

Department of Administrative Services



Oregon Forward Program
Cadre Meeting
12/16/25



Agenda

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



Ice Breaker

What is the worst present you have received or have given?



OFP Updates-

- If you haven't turned in your annual reports, please do so as soon as possible
- Costing Workbooks- use updated forms, complete workbooks and match the contract
- Overhead submission form almost finished



Meeting Topics



Training

TRAINING



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Annual and Revenue Reports



START JANUARY
1, 2026



ANNUAL REPORT



ANNUAL REVENUE
REPORT



FUTURE: EMAIL
REMINDERS

Annual Report



- Complete Annual Report
- Able to send copy to self
- Once submitted, Revenue Report automatically opens

Oregon Forward Annual Report

Principal Name of Legal Entity *

Doing Business As (DBA)

Fiscal Year Ending On *
mm/dd/yyyy

Has the Principal Address Changed? *

☐ Yes

☐ No

New Address

Executive Director Name *

Executive Director Email *

<https://app.smartsheet.com/b/form/01994f59f45f70b4be97db7e47389225>



Annual Revenue Report

- Online Submission

Annual Revenue Report

Principal Name of Legal Entity *

Fiscal Year Ending On *

mm/dd/yyyy

Online/Spreadsheet
If you are submitting a spreadsheet make sure it is named:
Contractor Name-FY-Annual Revenue Report

☒ Online
☐ Spreadsheet

Public Agency Contract Name

Type of Product/Service

State/Local

Revenue

- Spreadsheet Submission- Save it as:
Name of Contractor-FY-Annual Revenue Report

Annual Revenue Report

Principal Name of Legal Entity *

Fiscal Year Ending On *

mm/dd/yyyy

Online/Spreadsheet
If you are submitting a spreadsheet make sure it is named:
Contractor Name-FY-Annual Revenue Report

☐ Online
☒ Spreadsheet

File upload
Make sure the file is not open when trying to submit.
File should be named: Contractor Name-FY-Annual Revenue Report

Drop your files here
Browse

☐ Send me a copy of my responses

Name of Contractor- FY-Annual Revenue Report

[illegible]

Spreadsheet available:

<https://www.oregon.gov/das/Procurement/Pages/oregon-forward-forms-ofc.aspx>

