

How You Can Engage E-Government To Provide Services

For information on the process or WOC status, agencies can contact EGovWorkOrder@oregon.gov

To engage E-Government to help provide your new internet services there are 3 activities:

Initiate a Project – Define the Project – Review and Approval

1. Initiating a Project

Share your vision with our team and how we can help make it a reality.

Who does it	What they do
Requesting Customer	A. Fill out the Online Project Request Form located here http://go.usa.gov/cAuDz to get started.
E-Government Program Service Provider, NICUSA	B. A member of the NICUSA team, our E-Government service provider, will contact you to discuss your project request in further detail. This may require a project discovery meeting.

2. Define the Project

NICUSA will work with your project team to further define your project needs in more detail which includes developing the necessary Work Order & Statement of Work as follows:.

E-Government Program Service Provider, NICUSA	C. A series of meetings will be scheduled to collaboratively build a Draft Work Order & Statement of Work using our approved contract templates.
Requesting Customer	D. <i>If this project will involve electronic payments, contact Treasury at tms@ost.state.or.us and cc: EgovWorkOrder@oregon.gov to set up an e-payment readiness review meeting with Treasury and to gain an understanding of state electronic payment requirements.</i> E. Once the draft Work Order & Statement of Work is ready, send a copy to the E-Government Program Manager for review (EGovWorkOrder@oregon.gov) <i>If the project involves electronic payments, attach Treasury's approval email.</i>

3. Review and Approval

Once you have your project defined, you can follow the process get the Work Order & Statement of Work reviewed by E-Government and send it to for Legal Sufficiency so you can get it signed and your project added to the work schedule.

E-Government Program Manager	F. Review the draft Work Order & Statement of Work for template language changes, compliance with contract, standards and policies. Provide feedback to Requesting Customer and E-
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	Government Program Service Provider. Completes and attaches the initial DAS Advice Form.
Requesting Customer	<p>G. After the E-Government Program review, contact the Department of Justice for a required Legal Sufficiency Review. Obtain legal advice by emailing Marilyn Gilham (marilyn.t.gilham@state.or.us) at DOJ to request a review. cc: EGovWorkOrder@oregon.gov on the request so the E-Government Program can stay in the loop on the process.</p> <p>H. Once the DOJ review is complete, remove the DOJ client-attorney advice and send an updated draft to NICUSA to make updates to schedule as necessary. Coordinate any final adjustments based on feedback from all parties.</p> <p>I. When finalized, email WOC to Pete Fairhurst NICUSA for signature (pete@egov.com) and copy Suzanne Jorgensen (sjorgensen@egov.com).</p>
E-Government Program Service Provider, NICUSA	J. Sign WOC and return to Requesting Customer
Requesting Customer	<p>K. Upon return of the signed WOC, sign the WOC. Also sign the required Agency Contract Verification Form after reviewing the material advice provided by DOJ and the E-Government Program Manager.</p> <p>L. Send the following attachments for E-Government Program review and approval (EGovWorkOrder@oregon.gov): 1) Signed WOC; 2) Dept. of Justice legal sufficiency email confirmation; 3) Agency Contract Verification Form.</p> <p><i>Note: Only sign "Review and verification by Director or delegate" – State Procurement will sign as "Contract Administrator" in step N.</i></p>
E-Government Program Manager	<p>M. Review and provide electronic approval. Verify all documents are signed. Finalize and attach the signed DAS Advice Form. Prepare and attach the signed State CIO Contract Verification form. Attach all required documents and notify all parties and State Procurement with a recommendation for Procurement approval.</p> <p><i>Note: The signed Agency Contract Verification Form, State CIO Contract Verification Form and DAS Advice Forms are required for Procurement Services to execute the Work Order.</i></p>
State Procurement Services or delegate	N. Signs Contract Verification Form as Contract Administrator. Signs and executes the work order.

Requesting Customer	O. Per Statewide Policy 107-009-0020-PO requirement, load executed work order into the Oregon Procurement Information Network (ORPIN) http://orpin.oregon.gov . For assistance please contact the ORPIN help desk at Info.orpin@oregon.gov or 503-373-1774.
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