Dear [Recipient name],

The [Agency name] core team has been hard at work preparing for the new OregonBuys eProcurement System. And, we’re quickly approaching the time for OregonBuys training and then implementation.

At this point, you’re probably wondering how your job will change. For the first phase of the project, the changes will be minimal. The largest change is that you will use a new system for your procurement activities. You’ll stop using the Oregon Procurement Information Network (ORPIN) and start using OregonBuys. Also, you’ll find that OregonBuys automates many of the manual processes that you do today. For example, you’ll be able to receive vendor responses to solicitations and notify of intent to award through OregonBuys.

For more on what to expect, take a look at the attached PDF summary. It gives an overview of the Phase 1 procurement process in OregonBuys and lists some new system terms. If you’d like to learn more about why the state needs this important eProcurement system, 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 OregonBuys project team directly at oregonBuys.info@oregon.gov.

Sincerely,

[Name and contact info]