

DPO Advisory Council Meeting

Meeting Date: November 11, 2019

Time: 1:30 – 3:30pm

Location: **ODF**
2600 State Street SE
Salem, OR 97301

Attendees: Sharon Domaschofsky (OSP), Melissa Esser (ODA), John Koljesky (DAS), Karen Johnson (DOJ), Robert Jones (PERS), Sandy Smith for Toni Payseno (DOC), Zaida Zuniga (ODF), Tom Riel (HECC), Sydney Hanlon (OSMB), Nicole Brazeal (DAS), Amy Velez (DAS), Chris Patchell (DAS), Jean Straight (DSL), Nick Hill (DOR), Tabatha Hoge (DOR), Bethany Wachtler (ODOE), Julie Hall (Treasury), Ginny Beckwith (DAS), Kelly Kinney (OMB), Todd Scharff (DAS), Bonnie Robbins (DAS), Melody Waight (ODFW)

By Phone:

ITEM	DISCUSSION
Welcome/Announcements – Sharon Domaschofsky	
	<ul style="list-style-type: none"> • Introductions made. • September minutes approved.
Guest Presenter – ODE (Lillie Gray)	
	<ul style="list-style-type: none"> • Lillie was unable to attend.
Risk Management Update – DAS (Todd Scharff & Bonnie Robbins)	
PDF	<ul style="list-style-type: none"> • Reviewed Insurance Exhibit – Template Language – Public Improvement Contracts document & changes to the form. <ul style="list-style-type: none"> ○ Previous revision was about a year ago. ○ The tort cap limit was becoming difficult for vendors and the fill-in-the-blank template was hard to decipher. ○ Excess/umbrella can be important for smaller contractors. ○ Builder’s Risk now includes partially occupied buildings. • Reviewed new Risk Assessment Tool for Construction risk: <ul style="list-style-type: none"> ○ Online in Excel! ○ Worked with DAS PS to create tool ○ Also have Tools for SaSS and IT contracts; moving towards Goods & Services Tool as well. ○ “Aircraft” includes helicopters, not drones. Drones have separate coverage <p>Risk would like feedback on the best way to push out this information to agencies. Suggestions: present it in DAS PS’s PSU Construction Contracting course; send directly to people who need it or want to use it; present at 2020 Partners in Public Procurement Conference & Tradeshow; present to ABSD group.</p>

OregonBuys Update – DAS (Nicole Brazeal & Amy Velez)

PowerPoint

- Nicole reviewed the completed business process steps; Steps 1 and 2 are done and Step 3 in in progress.
- 2 agencies are live: Secretary of State and Forestry; they need to be updated to version 15 to match what all other agencies will have.
- There will be testing to ensure OregonBuys is compatible with other systems in use (ex. R*STARS).
- “Wave placement” roll out is being approached as an “open enrollment” concept.
 - Agencies will enroll themselves based on feedback from Workday regarding agency size.
- OregonBuys team asked the Council who at their agencies should the request for wave enrollment? The DPO? Please let the team know!
 - Suggestion: if the OregonBuys team has a single point of contact at agencies, the request could be sent to them. The agency can then figure out who they want the contact to be!
 - Suggestion: Send request to DPO and include a statement on the document that the agency has checked with their accounting and IT.
 - Accounting would like to be able to request!
- Some agencies have expressed an interest in grants management; OregonBuys will establish a committee around this issue. Have identified some agencies based on procurement survey; notify OregonBuys if your agency would like to be included. A committee meeting will be set up for December.
- Reviewed upcoming OregonBuys Forum dates and topics. Periscope (vendor) will be at the November 14th Forum to talk about ORPIN replacement.
 - All Forums are uploaded to iLearn afterwards. There’s a link to the Forum registration on the OregonBuys project page (not iLearn).

Question: Are agency IT departments on board with the “open enrollment” concept?
Answer: Good suggestion! We should include IT in wave discussions

Questions: How will the beginning and end dates of waves be calculated?
Answer: The procurement survey helped create categories and the OregonBuys team will be balancing needs and agency sizes. There are 2 phases – ORPIN replacement (mostly for procurement professionals) and then waves lasting 6 months each. The dates are still a little squishy, but may help agencies decide what wave to join.

Question: Is the category list inclusive?
Answer: It should be! If OregonBuys missed something, please let them know.

Nominations for 2019 Vice-Chair

- Announced two nominees – please send votes to Anya Corbitt (anya.corbitt@oregon.gov).

Roundtable

- No meeting in November; will have December 4 meeting. Will need to have morning meeting & find a location, OregonBuys Forum is in the afternoon.

Time: 2:40

Close of Meeting

Next Meeting:

Date: December 4, 2019

Time: **TBA**

Location: **TBA**