



State Procurement Office
Achieving Results Together



Oregon Business Information Guide

2009

Doing Business with the State of Oregon

This guide will help you, the business owner, locate information and services you need to successfully compete for government contracts.

Not long ago people expected to use a phone and rolodex to do most of their business; not so today. No matter what the business focus, from software consultant to construction management; computers, cell phones and other web enabled devices are a daily requirement for business success. The most important investment a business owner will make is purchasing a good computer and having the internet connection to support it.



If you do not have a computer of your own, or if connections in your area are difficult to use, local libraries, community colleges, and Small Business Development Centers often have computers that are available for public use. Many of these locations will also have information for small business owners on programs or resources in your area.

Who is the “State” and How Do I Know Who to Call?

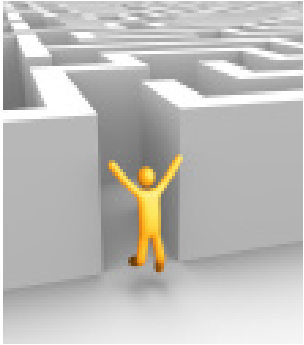
Business owners may find that the process of responding to state issued contract opportunities challenging at first. However, businesses that follow the prescribed processes often discover it is well worth the effort.

Business owners interested in State contracts must be prepared to follow Statutes and Rules that are designed to protect the interests of Oregon taxpayers. State agencies offer a range of contract opportunities valued from a few dollars to millions of dollars. Most agencies have authority to spend up to \$150,000 independent of the State Procurement Office (SPO). For many of the larger contracts and price agreements, agencies turn to SPO for assistance. Most of those contract opportunities are posted in the Oregon Procurement Information Program (ORPIN).

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We are pleased to provide the information in this business guide, however, we are not liable or in any way responsible for the way in which the information is shared or used. Websites, and agencies referenced within this guide are independent entities and responsible for the content of their sites. Should you have problems with the sites please report the problem to the web contact for the individual sites.



Government business is good business if you are ready to take the big step.

TIP...

Use the **TIP** boxes to help you quickly move through the information in this guide.

Doing Business with the Department of Administrative Services State Procurement Office and State Agencies

The first question to ask should be; is government business part of my business plan? Your special product or service may or may not be something government agencies would purchase. Many business owners believe that government contracts provide a secure and steady revenue stream; however, businesses must have both the capacity and capability to provide services to meet the needs of agencies or entities.

Contract Range:

Contracts up to \$5,000 may be established with a business through a purchase document, phone or fax quote, depending on specific agency policy. It is important that businesses get signed orders from authorized personnel before filling an order or beginning work on a contract.

Contracts that range between \$5,000 and \$150,000 are considered informal contracts. These may be released in a variety of ways. There may be a quote process or a formal bid process used to select a vendor. Agencies generally handle smaller contracts without the help of the State Procurement Office. Most contract opportunities are posted on ORPIN, the State's on-line procurement information system. A contact name and phone number for the buyer is always listed at the top of the screen when you open an opportunity.

For contracts over \$150,000 (formal solicitations) or complex procurements the State Procurement Office often oversees the procurement process. These contract opportunities are posted on ORPIN for the amount of time required under Oregon Revised Statute (law). Most major contract opportunities will be on the ORPIN system for two to four weeks. The procurement analyst in charge of the solicitation will have contact information on the document. Business owners or agents are encouraged to contact the analyst with questions or concerns regarding the posted bid or RFP notices. [ORS 279 A B & C](#)

Business owners or agents are encouraged to keep track of closing dates for the solicitation and other important submittal information. Formal solicitations are governed by statute and both the business representative and the procurement analyst must follow the prescribed statutes and rules connected to the specific type of procurement.

The Department of Administrative Services State Procurement Office (DAS-SPO)

The State Procurement Office performs many duties in addition to establishing and administering contracts. Below is a list of other services and programs offered through DAS-SPO.

Oregon Procurement Information Network (ORPIN)

ORPIN is the State's official procurement website. State agencies and many local governments use the site to post contract opportunities. The ORPIN website provides suppliers with a one-stop place to find contract opportunities for the state.

Qualified Rehabilitation Facility Program (QRF)

The QRF program administers contracts that state and local governments have established with Oregon QRFs. This program provides over 6,000 jobs to Oregonians with disabilities. Contracts range from e-waste recycling and disposal to janitorial and grounds keeping.

Oregon Cooperative Procurement Program (ORCPP)

The ORCPP program saves Oregon citizens millions of dollars each year by developing cooperative purchasing agreements between state and local governments. The increased volume achieved by purchasing supplies and services cooperatively provides government offices better pricing on supply and service contracts. Businesses benefit because one contract will often create multiple sales opportunities.

Training and Outreach

The training and outreach team provides services to state and local government offices for procurement education. In addition, the training team provides training to suppliers on how to use ORPIN. The team also makes regular visits to business conferences and business organizations to give seminars on doing business with the State.

Suppliers are encouraged to contact DAS-SPO for a list of upcoming events and ORPIN training opportunities.

Rules and Policy

DAS-SPO is responsible for writing Rules and Policies to guide agencies under DAS Authority in their procurement practices. Rules are an extension of State Statutes that help to clarify the intent of the law. The Rules Team invites stakeholders from agencies to provide input on purchasing Rule and Policy. All Rules are vetted through public hearings.



**DAS-SPO Mission Statement:
Achieving Results Together**

TIP:

When viewing this guide on-line you will be able to link directly to the listed websites. However, you may need to hold down the control key on your keyboard and then click on the link.

Control & Click





Building a vision for the future of Oregon business.

Social Media: Doing Business in the Internet Age

[Social Media Will Change Your Business](#) (written by Steven Baker and Heather Green - published by Business Week Magazine) is an excellent example of the diverse and challenging uses of computers in business life. It is also an excellent resource for identifying the many practical uses the internet affords savvy business owners today. To learn more about the advantages of using the internet to develop your business, simply go to one of the search engine sites listed below and type in the key word for the

help you are seeking.

One word of caution—as with everything else, when visiting sites on the web always be careful to do some consumer research before giving out any personal information. Most reputable business information sites will NOT ask for personal identification numbers, credit card numbers or bank information when doing research unless you are purchasing something. The services listed in this guide are either free or offered at a very low cost.

www.google.com

www.webcrawler.com

www.bing.com

www.AllBusiness.com

www.ask.com

www.business.com

TIP:

Suppliers must express interest in order to open a solicitation document on ORPIN. Suppliers need to select the “Interested” item on the left hand side of the screen.

Business Checklist of Services:

Secretary of State’s Office, Corporate Division:

<http://www.filinginoregon.com/business/index.htm>

This site will provide you with resources you need to register your business. The [Oregon Business Wizard](#) feature will help you determine the forms you will be required to complete when you register your business in Oregon.

Oregon Business Development Department:

<http://www.oregon.gov/ECDD/index.shtml>

The Oregon Business Development Department (OBDD) hosts a variety of small business support programs. Funded primarily by Oregon Lottery, OBDD employs Business Development Officers who are located regionally throughout the state. The Business Development Officers can provide business owners with a variety of resources in their region. Call the Small Business Services Coordinator at (503) 986-0161 for additional information.

Checklist cont....

Special Business Certifications and Programs:

In Oregon, Minority, Women and Emerging Small Businesses (MWESB) have the ability to become state certified. The program is a benefit to many small businesses that do business with Oregon State government. The Oregon Department of Transportation uses many certified MWESB suppliers on ODOT projects. Other agencies and local governments also utilize the state certified MWESB list to find suppliers of goods and services. For more information contact:

<http://www.oregon.gov/ECDD/OMWESB/>

Governor's Advocate for Minority, Women and Emerging Small Businesses:

<http://governor.oregon.gov/Gov/MWESB/index.shtml>

The primary role of the Advocate is to create business opportunities for Minority, Women and Emerging Small Businesses. The Advocate reports directly to the Governor, Legislature and the Department of Administrative Services Director's Office on projects and programs that assist MWESB certified companies in Oregon.

Oregon Department of Transportation, (ODOT) Office of

Civil Rights:

<http://www.oregon.gov/ODOT/CS/CIVILRIGHTS/>

The ODOT Office of Civil Rights is funded by the Federal Highway Administration. The goal of ODOT's Civil Rights Office is to ensure that Oregon's DMWESB community is included in contracts related to highway, road and bridge projects. The Civil Rights team provides a variety of small business services and programs to support the development of local firms. ODOT is the only state agency with programs that specifically target disadvantaged minority, women and emerging small businesses. ODOT offers a Professional and Technical Service Contracting Program and a Small Contractor Training Program. Both programs provide developmental business opportunities that assist business owners in growing their businesses.

Small Business Administration (SBA):

<http://www.sba.gov/localresources/index.html>

The SBA has a wide variety of services to offer small businesses of all types. The U.S. Small Business Administration (SBA) has a certification process for the 8(a) Business Development Program to assist small businesses. This program assists in the development of small companies owned and operated by individuals who are identified as socially and/or economically disadvantaged. AT LEAST 51% ownership must be held by the disadvantaged individual to qualify for the 8(a) program.



Ethics:

Oregon Public Purchasing Professionals abide by the highest possible standards for conducting open and honest public procurements. Oregon Revised Statute [ORS 244](#) specifically addresses the ethics all public officials must observe to maintain the public trust.

The gateway to government contracts in Oregon.

TIP:

If you see an **asterisk*** the field is required, you must fill out the required space to continue.

Oregon Procurement Information Network (ORPIN)

Step one in doing business with the State is to set up an account in ORPIN, the State's on-line procurement system. ORPIN is used by the State and many local government agencies to post contract opportunities, document the procurement process, and maintain contract information and data for the State.



To get started, <http://procurement.oregon.gov> will take you to the State Procurement web site where you can print out a user guide designed to help you complete a registration in ORPIN. You will also see a red "Log in to ORPIN" button that will take you to the ORPIN web site.

TIP:

Need help?
Your ORPIN Supplier Registration Guide is full of "how to" information. Reading through the guide will answer most of your registration questions.

If you are already a state certified Minority, Woman or Emerging Small Business (MWESB), most of your information will have been automatically migrated into ORPIN. You will need to log onto ORPIN and complete the registration process by setting up your unique log-in/name, password and product or service profile. The letter you received confirming your status as a certified firm will include information about logging in to complete this important step in the process. Remember to record your password and log-in someplace where it will be easy for you to find in the future.

NOTE: If you need help understanding your MWESB status contact the OMWESB team at (503) 986-0075. The ORPIN team does not control MWESB processes, or MWESB information in the ORPIN system.

ORPIN Cont...

You will be able to access the ORPIN web site either through the ORPIN link listed on the previous page of this instruction guide, or by typing <http://orpin.oregon.gov> in the address bar of your web browser. Once you connect with ORPIN, you will see a screen with a menu and some basic information. Take a moment to look at the menu bar - you will use the options many times as you work your way through the program.

You will have the ability to do an anonymous browse by selecting the menu option "Browse" . This will give you some basic information about what the website is about and how it works - but if you want to be able to download bid documents and use all of the ORPIN functions, you will need to create a user account by registering your business in ORPIN.

You are not obligating yourself in any way by completing the registration. By registering you will be giving yourself the best option for finding bid opportunities that are posted on this site. If your business is not currently registered, you can register at any time.

In addition to the Supplier Registration Guide listed on the State Procurement web site, there will be a help text to guide you through the process. Just click on the little question mark help icon that will display to the left of each step in the process.



Make sure you use the forward and back buttons on the ORPIN pages instead of in the toolbar of your internet browser:



TIP:

Carefully review the product and service information before selecting the items you wish to include in your profile.

Bid and RFP announcements will be sorted for you based on this information.

Suppliers are always free to view all open opportunities at any time. Simply click on the open book icon to see available bid and RFP notices.

TIP:

Your user name:
Should be six (6) or more characters long - it is **NOT** case sensitive.

Your password:
Must have seven (7) or more characters and you should include a number or special character. The password **IS** case sensitive.

Business Resources on the Web

This page is a list of links to a variety of resources for business owners. We have tried to provide links our team and business partners felt would be most helpful to Oregon business owners. If we missed your favorite link, please let us know.

A complete listing of State Agencies: http://www.oregon.gov/a_to_z_listing.shtml
Oregon Governor's Office: <http://www.oregon.gov/Gov/index.shtml>
Contact your legislator or track a bill: <http://www.leg.state.or.us/>
Oregon Veteran Benefits & Programs:
<http://www.oregon.gov/ODVA/BENEFITS/statebenefits.shtml>
Oregon Small Business Council: <http://www.oregon-smallbiz.com/>
Oregon Small Business Development Centers: <http://www.bizcenter.org/>
Directory of Oregon Chambers of Commerce: <http://www.2chambers.com/oregon2.htm>
African American Chamber of Commerce, OR: <http://www.blackchamber.info/default.cfm>
Oregon Association of Minority Entrepreneurs: <http://oame.org>
Oregon Hispanic Chamber of Commerce: <http://www.hmccoregon.com>
Oregon Native American Chamber of Commerce: <http://www.onacc.org>
Portland Business Alliance: <http://www.portlandalliance.com>
Asia Pacific Chamber of Commerce: <http://www.aabaportland.org>
Oregon Micro-Enterprise: <http://www.oregon-microbiz.org/>
NW Small Business Community / Mercy Corps: <http://www.pdxbizhelp.org/>
Rural Development Initiatives: <http://www.rdiinc.org/>
ShoreBank Enterprise Cascadia: <http://www.sbpac.com>
Oregon Business Plan: <http://www.oregonbusinessplan.org/>
Daily Journal of Commerce - see daily bid announcements: <http://djcoregon.com/>
ThomasNet - a resource for industrial suppliers: <http://www.thomasnet.com/>
Sustainable Business Network of Portland: <http://www.sbnportland.org/>
Lane Micro Business: <http://www.lanemicrobusiness.org/funders.php>
Small Business Legal Clinic: http://www.lclark.edu/law/centers/small_business_legal_clinic/