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Sent: Thursday, October 13, 2022 3:24 PM
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Subject: Email for Data Collection Meetings

Dear Project Coordinators and SPOCs,

As shared in the OregonBuys Wave 2 Kickoff meeting, the project is off to a running start and activities are beginning with Data Collection (followed by process design and validation). We're excited to be working with each of you on these efforts!

Soon after you receive this email, I will be sending out calendar invites to all wave 2 project coordinators. Please accept the invites and forward the those invites to your core team members as applicable:

1. **Organization Structure and User Setup Virtual Training, October 18 from 1 - 3 p.m.** This training is for all core team members, and small agency SPOCs are encouraged to participate. *Note: this training is formerly known as OA training.
2. **Data Collection Virtual Workshop:**
 - Medium & large-sized agencies: October 24 from 2 - 3 p.m.
 - Small-sized agencies: October 25 from 1 - 2 p.m.

We encourage SPOCs, Project Coordinators and Organization Administrators to attend a workshop to get the data collection template and instructions on how to complete it.

As a reminder, data collection templates are due December 21. Please know that aside from the above opportunities, there will be more time to ask questions about the template during the process design workshops that will start in November.

Thank you for your assistance in getting the word out to your affected team members. If you have any questions please feel free to send those to oregonbuys.info@das.oregon.gov.

Many thanks,

Adam Helvey