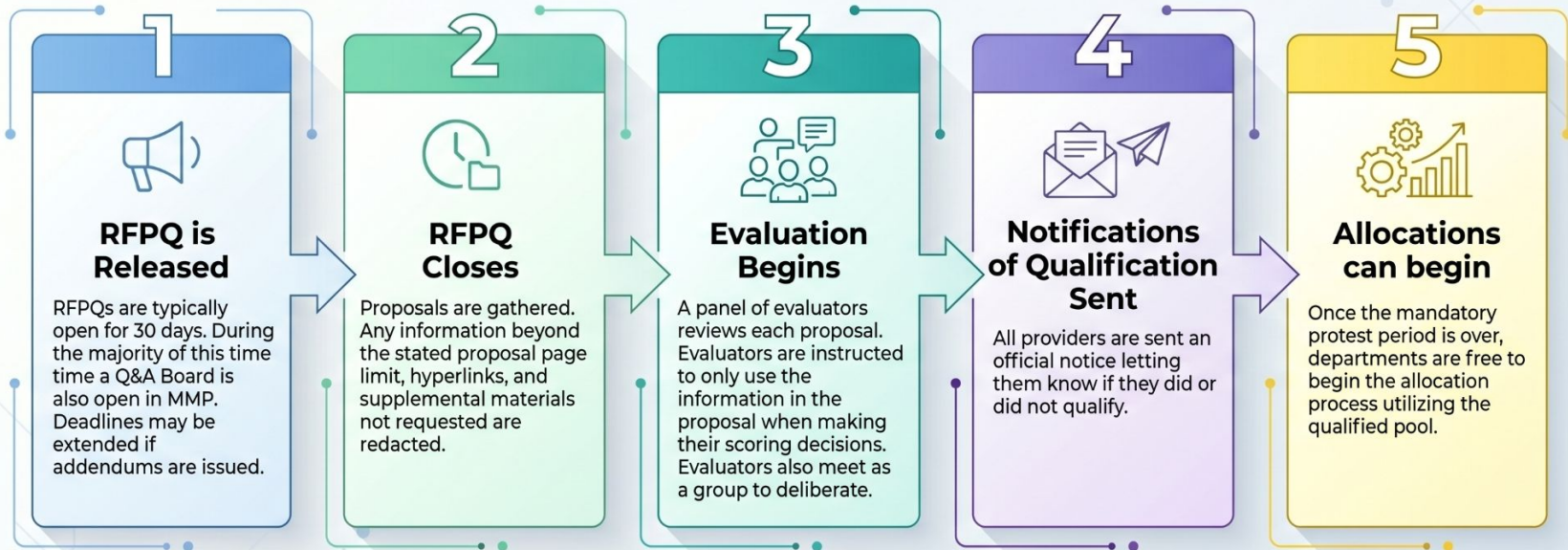
Request for Intermediate/Formal Qualification

- Open competitive sourcing event that establishes a **pool** of qualified suppliers.
- Suppliers **may or may not** receive a contract once qualified
- Allocation process is used to determine who receives a contract

Examples: 2022, 2023, and 2025 Supportive Housing Services RFPQ.



Intro to RFPQ Process



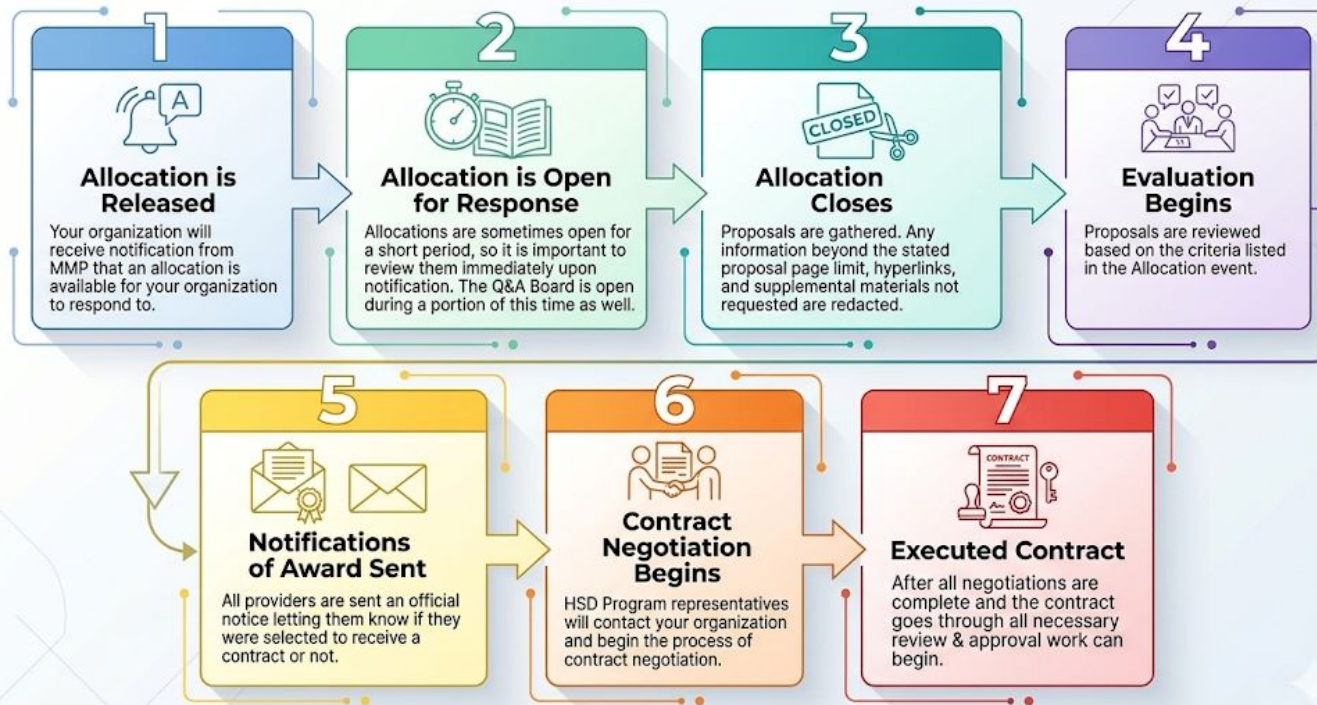
Allocation

Required for RIPQ / RFPQ

- Required for all contracts created off of the RIPQ / RFPQ
- Events use the prefix "ALOC" in MMP
- Invitations are sent to providers based on eligible RFPQ qualifications
- Typically consist of a written proposal
- Used to be called "NOFA" in HSD



Intro to Allocation Process



How to find Procurement Opportunities

- [Sign up for HSD's Newsletter](#)
- [Register for an account in MMP](#)
 - Make sure your account's contact information is up-to-date
- Keep an eye on Multnomah County's [Bids and Proposal Opportunities page](#)
- For State funding opportunities - Check out [OregonBuys](#)



How to create an MMP Account

- Complete a Supplier Access Request Form
 - You can do this even if you do not currently have a contract with the County.

<https://multco.us/info/mmp-supplier-access-request-form>

MMP Supplier Access Request Form

Welcome to the Multco Marketplace Supplier Access Request Form.

How to Update Your Contact Info in MMP

<https://multco.us/info/multco-marketplace-welcome-page>

This page houses resources on:

- How to navigate MMP
- How to update your organization's contact information
- How to respond to a sourcing event
- And more!

How to Get Assistance with MMP

- General questions regarding how to navigate MMP
 - Send your inquiry to hsd.cp.support@multco.us
- Technical Support regarding user access or other account issues:
 - Email tsmmarketplacesupport@multco.us
 - Contact Jaggaer support at 1.800.233.1121 or submit a Supplier Support Ticket at <https://www.jaggaer.com/supplier-support> to request access.



Upcoming Opportunities

- Multnomah County Supportive Housing Services RFPQ - Late summer of calendar year 2026. Exact date TBD.



Questions & Discussion
