Dear [Recipient name],

I wanted to share an update on how [Agency name] is preparing for the switch from the Oregon Procurement Information Network (ORPIN) to the new OregonBuys eProcurement System.

We recently established an internal workgroup to ensure a smooth transition ─ this group is known as our agency core team.

Our core team is working directly with the DAS OregonBuys project team. We’re making decisions about how [Agency name] will use OregonBuys and on the system settings for our user roles and approval paths. The team will also get system training early on, so that we can be a resource to you as the project moves forward.

The following is a list of our core team members:

* Xxx
* Xxx
* xxx

If you’d like to learn more about core teams, read the attached summary or visit the OregonBuys project website: <https://oregonbuys.oregon.gov>.

In the meantime, feel free to reach out to any of our core team members or me if we can answer questions. You can also contact the DAS OregonBuys project team at oregonbuys.info@oregon.gov.

Sincerely,

[Name and contact info]