**Virtual Receptionist Procurement Reference**

***Update 8/04/2022***

WHAT IS AVAILABLE

DAS PS, on behalf of DAS Enterprise Asset Management (EAM) (via an Emergency Declaration), performed a Request for Quote/Best Value Analysis (RFQ/BVA) process for EAM only for a Virtual Receptionist. The state’s existing price agreement with CDWG, PA 5603 was utilized for the hardware component. DAS PS has tried to buy the software through the state’s on-premise software agreement with SHI, PA 6454, but SHI contacted the hardware vendor and they are not willing to sell the software as a standalone. The software and hardware were identified through the BVA process. EAM has identified OLEA Kiosks for their Virtual Receptionist System.

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Note: Authorized Purchaser for your agency should perform an RFQ/BVA process that satisfies the requirements of your agency. Please refer to the attached buyers guide below for additional details.

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| --- | --- | --- | --- | --- |
| **CONTRACTOR** | **OREGOBUYS Link to Statewide Price Agreement** | **CONTACT** | **EMAIL** | **PHONE #** |
| **CDWG** | [5603](https://oregonbuys.gov/bso/external/purchaseorder/poSummary.sdo?docId=5603&releaseNbr=0&external=true&parentUrl=close) | **Adam Ryan** | adamrya@cdw.com | **866-682‐0927** |

WHERE TO BUY

THE PURCHASE FOR THE HARDWARE CAN BE PLACED AGAINST THE STATEWIDE PRICE AGREEMENT 5603 ENTERED INTO BY THE STATE OF OREGON. FOR FULL PRICE AGREEMENT DETAILS, PLEASE VISIT THE OREGONBUY’S LINK BELOW.

HOW TO BUY, Approval and Ordering Process

1. **Please refer to the attached buyers guide for questions regarding “How to Buy”.**

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1. DASPS worked with Enterprise Information Services (EIS), Cyber Security Services (CSS), and the Department of Justice (DOJ) to obtain review and approval of the Kioware virtual assistance softwareEULA. However, Kioware virtual assistance software is considered a non-negotiable agreement, but DAS PS did obtain a change to the venue of law, changing it to Oregon. However, an agency that wishes to use the Kioware virtual assistance software must satisfy, in consultation with CSS, where appropriate, that the software is suitable for the agency’s intended use.

**The Information Technology Investment Oversight Policy 107-004-130 remains applicable for this investment.**

1. **Purchase Order Templates:**

Attached are the purchase order templates for PA 5603.

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1. **Kioware Software End User Licensing Agreement (EULA)**

Kioware Software End User Licensing Agreement (EULA) comes integrated in OLEA’s Kiosk. Attached is the EULA that will need to be incorporated by reference on the purchase order.



Please use the language noted below on the Purchase Order.

***This purchase order incorporates by reference the Software License Agreement for Kioware Software, between the State of Oregon and Analytical Design Solutions, Inc., dated August 2, 2022.***

QUESTIONS

**CONTRACT ADMINISTRATOR:**

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