**BUYER’S GUIDE**

*For Master Price and Services Agreement*

**Information Technology**

**Professional Business Services**

***Version 3.0 dated 10/27/2020***

***(previously 2.9 dated 10/21/2020)***

***This Buyer’s Guide focuses only on the IT Professional Business Services Master Price and Service Agreements. Please refer the to separate Buyer’s Guide for the Independent Quality Management Services(iQMS) Master Price and Service agreements, Version 1.1, dated 01/07/19.***

WHAT SERVICES ARE INCLUDED IN THESE IT MASTER PRICE AND SERVICES AGREEMENTS?

**1.0 Purpose.** As part of a broader effort to provide Authorized Purchasers with access to information technology services, including quality management, business and other professional services, the Basecamp Program within Department of Administrative Services, Procurement Services (DAS PS) and the Office of the Chief Information Officer (OSCIO) have established TWENTY-TWO (22) Master Price and Services Agreements (MPSA) to provide Authorized Purchasers with Information Technology Consulting Services. The 22 Consultants each have a MPSA covering one or more of the 43 services listed on the IT Professional Business Services Matrix.

 The link below will take you to the Matrix which includes the Consultant name, the services awarded, and MPSA number:

<https://www.oregon.gov/das/procurement/documents/ITProfBusSrvsMatrix.xlsx>

From time to time, DAS PS may award additional MPSAs or add services.

SELECTION OF CONSULTANT; CONTRACT

**2.0 Selection of Consultant.** Unless Authorized Purchaser can justify some other sourcing method under ORS 279B.050, Authorized Purchaser shall select a particular Consultant for a single project, phased project or portfolio of projects through a best value analysis process (“BVA”) within the pool of Consultants holding a MPSA for the Service(s) desired.

Authorized Purchasers are responsible for selecting and contracting with a Consultant in accordance with the process described in the MPSA. **ORCPP Participants are responsible for selecting and contracting with Consultant(s) in accordance with the participant’s own statutes, rules and policies.**

**2.1** **Direct Award.** If the estimated value of the Contract is $10,000 or less, Authorized Purchaser may issue a Contract to the Consultant of its choice without a Best Value Analysis Process.

**2.2** **Best Value Analysis Process.** If the estimated value of the Contract is over $10,000, Authorized Purchase must select a Consultant using the Best Value Analysis Process. Authorized Purchaser will develop and document the screening and selection criteria that detail the standard of best value for the Request for Quotes (“BVA Process”). Authorized Purchaser may consider many best value factors including without limitation:

* operating environment and technical requirements implicated in the underlying project;
* approach and related cost proposed for the Services;
* Consultant’s past performance and history;
* Consultant’s demonstrated skill and experience;
* Consultant’s expertise or certification in a given specialty area;
* Total price, delivery, service levels;
* References; or
* Consultant’s availability and resource capacity.

**2.2.1 Request for Quotes.** Authorized Purchasers shall use an electronic Request for Quote process. Authorized Purchasers will send the Request for Quote to all of the MPSA holders within the desired service category that are eligible to respond. The pool of eligible offerors must be based upon their designation of Service type(s) as identified in the service matrix. The Request for Quote will include at a minimum:

* designation of MPSA holders within the desired service(s) category
* Authorized Purchaser contact information
* description of the project;
* description of the required Services;
* project time frames;
* any other requirements (i.e. project plan and schedule, Key Person resumes, references, samples, costs)
* submittal time, date and place.

 **RFQ Template:**

 <https://www.oregon.gov/das/Procurement/Documents/MPSA_RFQ.doc>

**2.2.2** **Process.** Authorized Purchaser will contact the selected pool of Consultants electronically. Consultant(s) must respond to Authorized Purchaser with a quote as provided in the Request for Quotes. **Note: Rates provided by Consultant in any offer or quote may not exceed the most competitive rates and discounts set forth in Attachment B of the Consultant’s MPSA. However, Consultant may agree to extend specialized, discounted pricing based on the requirements by providing a specific offer or quote in response to the Request for Quote.**

**2.3 Selection.** Authorized Purchaser shall evaluate the Offers and may award the Contract to the highest ranked Offeror without a conflict (i.e. Offeror is not providing independent quality management services to the Authorized Purchaser on the same project).

Consultant(s) chosen through the selection process in accordance with the Best Value Analysis Process are Authorized Purchaser’s final decision.

**FOR FULL CONTRACT DETAILS, ALWAYS REFER TO THE MPSA DIRECTLY.**

**3. DOJ AND DAS PS REVIEW**

 For State Agency Authorized Purchasers: Unless otherwise exempt, State Agencies must submit all Public Contracts over $150,000 to the Department of Justice for legal sufficiency review and approval. State Agencies under DAS authority must also submit a purchase request thru ORPIN to DAS PS.

1. **ENTERING THE WOC ON ORPIN**

For State Agencies under DAS authority any WOC over $10,000.00 must be posted on ORPIN under the Consultant’s MPSA. For easy to use directions, please find “Entering a WOC” document under the Attachment section in ORPIN.

PRIMARY CONTACTS:

CONTRACT ADMINISTRATOR:

DAS PS – Debbie Davis, State Procurement Analyst

Phone: (971)707-1100

Email: debbie.m.davis@oregon.gov

VENDOR MANAGER:

DAS OSCIO – Tara Maffeo, Strategic Sourcing Specialist

Phone: (503)871-0366

Email: tara.maffeo@oregon.gov

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| **CONSULTANT** | **MPSA #** | **CONTACT** | **EMAIL** | **PHONE #** |
| Atmosera, Inc. | 8474 | Jon Thomsen | jon.thomsen@atmosera.com  | 503-671-1885 |
| BerryDunn, LLC | 8292 | Kevin Scheirer | pqcv@berrydunn.com​ | 207- 541-2200 |
| Bluecrane, Inc. | 8462 | Allen Mills | allen.mills@bluecranesolutions.com  | 310-792-6243 |
| NTT DATA State Heath Coonsulting, LLC (Cognosante Consulting) | 9433 (formerly8356) | Janet Miller | NTTDS.HCProcurement@nttdata.com  | 480-481-5946 |
| CSG Government Solutions | 8470 | Drew Sutter | dsutter@csg.com  | 815-451-6935 |
| Deloitte | 8482 | Kevin Kelly | kevkelly@deloitte.com  | 971-998-8249 |
| Dye Management Group Inc. | 8370 | Crystal Milam | cmilam@dyemanagement.com  | 425-637-8010 |
| Plante Moran(formerly EKS&H LLP) | 8407(formerly 8476) | Tim Deskin | tdeskin@eksh.com | 303-229-1937 |
| Elegant Solutions | 8473 | Priyanka Arora | govt@elegantsolutions.us  | 703-609-0215 |
| Elyon Enterprise Strategies | 8475 | Karen Morphy | karenmorphy@elyonstrategies.com  | 916-952-7789 |
| Gartner Inc. | 8480 | Heide Cassidy | heide.cassidy@gartner.com  | 206.245.8321 |
| Gaming Laboratories Int’l | 8469 | Anne Stone | procurement@gaminglabs.com  | 732-961-5031 |
| Maximus, Inc. | 8471 | Paula Wales | paulawales@maximus.com  | 720-635-6476 |
| Microsoft Corporation | 8487 | Ross Trousdale |  or-rfp@microsoft.comross.trousdale@microsoft.com | 612-226-4158 |
| CBIZ Risk & Advisory Services, LLC(Myers and Stauffer)  | 9415(Formerly8464) | Tiffany Garcia | tiffany.garcia@cbiz.com  | 512-340-7423 |
| The North Highland Co. | 8477 | Jon Burchard | jon.burchard@northhighland.com  | 916-208-4530 |
| Point B Inc. | 8479 | Sicely Donaldson | sdonaldson@PointB.com  | 503-345-9871 |
| Resource Data Inc. | 8468 | Jason Mancuso | jmancuso@resourcedata.com  | 503-208-3693 |
| TEKsystems, Inc.  | 8478 | Kelly Brady | kebrady@teksystems.com  | 971-344-5044 |
| Timmons Group | 8465 | John Stroud | john.stroud@timmons.com  | 971-258-1276 |
| Windsor | 8466 | Craig Austin | craig\_austin@windsorsolutions.com  | 503-675-7833Ext 215 |

RESTRICTIONS

Restrictions for MPSAs are based on the Policies and authority to which Authorized Purchaser is subject.

**ALL AUTHORIZED PURCHASERS** must follow all:

* Statutes to which they are subject
* Rules to which they are subject
* Policies to which they are subject
* All MPSA instructions

BASECAMP, Additional Information

These MPSAs are part of the Basecamp Program. The Basecamp Program was established to provide greater access and improve the quality and delivery of information technology (IT) solutions across the state. The Program provides vendor management services by managing costs, supporting technology alignment, managing contractor compliance, improving stakeholder-contractor relationships, and strategically working with Authorized Purchasers.

**Purchasing Transparency:**

The Basecamp program maintains a catalog about these MPSAs that can be used by Authorized Purchasers to make data-driven decisions including: vendor performance, who’s using the MPSAs, rates being paid, solutions purchased, market related trends, and contacts to learn more.

To see what’s available on the Basecamp IT Catalog visit: <https://www.oregon.gov/basecamp/Pages/IT-Catalog.aspx>

**Improvement Requests:**

Basecamp’s vendor managers work with Authorized Purchasers to provide an additional layer of support with managing vendor relationships, including issue resolution. If you would like assistance we invite you to contact us. Filling out an improvement request will initiate this process: <https://www.oregon.gov/basecamp/Pages/Vendor-Management.aspx>

**Feedback:**

Ensuring these agreements meet the needs of Authorized Purchasers, Basecamp occasionally engages purchasers to seek feedback regarding experiences working with awarded price agreements. The information provided is critical to the successful use of these agreements across the state. Authorized Purchasers contributions are the foundation of our performance management and aides in improving vendor engagements and procurement decisions.

The Vendor Management program sends a quarterly customer satisfaction survey to a sample of Authorized Purchasers. This survey is designed to be completed in approximately 5 minutes.

**Knowledge Center:**

Basecamp has developed a resource repository for lessons learned, helpful project documents and kickoff event recordings for authorized purchasers and project teams.  Learn more by following the link below to the Knowledge Center User Guide.

<https://www.oregon.gov/basecamp/Documents/Knowledge_Center_User_Guide.pdf>