

# MEMORANDUM

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TO: Agencies Utilizing the Oracle Master Agreement

FROM: The Purchasing Division

DATE: November 4, 2016

RE: Ordering Instructions for the Oracle Master Agreement

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## **Instructions for State Agencies Utilizing the Oracle Master Agreement**

- 1. Use Limitations:** The Oracle Master Agreement is intended to provide the basic contractual framework for contracts between entities subject to the Purchasing Division's oversight and Oracle. The Oracle Master Agreement is not a stand-alone contract and does not permit an agency to procure goods or services from Oracle without a separate procurement.

The Oracle Master Agreement applies only to contracts issued and approved by the West Virginia Purchasing Division for agencies under its authority and approved as to form by the West Virginia Attorney General's office. No order may be placed under the Oracle Master Agreement unless that order and any related documents are approved in advance by the West Virginia Purchasing Division and the West Virginia Attorney General's office. A signature from the Purchasing Division, and from the Attorney General's office, on the ordering document shall operate as approval.

- 2. Master Agreement Use:** In the event that Oracle is identified as the lowest responsible bidder in a bid, is designated as a sole source vendor, or is selected through an emergency procurement, this Master Agreement and any ordering documents will be used to provide the terms and conditions for the subsequent contract. Any documents provided by Oracle must be submitted to the Purchasing Division and the Attorney General's office for review and approval.

In the event that an agency is seeking to obtain goods or services from Oracle as an agency delegated procurement, the agency must nevertheless submit Oracle's ordering documents to the Purchasing Division and the Attorney General's office for review and approval.