

Round 3 Proposer Demonstrations

Focus Areas: Demonstrations have been classified into four presentation focus areas:

Suppliers (1 session per proposer)

Requestors and Approvers (1 session per proposer)

Procurement and Accounting (3 sessions per proposer)

System Administration / Information Technology (2 sessions per proposer)

Because of the breadth of information to be covered some focus area demonstrations will spread across multiple sessions. Sessions are not duplicates of each other.

Supplier Participants: Current vendors with the State of Oregon have been contacted to request their voluntary participation. There is room for 10 large, 10 medium, and 10 small vendors.

Agency Participants: Each collaborating agency will be allowed to bring 5 people to each demonstration except for the supplier demonstration where there will be a limit of 2 people.

 Each collaborating agency must identify a single person that will be the ‘responsible person’ for each focus area. The responsible person must attend all demonstrations for that focus area. A single responsible person can be identified for multiple focus areas.

 Remaining agency participants (4 at each session except suppliers where it will be 1) can attend one or all demonstrations. Attendees should attend all focus area sessions for a given proposer. For example all three Procurement and Accounting sessions for Proposer 1 or both System Admin/IT sessions for Proposer 3.

Evaluation Preparation: Participants should review the demonstration topics requested of the proposers as well as the functional requirements document. Identify items that are important to the state and your agency so you can ensure proper demonstration.

Demonstration Scoring: The Responsible Person for the presentation focus area will consolidate the feedback from all demonstration participants to provide a single evaluation score for the agency. Demonstration evaluation scores will be due at the end of the last session for each focus area for each proposer. Attendees will be provided with evaluation forms at the beginning of the session to allow scoring throughout the demonstrations.

Technology: Each collaborating agency participant will be required to provide their own Wi-Fi capable laptop to participate in the hands-on activity. The demonstration site will have electricity available.