Dear [Insert recipient name],

As you may be aware, the state of Oregon is getting a new web-based e-Procurement system called OregonBuys. DAS is rolling out this system to state agencies in two project phases:

* Phase 1 ─ replaces the Oregon Procurement Information Network (ORPIN).
* Phase 2 ─ launches new procure-to-pay functionality, including requisitions, creating purchase orders, receiving, and invoicing.

The project is currently in Phase 1 and is on target to replace ORPIN in July of 2021. I’m helping [Insert agency name] prepare for the transition through regular meetings with our agency and the DAS project team. Over the next few months, I’ll be in contact with you to share information about how you can get ready for the change.

If you’d like to learn more about why the state needs this important e-procurement system, please review the attached summary document or visit the OregonBuys project website: <https://oregonbuys.oregon.gov>.

In the meantime, please reach out to me if I can help answer questions, or contact the DAS project team directly at OregonBuys.info@oregon.gov.

Sincerely,

[Insert your name

and contact info here]