

DPO Advisory Council Meeting

Meeting Date: January 23, 2019

Time: 1:30 – 3:30pm

Location: **ODF**
 2600 State Street – Tillamook Conference Room
 Salem, OR 97301

Attendees: Phillip Andrews (SOS), Adam Bergerson (DPSST), Gail Carter (DAS), Nancy Cody (DCBS), Sharon Domaschofsky (OSP), Melissa Esser (ODA), Amber Foster (OYA), Julie Hall (OST), Nick Hill (DOR), Jay Jackson (DAS), Karen Johnson (DOJ), Robert Jones (PERS), Jose Perfecto (OSL), David McKay (ODOE), Teresa Mortiz (OPRD), Kelly Mix (DAS), Rich Palmer (PUC), Toni Payseno (DOC), Shannon Rand (ODF), Tom Riel (HECC), Shawn Range (SLD), Kathy Strom (OFRI), Archana Thapa-Sherpa (DOJ), Stephanie Vorderlandwehr (OMB), Melody Waight (ODFW), Mandee Wilding (ODE), Heather Wyland (OED), Zaida Zuniga (ODF)

By Phone: Kirk Rhoades (DHS), Lisa Cimino (HCS), Alisha Schultz (HCS)

Guests: Jennifer Dejong (OSCIO), Gail Carter (DAS), Ginny Beckwith (DAS), Jason Rood (OSCIO)

ITEM	DISCUSSION
Welcome/Announcements– Sharon Domaschofsky	
	<ul style="list-style-type: none"> – Introductions were made. – December minutes approved. – If anyone is missing a name tent, please contact Jordan Sim (Jordan.sim@oregon.gov)
Agency Introduction – Shannon Rand (ODF)	
Handout #1 (PowerPoint)	<p><u>Agency Introduction:</u></p> <ul style="list-style-type: none"> • 4 main operating programs within ODF <ol style="list-style-type: none"> 1. Protection – ODF protects 16 million acres of land, 2. Private Forests – helps 166,000 private woodland owners manage their land, 3. State Forests – manages over 800,000 acres of state owned forestland, 4. Administration. • Budget of \$341 million; • 867 full time employees (including seasonal); • Procurement Spend: \$115 million; • \$40 million spend on incident only procurements; • Procurement staff includes; director, 2 PCS3's & 2 PCS2's • Procurement Authority: <ul style="list-style-type: none"> ○ Under DAS Rules (ORS 279A.025) except for forest related services (which fall under ORS 477.406) ○ Tiered Delegation from DAS up to \$1 million ○ Field offices have authority to purchase up to \$75,000. • Typical Contracts: <ul style="list-style-type: none"> ○ Tree Planting/Reforestation ○ Disease Eradication Services

Department of Administrative Services
 EGS | Procurement Services
 Submitted By: Jordan Sim

Handout #2 (PowerPoint)	<ul style="list-style-type: none"> ○ Surveying ○ Fire Fuels ○ Firefighting Crew Services ○ Signage ○ Uniforms ○ Road & Bridge Repair ○ Tactical Firefighting Equipment & Supplies ○ Various Trade Services <p><u>Incident Management Team (IMT):</u></p> <ul style="list-style-type: none"> ● Tiers of the IMT Structure: <ul style="list-style-type: none"> ○ Incident Commander <ul style="list-style-type: none"> ▪ Public Information Officer ▪ Liaison Officer ▪ Safety Officer <ul style="list-style-type: none"> ● Operations Section (boots on the ground) ● Planning Section ● Logistics Section ● Finance & Administration Section ● Finance Section structure: <ul style="list-style-type: none"> ○ Finance Chief – responsible for all financial considerations <ul style="list-style-type: none"> ▪ Finance Assistant – works in any unit that needs assistance ▪ Procurement Unit Leader – manages contracts & all liabilities <ul style="list-style-type: none"> ● Crew Rep (ICPI) – completes pre & post assignment inspections ▪ Time Unit Leader – tracts time for all personnel and equipment <ul style="list-style-type: none"> ● Time and Equipment recorders – enters times ● 2018 Fire Stats: <ul style="list-style-type: none"> ○ 1,880 total fires ○ 846,411 acres burned (size of Rhode Island) ○ Fires in 2018 cost the State of Oregon \$42 million (most expensive season to date) ● Types of agreements: <ul style="list-style-type: none"> ○ Emergency Use Agreements are used when need to acquire land, facilities or special equipment that is not already provided and have established rates (i.e. city water, garbage pick-up). ○ Incident Resource Agreements are a list of contractors that are available immediately. They reduce overall cost because they payment is already negotiated and processing time is cut down drastically. (Examples: Heavy Equipment, Fallers & Medical Services). ○ Federal Incident Blanket Purchasing Agreement (IBPA) provides access to resources that would have been solicited for previously. (Examples: Weed Wash Units, Refrigerated Trailers, Heavy Equipment, Aviation) ○ Aviation Contracts are the most expensive resource.
-------------------------	---

Stage Gate – Jennifer Dejong (OSCIO)

Handout #3 (PowerPoint)	<ul style="list-style-type: none"> ● Enterprise IT Governance: <ul style="list-style-type: none"> ○ Enterprise Portfolio Management (Doing the right things): <ul style="list-style-type: none"> ▪ Makes sure the investment aligns with the enterprise architecture ▪ Utilizes shared services to increase value and reduce cost ▪ Tracks all IT projects - current and future. ○ Enterprise Oversight (Doing things right): <ul style="list-style-type: none"> ▪ Verifies that all projects are justified and have sound business cases ▪ Makes sure agencies are using proven project management methods ● OSCIO Overview Teams: <ul style="list-style-type: none"> ○ Senior IT Portfolio Manager (SIPM): Policy Team Lead ○ IT Oversight Analyst (ITOA): Manages risk & delivers through project
-------------------------	---

Department of Administrative Services
EGS | Procurement Services
Submitted By: Jordan Sim

- endorsement & oversight
 - Business Information Security Officer (BISO): Cybersecurity Oversight
 - ETS Account Manager: Liaison between ETS & Agency
- Oversight Thresholds (when oversight is required):
 - IT Investment is over \$150,000
 - IT Investment over \$1 million (for agency-staffed application development project)
 - Investment involves Level 3 or higher data
 - Meets one of the risk thresholds in the Cloud Computing Policy
 - Any investment that OSCIO determines oversight is necessary.
- Oversight Categories
 - Stage Gate:
 - High risk, cost & complexity
 - Large Projects (over \$1 million)
 - Incremental endorsements with conditions
 - Non-stage Gate:
 - Medium risk, cost & complexity
 - Significant projects & purchases
 - Single endorsement with conditions
 - Operations & Maintenance:
 - Routine purchases and contract amendments
 - Typically lower risk, cost & complexity
 - Single endorsement

Contact:

OSCIO EITG website: <http://www.oregon.gov/das/OSCIO/Pages/Strategy.aspx>

IT Professional Business Services & Basecamp – Ginny Beckwith (DAS) & Jason Rood (OSCIO)

Handout #4 (PowerPoint)

Basecamp: an IT Supply Chain Management Program Co-Sponsored by the Office of State Chief Information Officer (OSCIO) and Department of Administrative Services (DAS) Procurement Services.

- Key Values:
 - Drive value
 - Pursue innovation
 - Engage stakeholders
 - Embrace transparency
 - Avoid risk
- Advantages of Basecamp
 - Save time – no full RFP process
 - Save resources – less Procurement & IT staff hours
 - Vendor management – centrally managed
 - Leverage expertise
 - Purchaser community
 - Interoperability – products and services can integrate
- 3 Phases of a Basecamp IT Statewide Agreement
 1. Project Identification & Prioritization
 - Understands needs
 - Align with goals
 - Develop statewide strategy
 2. Strategic Procurement
 - Develop a diverse sourcing team
 - Produce a PA customers want to use
 3. Vendor Management
 - Gauge customer satisfaction
 - Monitor vendor performance

Department of Administrative Services
EGS | Procurement Services
Submitted By: Jordan Sim

	<ul style="list-style-type: none"> • Facilitate community and shared learning • Basecamp serves over 125 State Agencies & boards and commissions and over 630 Oregon Cooperative Procurement Program (ORCPP) participants. • 4 Components of Quality: <ol style="list-style-type: none"> 1. Customer Satisfaction 2. Improvement Requests 3. Reporting Data 4. Lessons Learned • Upcoming projects: <ul style="list-style-type: none"> ○ Wireless Management Services ○ IT Service Management ○ Business Intelligence • Basecamp Online includes an IT Catalog. Gives users the ability to see what Basecamp offers, you can easily sort & search, see who is using and there is a link to the ORPIN summary page for all projects. • Current Products & Services that Basecamp has available now include, IT Professional Business Services (21 Vendors), IT Security Services (8 vendors), IT Research & Advisory Services (3 vendors). • Upcoming Products & Services include: <ul style="list-style-type: none"> ○ IT Asset Management (Sourcing Team Kickoff) ○ Business Intelligence (Drafting RFP) ○ WMS (Drafting RFP) ○ IT Service Management (Evaluation) ○ Broadband (Finalizing) ○ Cloud (Finalizing) • The future of Basecamp Online: <ul style="list-style-type: none"> ○ Community Involvement – Collaboration, be able to find lessons learned, watch kick-off videos, have helpful documents in one place for easy retrieval. ○ Performance Transparency – Balanced Scorecards, Performance History, find out who else is using the same agreement. <p>Stay informed:</p> <ol style="list-style-type: none"> 1. www.oregon.gov/Basecamp 2. Click “Connect with Basecamp” 3. Complete the “Notifications Request Form”
--	---

30% Price Weighting Pilot – Gail Carter (DAS)

Handout #5	<p>Gail presented the online reporting form for the 30% Price Weighting Pilot.</p> <p>Question: The 30% weight requirement is only for procurements over \$150,000 correct? Answer: any competitive sealed bids under 279B.060 are required to weight price at no less than 30%. Generally these will be over \$150,000 but on occasion they will be less than this.</p> <p>Question: Can the form be linked in ORPIN. Answer: No, this is not an option. It is on the Procurement Website https://www.oregon.gov/das/Procurement/Pages/SB1565.aspx</p>
------------	---

Updates from DAS CPO – Debbie Dennis (DAS)

	<ul style="list-style-type: none"> - February 7, 2019 will be bringing OregonBuys to the legislature. We will know mid-March the outcome. - Executive Order 18-03 (COBID): Each agency designee has received a reporting form to be completed and returned to Eloisa. If you do not know your agency designee please email Jordan Sim (Jordan.Sim@oregon.gov).
--	---

Department of Administrative Services
EGS | Procurement Services
Submitted By: Jordan Sim

	<p>Question: Is there a way to print only interested firms? Also, is this due by Jan. 31?</p> <p>Answer: I will find out. Yes this is due by An 31.</p>
Legislative Updates – Jay Jackson (DAS)	
	<ul style="list-style-type: none">- 1st legislative conference call was today 1/23/19.- Will continue to distribute updated reports via email.
Roundtable:	
	<ul style="list-style-type: none">- Lottery: Looking for recent retirees to come back as temporary employees. If you have anyone in mind please contact Jose Perfecto (Jose.Perfecto@state.or.us)- PERS: Just filled a PCS3 position- HECC: Looking for Grant Writer (part time position). Also, PCS2 or 3 rotation coming up.- DAS (Kelly Mix):<ul style="list-style-type: none">o Reverse Auction pilot started, first auction scheduled for 2/10. Thank you to Toni for letting us talk to your staff about potential opportunities. If anyone has any opportunities come up that they think could be a good candidate for reverse auction please contact myself (Kelly.Mix@oregon.gov) or Amy Velez (Amy.E.Velez@oregon.gov).o Principles of Public Procurement class scheduled for 2/6/19 still has 20 seats available. If you have staff needing to take the training, there is plenty of room.o Welcome Cort Dokken to his first DPO Advisory Council Meeting as a DAS Procurement Manager.- OMB: How is everyone tracking keys? If anyone has any advice please contact Stephanie Vorderlandwehr (stephanie.vorderlandwehr@state.or.us)- SOS: We go live with OregonBuys on Monday.- Training: Statewide training has been signed. John Koljesky is available to come to different offices to do an informal training. (john.koljesky@oregon.gov) A webinar will be available also.
	Close of meeting.

Next Meeting:

Date: February 27, 2019

Time: 1:30 - 3:30 pm

Location: ODFW – 4034 Fairview Industrial Drive SE (HQ Classroom)



Procurement Program Overview

Oregon Department of Forestry

Presented by:

Zaida Zuniga – Procurement Officer

&

Shannon M. Rand -
Procurement Director

ODF Programs

ODF serves the people of Oregon by protecting, managing, and promoting stewardship of Oregon's forests. There are four major operating programs within ODF with locations across the state:

1. **Protection:** As the State's largest fire Department, ODF protects 16 million acres of land statewide.
2. **Private Forests:** ODF assists 166,000 non-industrial private woodland owners manage the health of their forestland.
3. **State Forests:** ODF manages over 800,000 acres of forestland that are owned by the State of Oregon.
4. **Administration:** Provides financial, budget, payroll, procurement, risk management, surplus property, facilities, IT, and HR support for ODF statewide. Services provided from the Salem Headquarters.

ODF Fast Facts

- Number of Field Offices: 17
- Biennial Agency Budget: \$341.2 Million
- Agency FTE (including seasonal employees): 867

Biennial Spend Through Procurement Program:

- \$115 Million through all procurement processes (approx. 33% of Agency's Legislatively Approved Budget)
- \$40 Million additional per biennium spend on incident only procurements

ODF Procurement Program Staff

- Shannon Rand – Procurement Director
- Rich Arnaz – Lead Procurement Officer (PCS 3)
- Burke Mayer – Procurement Officer (PCS 3)
- Stacy Fulker – Procurement Officer (PCS 2)
- Zaida Zuniga – Procurement Officer (PCS 2 - WOC PCS 3)

ODF Procurement Authority

- ❑ DAS rules apply to all procurements EXCEPT forest related services
 - ❑ ORS 279A.025 exempts ODF from Public Contracting Code for:
“Contracts for forest protection or forest related activities, as described in ORS 477.406...”
 - DOJ Model Rules apply to all procurements under ORS 477
- ❑ ODF has a Tiered Delegation from DAS allowing procurements (other than IT related) by the Agency up to \$1 million
- ❑ Field Offices have authority purchase up to \$75,000. Over \$75,000 procurements required to go through Procurement Program

Routine Contracting Activities:

- Tree Planting/Reforestation
- Disease Eradication Services
- Surveys
- Fire Fuels Reduction Services
- Firefighting Crew Services
- Signage
- Uniforms
- Road & Bridge Repair
- Recreational Program Assistance
- Construction – A&E Services
- Janitorial Services
- Tactical firefighting equipment & supplies
- Aircraft flight time & services
- Various trade services – i.e. electrical, plumbing, HVAC

For More Information.....

Contact:

Shannon M. Rand
Procurement Director

2600 State Street Bldg. C
Salem, OR 97301

Phone: 503.945.7383

Email: shannon.rand@oregon.gov





ODF Incident Management Team Procurement Overview

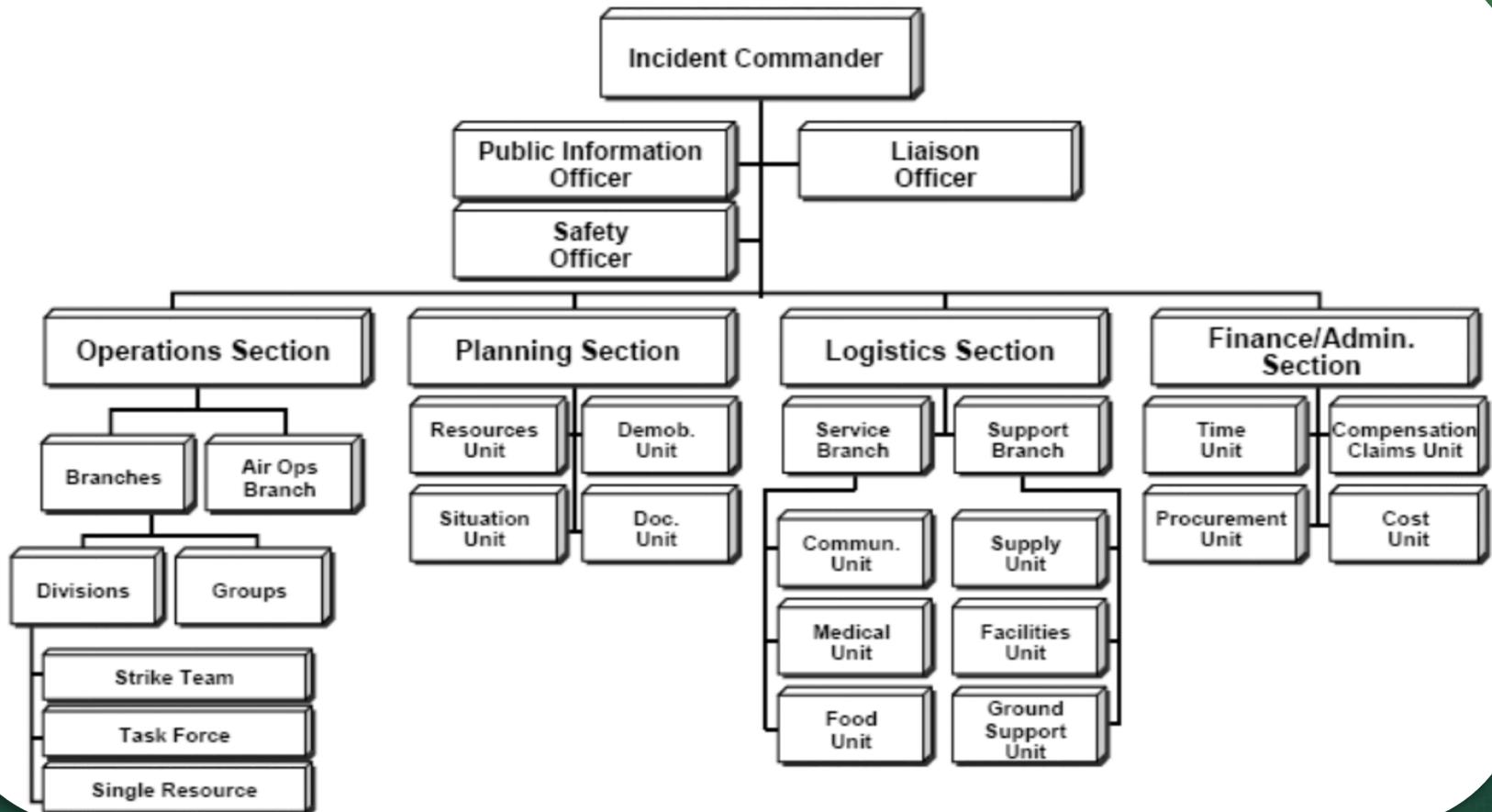
Oregon Department of Forestry

Presented by:

Shannon M. Rand

Procurement Director/
Finance Section Chief IMT 3

IMT Structure



IMT Finance Structure

FSC ASSISTANT :

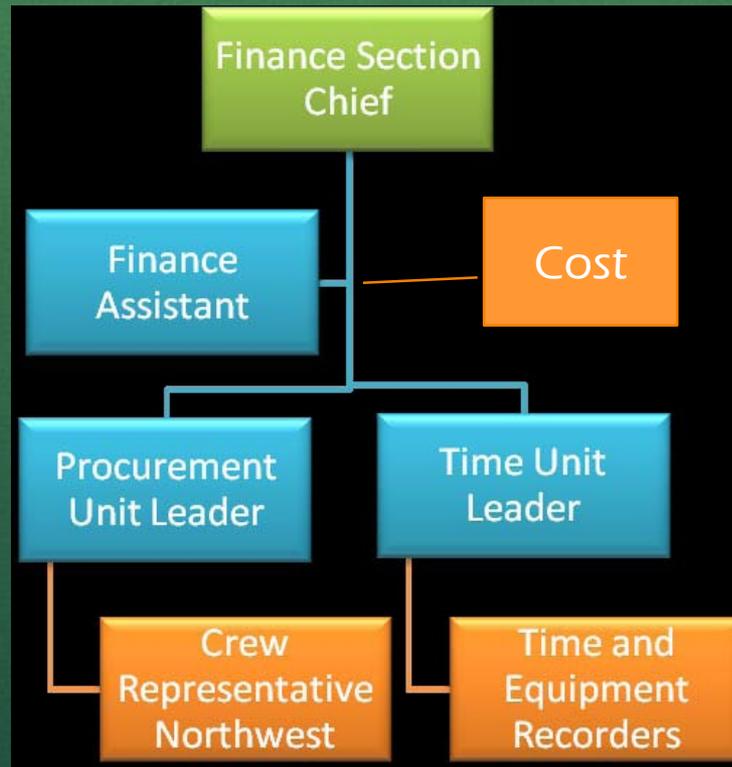
Works in all areas of finance

PROCUREMENT LEADER:

- Manages contracted resources
- Manages claims for damage, liability, injury

Crew Rep (now ICPI):

Pre & post assignment inspections for compliance



FINANCE CHIEF (FSC):
Responsible for all financial considerations

COST:

Cost recording, tracking & analysis (incurred and forecasted)

Time Unit Leader:

Tracks actual personnel and equipment time

Time/Equipment Recorders:
Entry of time records

ODF Incident Procurement Authority

- ORS 279A.025(n) exempts ODF from DAS rules for forest related activities outlined in ORS 477.406
 - DOJ Model Rules adopted for procurements under independent authority

DAS ORS 125 rules used for all routine contracting activities

- DAS Tiered Delegation #740-13 allows agency to purchase up to \$1 Million
- Federal Rules Used on Incidents:
 - Federal Acquisition Regulations (FAR) – USFS FIRES
 - Department of the Interior Acquisitions Regulations (DIAR) –BLM FIRES
 - Agriculture Acquisitions Regulations (AGAR)
 - Forest Service Acquisition Regulations (FSAR)
- ODF does not have the authority to purchase and “own” anything from an incident (i.e. computer rentals vs. purchase)

Fire Season 2018 Statistics

- 2018 fire statistics (all Oregon jurisdictions):
 - 1,880 total fires –
 - 846,411 acres – or 1,322 square miles; area larger than the size of Rhode Island
 - 114% more acres burned than 10 year average
 - 69% more lightning acres
 - 279% more human acres (nearly 4 times the average)
- Cost of fires 2018:
 - \$514.6 million total costs in Oregon – all jurisdictions
 - Most expensive fire season to date – surpassing 2017 costs which were \$447 million
 - \$42 million net costs to State of Oregon
 - After FEMA reimbursements and other agency billings
 - Klondike/Taylor most expensive fire at \$128 million

Procurement's Role on an Incident

POLICY: Promote competition to the maximum extent possible; requesting offers from as many potential sources as practicable. Every effort will be made to use existing agreements and, if not used, you must be able to justify why. OBTAIN THE GREATEST VALUE FOR THE LOWEST PRICE!

40% of resources are private contractors and 75% of those are small business owners

Duties:

- Discuss terms and conditions with resource provider; review requirements for the service
- Sign Emergency Use Agreements
- Audit invoices against order for accurate billing
- Pre and Post Inspections of property acquired/hired under agreements
- Supervise Incident Contract Project Inspector (ICPI)
- Coordinate service needs with Logistics and vendor on a daily basis

Typical Firefighting Resources

Potable Water	Water Tenders
Gray Water	EMT's/Ambulance Services
Handwashing stations	Rotary Aircraft
Porta Potties	Fixed Wing Aircraft
Fuel	Air Tankers
Fallers	Utilities
Drivers/vehicles	Crews
Weed Wash	Showers
Refridgerated Trailers	Food
Engines	Property/Land Use
Laundry Services	Retardant
Potable Water	Garbage/Recycling
Lodging	Equipment Repairs

Interagency Firefighting Crew Agreement (IFCA)

- Provides 20 person Type 2 crews
 - Average rate per person is \$45.00
- 2nd most expensive resource on an incident
- Used by ODF, USFS, BLM, and Washington
- Sub-delegated to Protection Contract Services Unit (PCSU)
 - Solicitation and administration of IFCA
- Total Estimated Crew Costs 2018: \$5,909,220
 - 2018 Crew Days worked: 10,943 (12 hour days)
 - Total Crew Hours Worked: 131,316

Emergency Use Agreements

Used When:

- Acquiring land, facilities, or special equipment
- Use even if there is zero cost for the service/property
- Do NOT use when services already provided and have established rates (i.e. city water usage or garbage pick-up)

Working with:

- Negotiate in a timely manner; do not use resource until agreement is in place
- Inspect (physical observance) of the resource
- Include as much detail as possible – i.e. date stamped photos, notes, inspection checklists

Determining Costs (Guidance Only):

- Historical cost data, fair market value, locale, federal compensations rates

Renegotiate when:

- Size of incident changes dramatically
- Equipment used in different capacity



EMERGENCY USE AGREEMENT - FACILITIES/PROPERTY USE

RESOURCE ORDER #: _____

INCIDENT NAME: _____ **INCIDENT #:** _____

The Oregon Department of Forestry, (hereinafter referred to as "STATE"), is charged with protecting public and private lands from damage caused by wildland fire or other emergency. In furtherance of this important public function, the STATE is faced with an emergency that requires the temporary use of the property and/or services described below in support of its activities. The undersigned property OWNER and/or service provider, (hereinafter referred to as "OWNER"), agrees to permit the STATE to temporarily use such property according to the terms of this Agreement.

OWNERSHIP:	FORM OF OWNERSHIP:
Name(s): _____	<input type="checkbox"/> Owned Solely & Individually
Address: _____	<input type="checkbox"/> Owned in Partnership
City/State/Zip: _____	<input type="checkbox"/> Other: _____
Phone or Pager/Cell No: _____	TIN: _____

PURPOSE: The STATE shall use the property for the purpose of engaging in activities in support of its emergency activities.

PROPERTY DESCRIPTION: The STATE and OWNER agree that the STATE may use the following described property of the OWNER for the following described purpose:

DESCRIPTION OF PROPERTY: _____	PURPOSE OF USE: _____
--	---------------------------------

Facilities Checklist (check if attached)
 Map(s) (required if Facilities/Land usage)
 Photos (required if Facilities/Land usage) Photographer: _____

UTILITIES: The right to use utilities supplied to the property in conjunction with the Agreement is granted for the following checked utilities (any associated costs shall be included in the compensation rate):

Electrical Sewer Gas/Oil Water Telephone Internet Access
 Garbage Services Heating/Air Conditioning Custodial/Cleaning Security

Other: _____

Comments/Notes: _____

Incident Resource Agreements

- List of Contractors in District available immediately
- Open list – sign up anytime!
- No guarantee of work
 - Resource Order acts as “work order”
- One daily all-inclusive rate
- Reduces ODF’s exposure to worker’s compensation claims
- Reduces overall payment and processing time

Example Resources Available:

- Various Heavy Equipment
 - Fallers
 - Medical Services



OREGON DEPARTMENT OF FORESTRY

Northeast Oregon District
611 20th Street
La Grande, OR 97850
541.963.3168

INCIDENT RESOURCE AGREEMENT (IRA) TERMS OF AGREEMENT FOR HIRING FIRE FIGHTING EQUIPMENT

THIS AGREEMENT MAKES NO GUARANTEE THAT THE DEPARTMENT OF FORESTRY WILL HIRE EQUIPMENT, FIRE FIGHTERS, OPERATORS, OR ASSOCIATED EQUIPMENT. IN THE EVENT OF SUCH HIRING, THIS AGREEMENT WILL BE CONSIDERED BINDING.

PURPOSE

The IRA sets forth the terms and conditions under which the State of Oregon, Department of Forestry (State) will hire firefighting equipment. Dozers, lowboys, tractors, backhoes, engines, tenders, etc. are examples of equipment explained in this agreement. The Resource Provider is responsible for providing trained and qualified personnel and transportation of equipment to and from the incident.

Resource Providers shall furnish all necessary maintenance and repairs due to ordinary use on an incident. Servicing and repair work will be done outside of compensable, on-shift, hours worked. No rental shall accrue during the period when equipment is inoperable. Rented equipment shall be hired at “wet”, which will include fuel, oil, filters, and lube/oil changes that are necessary to operate the equipment. Even though all operating supplies are to be furnished by the Resource Provider, the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies shall be deducted from payment to the Resource Provider.

Resource Provider may be required to drive loads up to the maximum GVW rating of the vehicle and/or tractor-trailer combination on steep and poorly maintained roads. Drivers should expect to drive on secondary roads with grades of up to 15 percent, with close radius switchbacks and road surfaces of natural material. Vehicles shall be capable of working on secondary forest/range roads with adequate horsepower and clearance to excel in this environment.

Equipment furnished under the IRA may be operated and subjected to extreme environmental and/or strenuous operating conditions. Conditions could include, but not be limited to, unimproved roads, steep, rocky/hilly terrain, dust, heat, and smoky conditions. As a result, by entering into the IRA, the Resource Provider agrees that what is considered wear and tear under the IRA is in excess of what the equipment is subjected to do under normal operations and is reflected in the rates paid for the equipment.

Since the equipment needs of the State and availability of Resource Provider’s equipment during an emergency cannot be determined in advance, it is mutually agreed that upon request of the State, and to the extent willing and able, Resource Provider will furnish the equipment listed herein and in accordance with the specific details of the resource order.

The Resource Provider is not an officer, employee, or agent of the State as those terms are used in ORS 30.265.

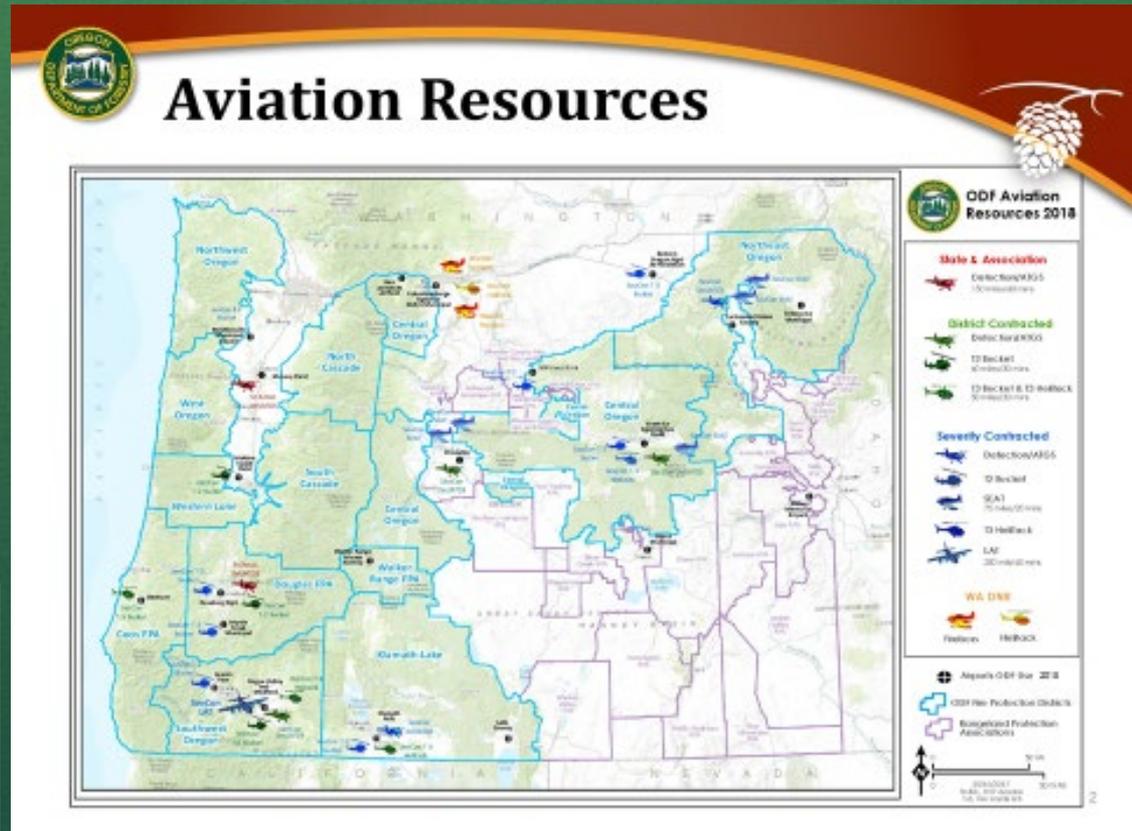
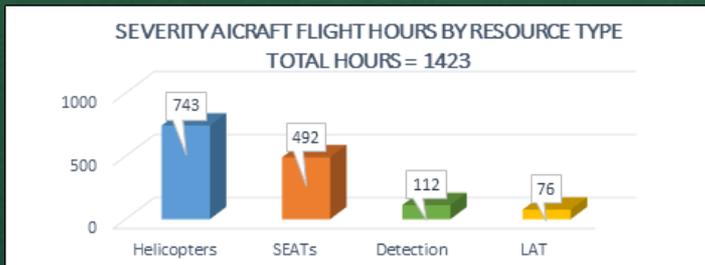
At the time of dispatch, a resource order number will be assigned. The Resource Provider shall furnish the assigned resource order number and a copy of the INCIDENT RESOURCE AGREEMENT (IRA) – EQUIPMENT RATES and the TERMS OF AGREEMENT FOR HIRING FIRE FIGHTING EQUIPMENT upon arrival at check-in at the incident. The Incident Commander or responsible Government Representative is authorized to administer the technical aspects of this Agreement.

DEFINITION OF TERMS

Government Representative – Shall mean a representative with the authority to execute resource orders for the incident. This includes authorized personnel from the Oregon Department of Forestry, federal government agencies, other state agencies, designated Forest Protective Associations, cooperators or others who are designated by the State.

Aviation Contracts

- Most expensive resource on an incident
- Includes standby time and actual flight time/costs
 - Pricing runs appx. \$3500 per hour
 - Retardant costs appx. \$18,000 per drop



Complete & Coordinated System ~ Partnerships

ODF IMT 3 – Lobster Creek Fire July 2018

- RPA's
- OSFM
- National Guard –
Operational Plan Smokey
- DOC – Inmate Crews
- USFS
- DOI -BLM
- NPS
- BIA
- USFWS
- Washington Department
of Natural Resources
- Northwest Compact (Hire
resources from other states
and internationally)



For More Information.....

Contact:

Shannon M. Rand
Procurement Director

Oregon Department of Forestry
2600 State Street Bldg. C
Salem, OR 97301

Phone: 503.945.7383

Email: shannon.rand@oregon.gov





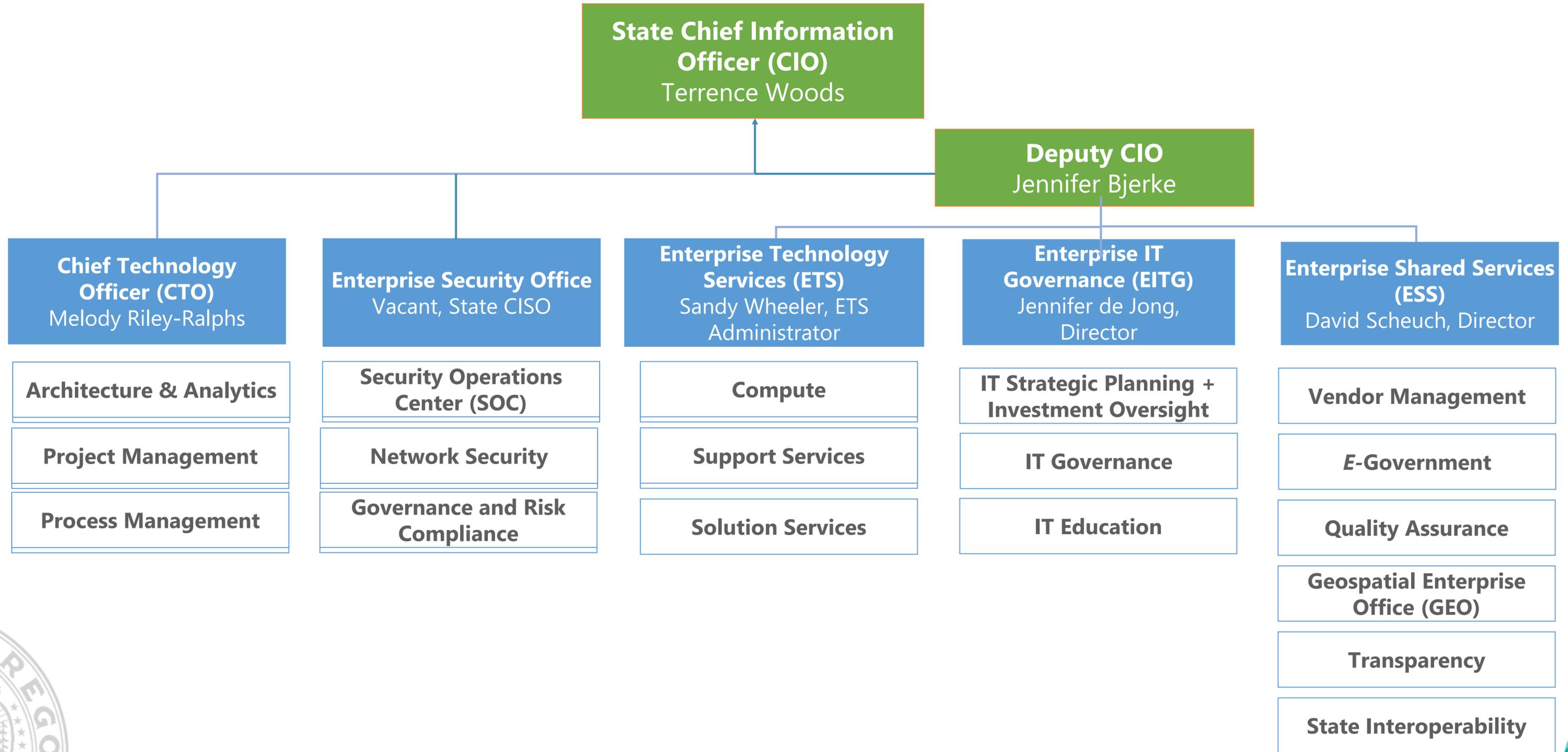
OREGON | Office of the State
Chief Information Officer

**Enterprise IT Governance
Overview**

January 23, 2019



OSCIO Overview: Organization



Enterprise IT Governance

Governance Tiers



OSCIO Overview: Enterprise IT Governance Team

Director	Jennifer de Jong	
Policy Area	Sr. IT Portfolio Manager	IT Oversight Analyst(s)
Administration and Business Services	Heidi Zinsmann	Rebecca Craven
Education	*VACANT	Matt Ausec
Healthy People	Ethan Benatan	Ed Arabas Shelly Lofgren
Natural Resources	Darrell Landrum	Tishri DeGraw
Public Safety	Ben Gherezgiher	Matt Ausec
Transportation and Economic Development	Jared Choc	Jim Klopfer Tishri DeGraw
Business Analysts and PPM Administration	Laura Medcalf and Brittany Kenison	

**Note: Jennifer de Jong is the interim point of contact for the Education policy area*



Enterprise IT Governance

Mandated by ORS Chapter 276A

Enterprise Portfolio Management

“Doing the right things”



- Ensure **alignment** with enterprise strategies and architecture
- Planning for and leveraging **shared services** to increase value and reduce cost
- Maintain **inventory** of all current and planned IT investments

- Investments are justified on the basis of **sound business cases** and provide measurable impact and value
- Agencies are utilizing **proven project management methodologies** leading towards a path to success



Enterprise Oversight

“Doing things right”



OSCIO Overview: Policy Area Teams

Roles and Responsibilities

Senior IT Portfolio Manager (SIPM)

- Policy Area Team lead
- Serve as executive consultants to agencies, advising on strategy and technology
- Ensure portfolio alignment with enterprise architecture and strategies

IT Oversight Analyst (ITOA)

- Ensure project management processes are used to manage risk and deliver quality through project endorsement and oversight

Business Information Security Officer (BISO)

- Provide cybersecurity oversight to protect the confidentiality, integrity and availability of state information assets

ETS Account Manager

- Serve as a liaison between ETS and agencies
- Educate agencies about ETS services



OSCIO Oversight:

IT Investment Policy Definitions (Ref: 107-004-130)

- **IT Investment:** Planned or actual commitment of funds for IT-related expenditures including, but not limited to personnel, contractors associated with projects, products, services, or contracts and contract renewals and other amendments
- **Project:** An endeavor with defined completion criteria undertaken to create a unique product or service
- **Stage Gate:** The project oversight process where formal review is conducted at prescribed points in a project timeline for the purpose of controlling project risk, monitoring scope changes and maintaining stakeholder engagement.
- **Non-Stage Gate:** The project oversight process for all investments that meet oversight thresholds as defined in Policy 107-004-130 but where the analyzed risk thresholds do not require Stage Gate oversight.
- **Operations & Maintenance:** An IT investment associated with an agency's on-going IT service delivery that meets oversight thresholds as defined in Policy 107-004-130, but where analyzed risk thresholds do not require Non-Stage Gate or Stage Gate oversight.



OSCIO Oversight: Thresholds (Ref: 107-004-130)

IT Investment cost exceeds \$150,000 unless it is an agency-staffed application development project

IT Investment cost exceeds \$1,000,000 for agency-staffed application development projects

IT Investment involves Level 3 or higher data

IT Investment meets one of the risk thresholds in the Cloud Computing Policy (Section IV)

Any IT Investment where OSCIO determines oversight, review, or approvals is in the best interest of state government

- *Some examples: mission criticality, agency experience, project approach,*
- *visibility*



OSCIO Oversight: Categories

Project Oversight: Stage Gate

- High risk, cost, and complexity
- Large projects, typically over \$1 million
- Incremental endorsements with conditions

Project Oversight: Non-Stage Gate

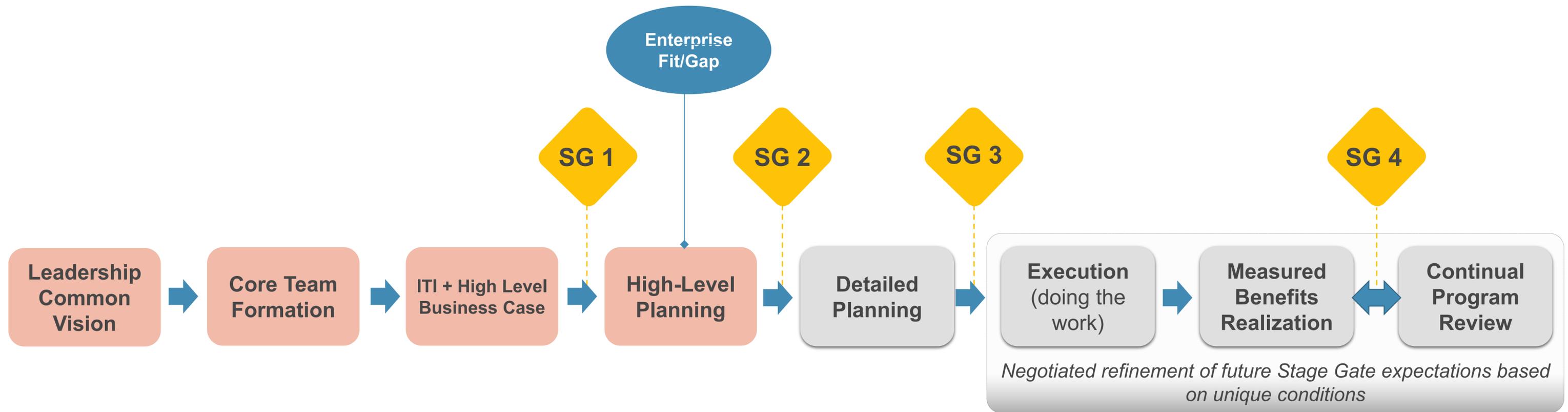
- Medium risk, cost, and complexity
- Significant projects and purchases
- Single endorsement with conditions

Operations and Maintenance

- Routine purchases and contract amendments
- Typically lower risk, cost, and complexity
- Single endorsement



OSCIO Project Oversight Stage Gate: Reference Model



Determination Of Business Need

Scoping Requirements & Alternatives Analysis

Obtain Project Resources, Detailed Plan & Solution Design

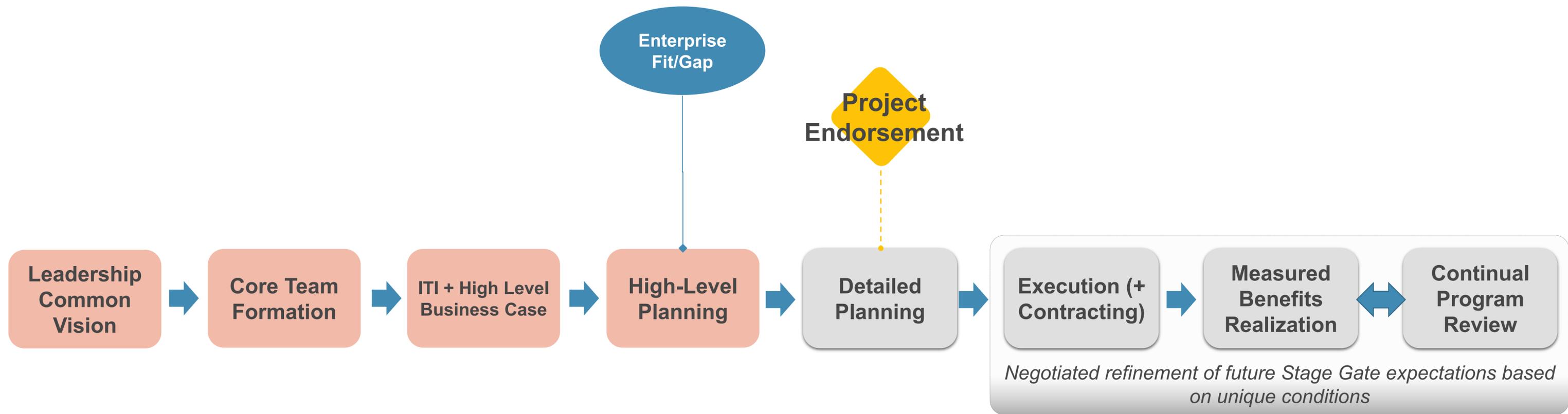
Provisioning, Development, Quality Management, Testing & Implementation

Project Closeout, Transition to Maintenance & Operations



OSCIO Project Oversight

Non-Stage Gate: Reference Model



Determination Of Business Need

Scoping Requirements & Alternatives Analysis

Obtain Project Resources, Detailed Plan & Solution Design

Provisioning, Development, Quality Management, Testing & Implementation

Project Closeout, Transition to Maintenance & Operations



Questions?

Contacts:

- Sr. IT Portfolio Managers
- OSCIO EITG website:

<http://www.oregon.gov/das/OSCIO/Pages/Strategy.aspx>

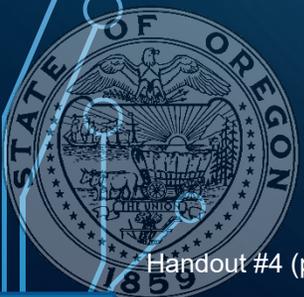
Thank you!





DPO COUNCIL

PRESENTATION
1/23/18



PRESENTATION OUTLINE

Overview of Basecamp

Engagement

Upcoming Projects & Initiatives

Future State Vision



BASECAMP OVERVIEW: STRUCTURE & VALUES

Basecamp is an *IT Supply Chain Management Program*
Co-Sponsored by the Office of the State Chief Information
Officer (OSCIO) and DAS Procurement Services.



Key values:

- Drive Value
- Pursue innovation
- Engage stakeholders
- Embrace Transparency
- Avoid risk
- Be good public stewards



BASECAMP OVERVIEW: SIMPLIFIED PURCHASING

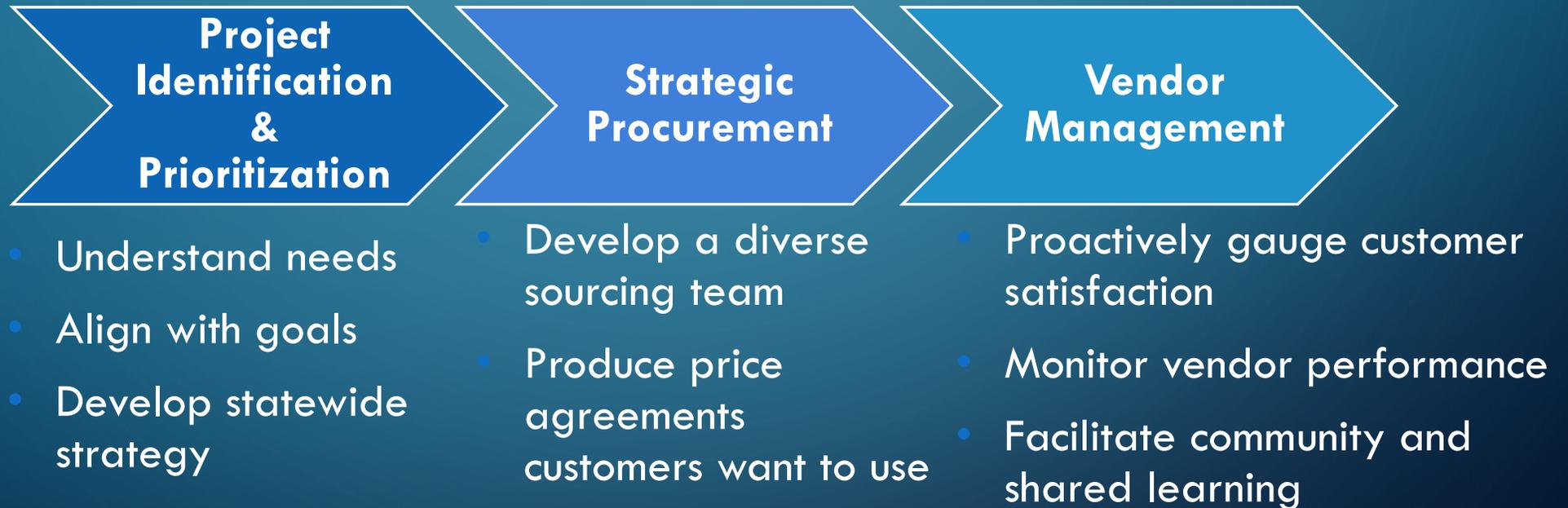
Advantages of Basecamp's statewide agreements for your organization:

- **Save time:** no need for a full RFP process
- **Save resources:** Save on Procurement and IT staff hours
- **Vendor Management:** Performance is centrally managed
- **Leveraged Expertise:** Multi-organization contributions
- **Purchaser Community:** Find other purchasing organizations
- **Interoperability:** Products and Services can integrate



BASECAMP OVERVIEW: DEVELOPING A SOLUTION

The three development phases of a Basecamp IT Statewide Agreement:



ENGAGEMENT: WHO WE SERVE

Statewide customer base:

- **125+** State Agencies, boards and commissions
- **630+** Oregon Cooperative Procurement Program (OrCPP) participants

We strive to ensure our partners are able to focus on what matters most—investing in programs that effectively serve the citizens of Oregon.



7 ENSURING QUALITY: FOUR COMPONENTS

Key elements

1. Customer Satisfaction
2. Improvement Requests
3. Reporting data
4. Lessons learned



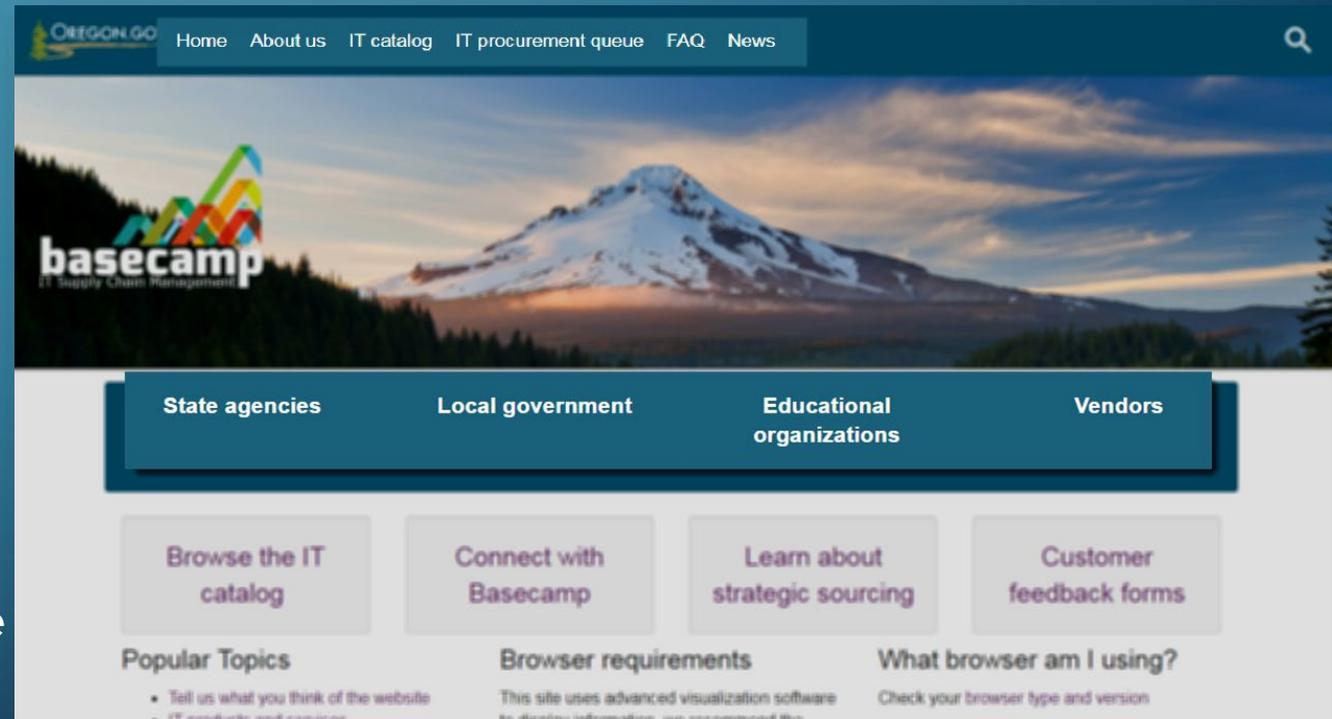
Engagement: **Who we serve**

6

Basecamp Online: Homepage

Built with you in mind

- A great way to interact, communicate and collaborate
- Focus on transparency
- Tells us what you think, anytime



<http://Oregon.gov/basecamp/>



WHAT WE'RE DOING: UP AND COMING

Basecamp Online: Procurement Work Queue

What's coming down the pipe?

- Wireless Management Services
- IT Service Management
- Business Intelligence
- And many more!

OREGON.GOV Home About us IT catalog IT procurement queue FAQ News

basecamp
IT Supply Chain Management

State agencies

Browse the IT catalog

Popular Topics

Tell us what you think
IT products and services

IT procurement queue

You will find a complete list of Basecamp IT Procurement opportunities in our process, from idea, through sourcing and contract administration.

Use the buttons below to filter for projects in different stages. All Basecamp efforts start as opportunities and go through our prioritization process to ensure they maximize benefit, answer a need, align with strategic goals and fit within the technology reference model. After we identify projects, our procurement process starts with a diverse sourcing team, a well-rounded solicitation and wraps up with contract administration. Following contract administration, you can find the product/service on in our IT Catalog. The information provided on this page is intended for informational purposes only and is subject to change without notice. Throughout each step of our process the Basecamp Program is engaging stakeholders directly, if you are interested in joining an effort, please contact our program.

Get connected

FAQ

News

Vendor management

Filter the table by status with the following buttons:

Opportunities TRM Strategic Review Prioritization Sourcing Solicitation Evaluations Contract Admin

View All Data

Search [] Sort [] Filter []

#	Identified Opportunity	Status	Est. Availability	TRM Category
1	IT Professional Services	Contract Administration	2018 Q2	Multiple
2	IT Quality Management Services	Evaluation and Award	2018 Q2	Document & Content Management
3	Broadband Services	Evaluation and Award	2018 Q2	Infrastructure



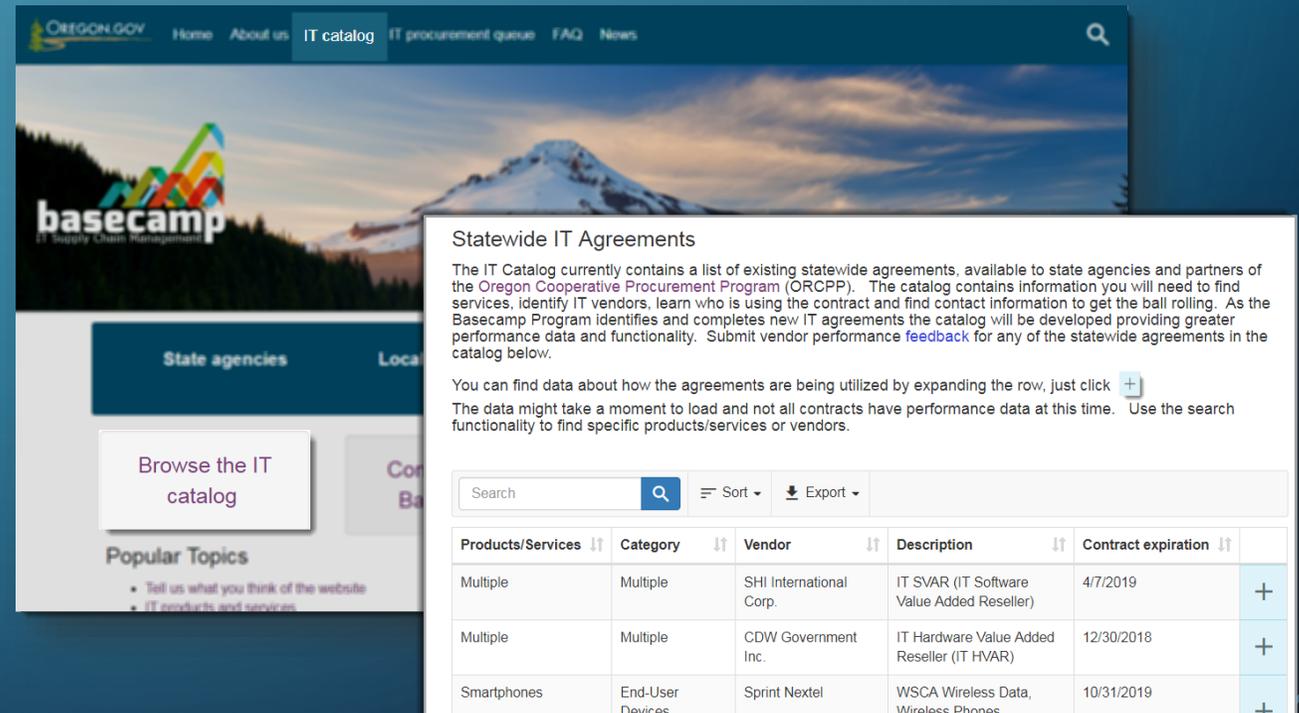
WHAT WE'RE DOING: PRODUCTS & SERVICES

8

Basecamp Online: IT Catalog

See what we offer

- Easily search and sort
- See who's using
- Link to ORPIN summary page



The screenshot shows the Oregon Basecamp IT Catalog website. The header includes navigation links for Home, About us, IT catalog, IT procurement queue, FAQ, and News. The main content area features a large banner with the Basecamp logo and a button labeled "Browse the IT catalog". Below this, there are sections for "State agencies" and "Local agencies". A "Popular Topics" section is also visible. The main focus is a "Statewide IT Agreements" section, which includes a descriptive paragraph and a table of agreements. The table has columns for Products/Services, Category, Vendor, Description, and Contract expiration. Each row in the table has a plus sign (+) in the rightmost column, indicating that more data can be viewed by expanding the row.

Statewide IT Agreements

The IT Catalog currently contains a list of existing statewide agreements, available to state agencies and partners of the Oregon Cooperative Procurement Program (ORCPP). The catalog contains information you will need to find services, identify IT vendors, learn who is using the contract and find contact information to get the ball rolling. As the Basecamp Program identifies and completes new IT agreements the catalog will be developed providing greater performance data and functionality. Submit vendor performance [feedback](#) for any of the statewide agreements in the catalog below.

You can find data about how the agreements are being utilized by expanding the row, just click [+](#)

The data might take a moment to load and not all contracts have performance data at this time. Use the search functionality to find specific products/services or vendors.

Products/Services	Category	Vendor	Description	Contract expiration	
Multiple	Multiple	SHI International Corp.	IT SVAR (IT Software Value Added Reseller)	4/7/2019	+
Multiple	Multiple	CDW Government Inc.	IT Hardware Value Added Reseller (IT HVAR)	12/30/2018	+
Smartphones	End-User Devices	Sprint Nextel	WSCA Wireless Data, Wireless Phones	10/31/2019	+



WHAT WE'RE DOING: PRODUCTS & SERVICES

Basecamp Offerings: Available Now

IT Professional Business Services

- Broad expertise
- 21 vendors



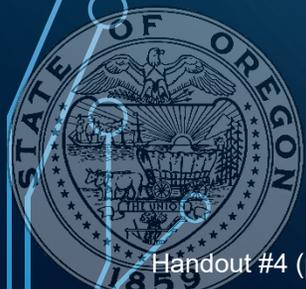
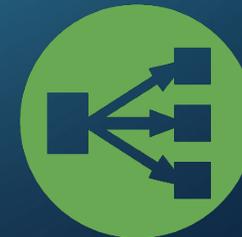
IT Security Services

- Complete Cyber Security Coverage
- 8 vendors



IT Research & Advisory Services

- Reports, resources and expert help
- 3 vendors



WHAT WE'RE DOING: PRODUCTS & SERVICES

Basecamp Offerings: **Upcoming**

Sourcing Team Kickoff

- IT Asset Management



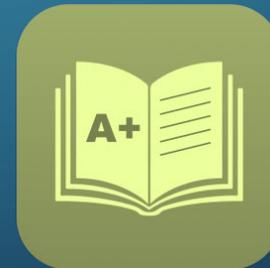
Drafting RFP

- Business Intelligence
- WMS



Evaluation

- IT Service Management



Finalizing

- Broadband
- Cloud



FUTURE STATE: COMMUNITY INVOLVEMENT

Basecamp Online: Knowledge Center

Collaboration

- Find lessons learned
- Watch kick-off video
- Find helpful documents
- Support your purchasing community

The screenshot shows the Basecamp Knowledge Center interface. At the top, there are logos for OREGON.GOV, GovSpace (Collaborate Inspire Share), and the Oregon State Office of the Chief Information Officer. The main navigation bar includes Home, Your View, Browse, Get Help, and News. The central banner features the Knowledge Center logo and a 'Following in 1 stream' indicator. Below the banner, there are tabs for Overview, Content, People, Subspaces and Projects, Calendar, and More. The main content area is divided into several sections: 'FIND LESSONS' with a search box, 'POPULAR TAGS' listing categories like 'information security services', 'ASK A QUESTION' with a text input and 'Ask it' button, and 'ACTIONS' with options like 'Start a discussion', 'Write a document', 'Upload a file', 'Write a blog post', 'Create a poll', and 'Create a sub-space'. A 'SPACES' table is also visible, showing 'IT Professional Business Services' with 0 discussions, 0 documents, 0 blog posts, 0 events, and 0 polls.

SPACES	Discussions	Documents	Blog Posts	Events	Polls
IT Professional Business Services	0	0	0	0	0



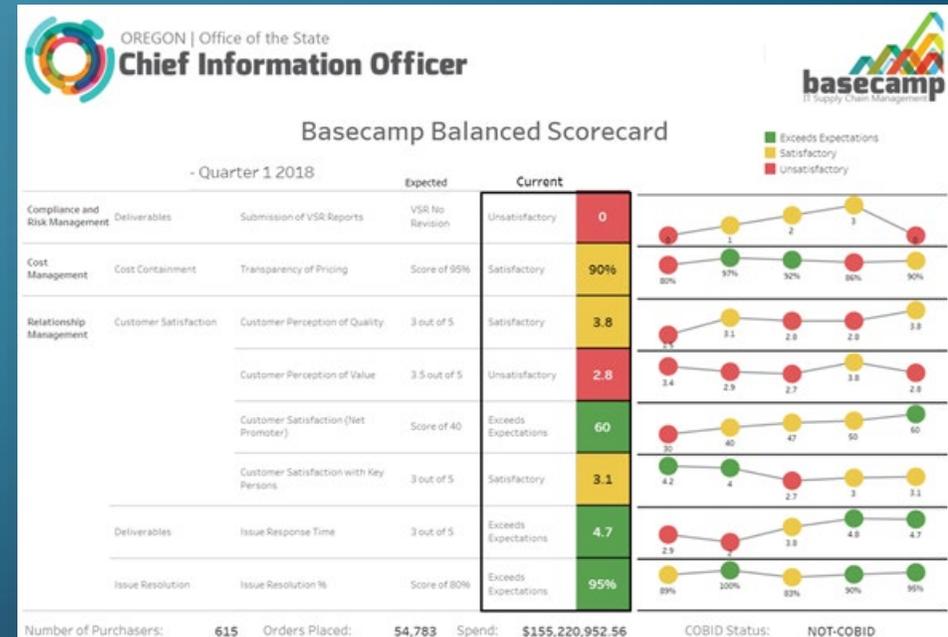
FUTURE STATE: PERFORMANCE TRANSPARENCY

11

Basecamp Online: Vendor Scorecards

Performance at your fingertips

- Balanced Scorecards
- Performance history
- Find out who else uses the agreement
- Support better decision making and contribute to organizational goals



CONNECT WITH US: 3 EASY STEPS

1. Head over to www.Oregon.gov/Basecamp
2. Click **Connect with Basecamp**
3. Complete the **Notification request form**

- Provide feedback about your organizations needs
- Support future procurements with helpful materials
- Learn about new products and services
- Learn about events and activities

Get connected

Basecamp is constantly looking for new opportunities, gathering feedback and engaging our partners, sign up for notifications to learn what's new and upcoming.

Notification request form

Q&A

Thank you for helping Basecamp be a success, we look forward to greater interaction to fundamentally improve the way the State of Oregon procures IT solutions.



OREGON
Office of the State
**Chief
Information
Officer**



SB1565 Reporting — 30% Weighted Price

Submit this information after award for all RFPs advertised on or after January 1, 2019, and before January 2, 2020 under ORS 279B.060.

After completing this form you will have the option to review, print and change your entries before submission.

Agency Number & Name *

ORPIN RFP # *

ORPIN Document Title *

Was a Waiver of 30% Contract Price Weighting Requirement Issued?

*

Reason for Waiver *

Explanation of Why Waiver was Requested/Approved (per OAR 125-247-0260(3)(b)) *

Why the Waiver Reasons Couldn't be Addressed Prior to the Final Evaluation (per OAR 125-247-0260(3)(b)) *

Evaluation and scoring information

Does Proposal Price Include All Items (goods/services) Requested in the RFP? *

How Was Price Scored? *

of Proposals Scored *

of Awarded Contracts *

Total Possible Points for Price for Each Round *

Round 1 pts	Round 2 pts	Round 3 pts	Final Round pts

Total Possible Points for Non-Price for Each Round *

Round 1 pts	Round 2 pts	Round 3 pts	Final Round pts
1			

Enter Each Evaluated Proposal's Price & Points Awarded for Price *

Proposer Name	Proposal Price	Round 1 Pts	Round 2 Pts	Round 3 Pts	Final Round Pts

Enter Each Evaluated Proposal's Price & Non-Price Points Awarded *

Proposer Name	Proposal Price	Round 1 Pts	Round 2 Pts	Round 3 Pts	Final Round Pts

Does the RFP Limit Awards to Specific Oregon Locations? *

Are Evaluation Score Sheets Available for Review? *

Click Preview Answers button to move to the next step