



Designated Procurement Officers (DPO) Advisory Council Charter

1. Context:

The state of Oregon's (State) procurement professionals are committed to supporting the procurement activities necessary to advance agency specific missions as well as support the statutory procurement policy stated in ORS 279A.015. This commitment compliments and aligns with the mission and responsibility of the Department of Administrative Services Procurement Services (DAS PS), whose goal is to maximize efficiency, effectiveness, economy and transparency within the State's procurement system for the taxpayers of Oregon.

The Designated Procurement Officer Advisory Council (DPO Council) is recognized as a vital component of the State's procurement system in serving the needs of State agencies and the citizens of Oregon. The DPO Council operates as a forum for State agency DPOs and DAS PS to collaborate, share information, participate in rule making, address evolving procurement issues/trends and plan/conduct enterprise-level procurements.

2. Guiding Principles:

The DPO Council's success depends on individual and agency commitment to an open, candid and robust dialogue meeting evolving business needs for the State's procurement system. We shall provide recommendations to the Department of Administrative Services Director (Director) through the DAS PS Chief Procurement Officer (CPO) to:

- Raise procurement to the strategic level in the State's enterprise
- Respond to, plan for, and manage risk
- Enhance supplier participation and understanding of the State's procurement processes
- Strike a balance between regulatory and transaction-based activities to provide value-added enterprise-wide procurement
- Analyze data to make strategic procurement decisions
- Enhance communication strategies to agency directors, staff, and stakeholders groups within the State procurement system

The DPO Council activities reflect a balance between agency business requirements and multi-agency/enterprise-level planning. The DPO Council will take action to make positive business outcomes possible which benefit State government as a whole.

Communication between the DPO Council, agency directors, and other stakeholder groups promote beneficial business outcomes.

The DPO Council will strive to create an effective voice for the procurement system within the State's governance structure.

3. Authority:

The DPO Council is sponsored by DAS PS through the Director's authority granted to the State Chief Procurement Officer (State CPO).

The State CPO acts under the authority given to the Director on behalf of all State agencies as defined in ORS 279A.140.

The Director, by Delegation Rule OAR 125-246-0170, creates the duties and procurement authorities of the State CPO and the DPOs under the authority of DAS.

4. Membership:

The DPO Council consists of:

- The CPO and DAS PS management
- DPOs as defined by DAS Contracting Rule, OAR 125-246-0170
- Other individuals in comparable positions from agencies with procurement authority independent from DAS

Adjunct members representing other State agencies or functions may be added to the DPO Council by mutual agreement of the State CPO and the DPO Council Chair (eg Business Transactions Attorney from DOJ).

5. Roles:

State CPO will:

- Serve as the executive sponsor to the DPO Council by providing support to the DPO Council Chair
- Serve as a liaison between the DPO Council and other councils and groups within State government.
- Provide administrative support staff to the DPO Council, when needed
- Maintain a website with information regarding DPO Council

DPO Council Chair will:

- Chair, facilitate, and conduct the DPO Council meetings.
- Develop agendas, set meeting dates, and distribute information.
- Maintain active membership list, such as an email list serve, of DPOs and adjunct membership.
- If desired, provide administrative support staff to the DPO Council

DPO Council Vice Chair will:

- Assist in carrying out the functions of the DPO Council.
- Serve as acting chair in the absence of DPO Council Chair
- Rotate into the DPO Council Chair position annually.

DPO Council members will:

- Vote and appoint a vice chair annually.
- Actively participate and contribute directly or through a designee.
- Identify and share expert views, best practices, and agency business objectives and activities.
- Build strategic relationships and practices needed to leverage and promote opportunities for multi-agency and enterprise-level solutions.
- Lead and contribute resources and time to the Council endeavors and activities.

- Identify, recommend, and participate in the development of:
 - rules
 - policies
 - templates and forms
 - trainings
 - volume usage and spend data
 - other processes needed to support procurement activities
- Enhance competency and retention of the State's procurement workforce to create and support legal, transparent and consistent procurement processes.
- Help the State's policymakers achieve their key objectives as defined in ORS 279A.015.
- Ensure the charter is abided by.

6. Decision-making:

DPO Council work/subgroup or subject matter experts convened for specific focused work will give reports at the DPO Council's request to present findings and recommendations to the DPO Council.

The DPO Council shall review work/subgroup activities and initiatives annually to plan appropriate areas of focus for the coming year.

Those present at the DPO Council meeting will make decisions by majority vote, or at the discretion of the State CPO, the DPO Council may vote electronically within an identified timeframe. When appropriate, the DPO Council will present recommendations to the Director through the State CPO.

7. Meetings:

The Council will meet approximately monthly. The frequency will be determined by the DPO Council at the call of the DPO Council Chair or designee.

8. Changes to the Charter:

A Subgroup of the Council shall review the Charter and, if warranted, recommend updates or changes to the CPO and Council at least every two years.

9. Effective Date:

The charter of the Designated Procurement Officer Council is adopted by majority vote on March 30, 2011. The charter was updated and revised on 8/23/17.