

Department of Administrative Services



Oregon Forward Program
Cadre Meeting
2/17/26



Agenda

- 01** Ice Breaker
- 02** OFP Updates
- 03** Meeting Topics
- 04** Training



Ice Breaker

What is your
idea of fun?



OFP Updates-

Roadshows- still on hold

Please give feedback on Overhead by March 13

Visual Processes on website soon



Meeting Topics



Discussion Topics



- Costing Workbooks must be on most current form or will be returned for updating
- Costing Workbook Formula Updates
- CoMarketing

Training

TRAINING

A hand is shown holding a blue horizontal line that underlines the word 'TRAINING'. The hand is positioned on the right side of the image, with fingers curled around the line. The background features a pattern of light blue, curved lines that create a sense of depth and movement.

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WOC Templates & Effective Date

[[REVISION 7 - ATTACHMENT D - 1 STATE]WORK ORDER CONTRACT

Price Agreement 8275 (“Price Agreement”)

WOC: [_____ (*Generated from OregonBuys*)]

This Work Order Contract (“WOC” or “Contract”) [*Enter WOC Number*] is between the State of Oregon, acting by and through its [*Enter name of Agency, Board, Commission processing this WOC*], (“Agency” and “Authorized Purchaser”) and Galt Foundation, an Oregon domestic non-profit organization (“Contractor”). This WOC is placed against State of Oregon, Department of Administrative Services (“DAS”), Oregon Forward Program (“OFP”), Price Agreement 8275 (“Price Agreement” or “Agreement”). The terms and conditions of the Agreement are hereby incorporated into this Work Order Contract.

1. WORK ORDER CONTRACT TERM

The “Effective Date” of this WOC is [*Enter Day/Month/Year*], or the date this WOC has been fully executed by each party and approved as required by applicable law, whichever is later. Unless extended or terminated earlier in accordance with its terms, this WOC terminates on [*Enter Day/Month/Year*]. The termination of this WOC will not extinguish or prejudice Authorized Purchaser’s right to enforce this WOC with respect to any default by Contractor that has not been cured. Contractor and Authorized Purchaser are the parties to this WOC. DAS and the OFP Program are intended beneficiaries of this WOC.

2. WOC-SPECIFIC ABBREVIATIONS, ACRONYMS AND DEFINITIONS

General terms not specifically defined in this document are defined in the Price Agreement.

3. STATEMENT OF WORK

The Statement of Work attached as Exhibit A is hereby incorporated into this WOC by this reference.

4. PARTIES TO THE WORK ORDER CONTRACT

The Contact Information for the Parties for all notices and other communications relating to this Work Order Contract is set forth in the attached Exhibit B. All parties shall provide to the Contract Administrator the contacts in Exhibit B – Contact Information for the Parties informed of their respective parties’ current contact information.

5. CERTIFICATION

The individual signing on behalf of Contractor hereby certifies and swears under penalty of perjury that:

- a. The number shown in Price Agreement, as amended, is Contractor’s correct taxpayer identification number.
- b. Contractor is not subject to backup withholding because:
 - i. Contractor is exempt from backup withholding.

- ii. Contractor has not been notified by the IRS that Contractor is subject to backup withholding as a result of a failure to report all interest or dividends, or
- iii. The IRS has notified Contractor that Contractor is no longer subject to backup withholding.

- c. Individual is authorized to act on behalf of Contractor, they have authority and knowledge regarding Contractor’s payment of taxes, and to the best of individual’s knowledge.
- d. Contractor is not in violation of any Oregon tax laws and that for a period of no fewer than six (6) calendar years preceding the Effective Date of this Contract, Contractor faithfully has complied with:
 - i. Any state taxes administered by the Oregon Department of Revenue (DOR) under the tax laws of this state and local taxes administered by DOR under ORS 305.620;

Page 1 of 8

- ii. Any tax provisions imposed by a political subdivision of this state that apply to Contractor, to Contractor’s property, operations, receipts, or income, or to Contractor’s performance of or compensation for any work performed by Contractor.
- iii. Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and
- iv. Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.
- e. Contractor is an independent contractor as defined in ORS 670.600.

Signatures on next page.

EFFECTIVE DATE: Date the WOC has been fully executed; unless otherwise stated in the WOC

Visuals for Processes



Application

How to work with OFCs

Notice to Cure

Successor Contracts

Work Order Contract

Annual Report

