

DPO Advisory Council Meeting

Meeting Date: December 4, 2019

Time: 1:30 – 3:30pm

Location: **DPSST**
4190 Aumsville HWY SE
Salem, OR 97301

Attendees: Sharon Domaschofsky(OSP), Debbie Dennis(DAS) Lori Doke, Zaida Zuniga, (ODF), Rich Palmer (PUC), Anya Corbitt(DAS), Kim Wisdom(DAS), Tom Reil (HECC). Sean McCormick(OMD) Melody Waight (ODFW), Julie Hall (Treasury) Toni Payseno(DOC), Nancy Cody(DCBS) Nicole Brazeal (DAS), Dienna , Jay Jackson (DAS), Brian Utley (Periscope), Mandy Wilder (OED), Jordan Sim (DPSST), Cort Dokken(DAS), Darwin Kumpula (DAS), John Koljesky (DAS), Chris Patchell (DAS), Adam Helvey (DAS), Kaliska King (DAS)

By Phone: Kirk Rhoades (DHS), Gail Stevens (Blind Commission), Michelle Johnson (DSL) Jessica Nelson (Housing) Heather Wyland (Employment Dept.) Salem Opeifa (Water Resources)

ITEM	DISCUSSION
Welcome/Announcements – Sharon Domaschofsky	
	<ul style="list-style-type: none"> • Introductions made. • October minutes approved.
Oregon Buys Update – DAS (Chris Patchell & Nicole Brazeal)	
PowerPoint	<p>Oregon Buys Update</p> <ul style="list-style-type: none"> • Current Status: <ul style="list-style-type: none"> ○ ORPIN Replacement Planning <ul style="list-style-type: none"> ▪ Plan describing the mechanics of ORPIN Replacement is under review ▪ Periscope is working on the “To Be” process documentation ▪ Schedule is being baselined (December) ▪ External QA (CSG) is engaged ▪ Planning the version 15 upgrade to the existing instance • Forums <ul style="list-style-type: none"> ○ Accounts Payable November 13, 2019 (Employment Dept) ○ Monthly all agency forum November 14, 2019 (Employment Dept) ○ Small agencies boards and commissions forum Need to reschedule (Oregon State Bar Building Columbia A&B Tigard) ○ Monthly all agency forum December 12, 2019 9a-11a (Employment Dept) <ul style="list-style-type: none"> ▪ Requesting topics you want to hear • Wave Development – Open Enrollment Approach <ul style="list-style-type: none"> ○ Agency wave placement will be self-selected <ul style="list-style-type: none"> ▪ Available slots for each category within a wave will be posted online

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Submitted By: Kim Wisdom

- Agencies enroll (first-come first-served) based on agency's identified category
- Enrollment assumes agency ABSD/Director, Procurement, Accounting/Finance agree on wave placement
- Final evaluation of waves will be made by project team – slight adjustments may be necessary
- Enrollment will be communicated in December and will open in January once wave start/end dates are finalized.
- Grants Management Functionality
 - Scheduling initial kickoff with sub-committee in late December
 - Oregon Buys project team will facilitate kickoff, group will select a leader to drive discussion forward DCBS, DOJ, HECC, Marine Board, ODA, OBDD, ODE, ODFW, OHA, OHCS, WRD, DAS Training Team

Discussion on what are you hearing:

Concerns raised: The accounting groups have concerns. The project team is asking for more specific concerns as they come available. Also, there is a sign-up sheet on the AP side to be subject matter experts for phase Two.

IT Subject matter group – DAS CIO is leading this group to have their needs and expectations understood before implementation.

SPOTS card purchasing concerns for using the card as payment and purchasing method and how this affects Oregon Buys. Debbie is running point and reviewing any modifications that may need made.

State CPO Update

- Special Procurement and Delegation Requests– if you submitted request and we have gone silent – please get in touch with Debbie Dennis via email – Sandy due back week 12/9/19 but may be limited schedule
- Pilots Reverse Auctions - 2-3 more reverse auctions to do before end of year. February will have a final reporting on all of the reverse auctions for discussion.

30% weighting - reminder if you have run an RFP under formal competitive procurement method – please fill out the data entry form.
<https://form.jotform.com/82616903209962>

Discussion on HB2415

- HB2415 and the new requirements for retainers. All Bank accounts need to be open by Oregon State Treasury Office
- DPOs that have contracts with retainage should reach out to the Treasury's Customer Solutions team (CustomerSolutions@ost.state.or.us) if there are questions about setting up the escrow accounts referenced in HB 2415 (2019).
- Treasury is currently working on creating a process to assist state agencies.

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DAS PS Updates Amazon and PPP – DAS (Adam Helvey)	
Powerpoint	<p>How we got here:</p> <ul style="list-style-type: none"> • Two years ago, Debbie Dennis was approached by Amazon about setting up a business account. Several states have begun entering into these agreements with Amazon due the following issues: <ul style="list-style-type: none"> ○ No ability to pull solid data for all state spend ○ Multiple Amazon Prime accounts being paid by State Agencies ○ Individuals using their personal emails or accounts ○ Many products are items that should be purchased off price agreements ○ Terms and conditions being accepted for every purchase without protection for the State • A team was assembled to see if the Oregon should look into a business platform account. Adam Helvey – Project Manager, Kaliska King – Procurement Analyst, Amy Velez – Communications, and Kelly Mix – Approving Manager • What the Business Platform offers: <ul style="list-style-type: none"> ○ Solidarity – one account under DAS PS with users and controls for each state agency under the master account ○ Ability to pull data and spend ○ Terms and conditions that protect the State of Oregon ○ Saving money by removing duplicate Amazon Prime membership/payments ○ Small business program • Where are we at: <ul style="list-style-type: none"> ○ Procurement notice posted on ORPIN, set to close December 6th ○ Initial terms and conditions have been agreed upon by DOJ and Amazon ○ Implementation team at Amazon and DAS PS set to meet next week ○ We are hopeful that communications and processes will begin in early January 2020. <p>Question: Are you doing anything regarding competing with other price agreements?</p> <p>Answer: Yes, you are able to put controls on the accounts. Amazon will be a punch out through Oregon Buys. This is not an encouragement to use Amazon, and there will be training on the proper use.</p> • Partners in Public Procurement 2020 <ul style="list-style-type: none"> ○ When: March 3rd and 4th 2020 ○ Where: Salem Convention Center ○ Cost: \$100.00

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- Registration: Register and pay in iLearn, choose sessions in Event Squid
- Sessions: Each day has four different procurement related tracks with four sessions in each track
- Close to 100 vendors at tables looking to engage with the public agencies
- Tracks:
 - Day 1: Sustainable Procurement, Procurement Stakeholder/Employee Engagement, IT Procurement, The Future of Procurement
 - Day 2: Procurement Best Practices
 - Diversity in Contracting
 - Contract Administration
 - The Solicitation Process
 - Key Note Speaker: Carlos Mena from PSU
 - Garten will be providing Zero Waste Services
 - Volunteer opportunities to come
 - Please share the registration link with staff and vendors on our DAS PS page <https://www.oregon.gov/DAS/Procurement/Pages/Index.aspx>
 - Direct link to the event site: <https://www.oregon.gov/das/Procurement/conference/Pages/index.aspx>
 - Four Awards will be given to recognize procurement teams and individuals at the luncheon

Statewide Price Agreements – DAS-New Vehicle Rental (Kaliska King) DAS Food, Kitchen Equipment, MMCAP Agreements, and Household Hazardous Waste

- New Vehicle Rental
 - Awarded two new price agreements for rental car: Enterprise and Hertz are options
 - One way rentals fees with Enterprise.
 - Hertz one way rental price and \$125.00 drop fee
 - Roadside assistance: Limited unless in accident.
 - Refueling – return car with full tank of gas
- Corporate Travel Contract – tips:
 - Booking travel – call agent \$20.00/per transaction – online it is \$6.00 per transaction
 - The sooner the travel can be booked – the better.

Question: Can DAS write up email to send out to administrative folks regarding these talking points

Answer: Yes

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	<ul style="list-style-type: none">• Restaurant Equipment and Related Services<ul style="list-style-type: none">○ Intent award went out and there were two Oregon Suppliers○ Food Service Products – at DOJ○ Working on improving buyers guide○ Language has been added through OHA for Health and Wellness• MCAP<ul style="list-style-type: none">○ 20 MPA's to be released○ Suggest becoming a member of MCAP if using drug testing <p>Question: Regarding the hazardous waste removal, is that liquid, chemicals, or animal?</p> <p>Answer: Hazardous waste is for Exempt Household Waste, which is chemicals, light bulbs, batteries, etc.. No Animal waste is included.</p>
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Training Update – DAS (John Koljesky)

PowerPoint	<ul style="list-style-type: none">• Existing Training Offerings<ul style="list-style-type: none">○ Principles of Public Procurement -40 hours○ Statement of Work – 7 hours○ Demystifying T&C – 3-5 hours○ Statewide Price Agreements – 7 hours○ Fundamentals of Procurement -○ Contract Administration Training Certificate – 11 hours○ OPBC○ OPIC• 2020 Training Offerings<ul style="list-style-type: none">○ Principles of Public Procurement – 40 hours○ Statement of Work – 7 hours○ Demystifying T&C 3-5 hours○ Statewide Price Agreements – 3-5 hours○ Sustainable Procurements – 7 hours○ Fundamentals of Procurement – 14 hours○ Contract Administration Training Certificate – 11 hours○ OPBC○ OPIC○ Market Research
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- Negotiations
- Using the RFP Template
- OPAC
- Micro Trainings
- 2020 Training Offerings Under Development
 - Webinar versions of existing classes
 - On-demand training
 - Agency specific training
 - PSU Construction Contracting
 - COBID Executive Order
 - Using the ITB Template
 - Strategic Sourcing
 - Procurement Protests
 - Writing a Specification
 - Writing an Addendum
 - Writing an Amendment
 - Grants
 - Writing a Scope of Work
- Procurement Competencies
 - Observable and measurable KSAs

Roundtable

Have a great holiday and we will see you next year

Time: 3:00

Close of Meeting

Next Meeting:

Date: January 22, 2020

Time: 1:30 - 3:30 pm

Location: DPSST 4190 Aumsville HWY SE Sale, OR First Floor Board Room A145



OREGONBUYS

DPO COUNCIL MEETING

DECEMBER 4, 2019

CURRENT STATUS

- ORPIN Replacement Planning
 - Plan describing the mechanics of rolling our ORPIN Replacement is under review
 - Periscope is working on the “To Be” process documentation
- The final few plans from Periscope are underway
- Schedule is being baselined (December)
- External QA (CSG) is engaged
- Planning the version 15 upgrade

FORUMS

Got any topics you
want to hear about?

Accounts payable forum

November 13, 2019
1:30 - 3 p.m.

Employment
Department
Auditorium in Salem

Monthly all agency forum

November 14, 2019
9 - 11 a.m.

Employment
Department
Auditorium in Salem

Small agencies boards & commissions forum

Need to reschedule

Oregon State Bar Building,
Columbia A+B
in Tigard

Monthly all agency forum

December 12, 2019
9 - 11 a.m.

Employment Department
Auditorium in Salem



WAVE DEVELOPMENT – OPEN ENROLLMENT APPROACH

- Agency wave placement will be self-selected
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GRANTS MANAGEMENT FUNCTIONALITY

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- OregonBuys project team will facilitate kickoff, group will appoint a leader to drive discussion forward

DCBS

DOJ

HECC

Marine Board

ODA

OBDD

ODE

ODFW

OHA

OHCS

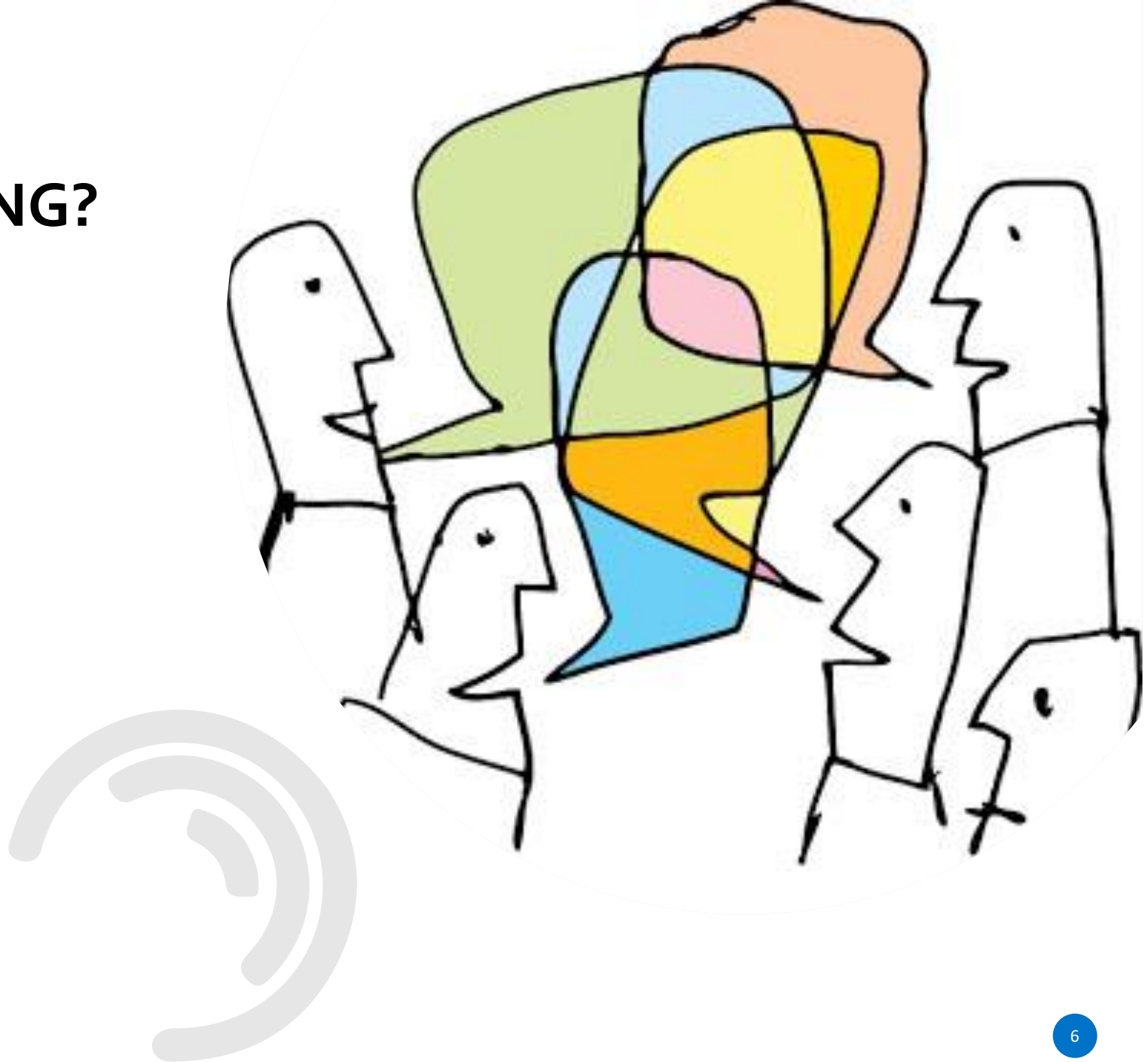
WRD

DAS Training Team



WHAT ARE YOU HEARING?

- Feedback from forums?
- Questions?
- Concerns?





QUESTIONS & FEEDBACK



OREGONBUYS.INFO@OREGON.GOV



[HTTPS://OREGONBUYS.OREGON.GOV](https://oregonbuys.oregon.gov)



THANK YOU!

DAS PS Updates Amazon and PPP

Amazon Business Platform Project

- How we got here:

Two years ago, Debbie Dennis was approached by Amazon, through NASPO. Shown that several states have begun entering into agreements with Amazon to deal with the following issues:

- No ability to pull solid data for all state spend
- Multiple Amazon Prime accounts being paid by State Agencies
- Some individuals are using their personal emails or accounts
- Many products are items that should be purchased off price agreements
- Terms and conditions being accepted for every purchase without protection for the State.

Amazon Business Platform Project

A team was assembled to see if the state should look into a business platform account.

Adam Helvey - Project Manager
Kaliska King - Procurement Analyst
Amy Velez - Communications
Kelly Mix - Approving Manager

Amazon Business Platform Project

What the Business Platform offers:

- Solidarity - one account under DAS PS with users and controls for each state agency underneath the master account
- Ability to pull data and spend accurately
- Terms and conditions that protect the State of Oregon on each purchase
- Saving money by removing duplicate Amazon Prime memberships/payments
- Training opportunities on how to use Amazon Prime as a State of Oregon purchaser
- Small business program

Amazon Business Platform Project

Where we are at:

- Procurement notice posted on ORPIN, set to close December 6th
- Terms and conditions have been agreed upon by DOJ and Amazon
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Partners in Public Procurement 2020

When: March 3rd and 4th 2020

Where: Salem Convention Center

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Registration: Register and pay in Ilearn, choose sessions in Event Squid

Sessions: Each day has 4 different procurement related tracks with 4 sessions in each track

Close to 100 Vendors at tables looking to engage with public agencies

Partners in Public Procurement 2020

Tracks:

Day 1:

Sustainable Procurement

Procurement Stakeholder/Employee Engagement

IT Procurement

The Future of Procurement

Day 2:

Procurement Best Practices

Diversity in Contracting

Contract Administration

The Solicitation Process

Partners in Public Procurement 2020

Key Note Speaker: Carlos Mena from PSU

Garen will be providing Zero Waste Services at the event

Volunteer opportunities to come

It's our first Partners conference in over 10 years and we are excited

Please share the registration link with staff and vendors on our Das PS page or this direct link:

DAS PS Home Page: <https://www.oregon.gov/DAS/Procurement/Pages/Index.aspx>

Direct link to the event site:

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Training Update

12/4/2019



Existing Training Offerings

- ✓ Principles of Public Procurement – 40
- ✓ Statement of Work – 7
- ✓ Demystifying T&C – 3.5
- ✓ Statewide Price Agreements – 3.5
- ✓ Sustainable Procurements – 7
- ✓ Fundamentals of Procurement
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- ✓ Writing a Scope of Work

Procurement Competencies

✓ Observable and measureable KSAs