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**OFFICE OF THE SECRETARY**

**OF STATE**

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**Invitation to Participate**

We’re writing on behalf of the group of agencies planning the project to acquire an end-to-end eProcurement software solution. As you recall, we recently made a presentation to your agency about the project, explaining why it’s needed in Oregon government and the benefits of participating in it. At that time we said we would develop a package containing information to help agencies decide if they will participate in the project. This package is enclosed. We encourage you to examine it and decide to participate in this exciting and unique project in Oregon government. The package includes:

* This invitation to participate in the project.
* Benefits of participating in the project.
* A draft Project Charter, including the project governance structure. To be signed by all collaborating agencies.
* Estimated staff and financial resources needed from each agency and a high-level project timeline. The cost estimates and allocation to each agency assume that all agencies receiving the package indicate their intention to participate in the project.
* A draft Interagency Agreement which includes estimated project costs and agency staff time commitment. To be signed by all collaborating agencies.

We ask that agencies that plan to participate indicate such by **email by end-of-day September 22, 2015**. These indications of intent to participate in the project will allow us to know which agencies are seriously interested in participating so we can complete the sign-up process with them.

**Completion of Sign-Up Process**

1. Project receives agency’s intent to participate (**by September 22**) and, if necessary, reallocates the estimated twelve-month project cost contained in this package among the remaining agencies.
2. All agencies respond accepting their costs **within five working days** of receipt of the new cost numbers. (Some agencies may find their cost unacceptably high and will not want to go any further with the project.)
3. If any more agencies drop out, the project cost for each agency will be recalculated. Agencies respond, accepting or rejecting, their new cost amount **within three working days.**
4. This iterative process will be complete when all collaborating agencies have accepted their cost amounts and agreed to payment.
5. Project creates final Project Charter and Interagency Agreement. Then each agency **signs and returns** these documents and identifies its committee members **within one week of completion of the iterative process** and the official project start-up begins.

We hope the expectations and timeline are clear. If you have questions about this package or the process, please contact Dave Whitbeck, eProcurement Project Manager, david.l.whitbeck@oregon.gov, 503-945-7302.

We are excited about the benefits each agency can get from participating in this project and look forward to working with you on it.





Mark Hubbard, Finance Director Sarah Roth, Chief Procurement Officer

Department of Forestry Secretary of State

**Contents of this Package**

* **Benefits of Participating** – A description of the benefits that will accrue to each collaborating agency and, potentially, to all state agencies long-term.
* **Project Charter** (Draft) – A document that describes the purpose of the project, the scope, the expected results, and the project governance structure. **When final, to be signed by a person who can commit the agency to participate in the project.**
* **Estimated Resource Needs (Staff and Financial)** – Three pages that show the allocation of the project cost between all of the agencies that have received this package, estimates of staff hours needed from each collaborating agency, and the planned project schedule. **Note**: These resource estimates are for project work that ends with the signing of the contract for the new software. Resources needed for implementation after this project is complete (software licenses, training, vendor help with implementation, etc.) are the responsibility of each individual agency.
* **Interagency Agreement** (Draft) – The agreement among agencies that will commit each agency to participate in project tasks, fund its share of the project, and commit the staff time required to participate in project governance committees. **When final, to be signed by a person who can commit the agency to participate in the project.**