Department of Administrative Services





Oregon Forward Program
Cadre Meeting
12/16/25



Agenda

Ice Breaker

OFP Updates

Meeting Topics

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



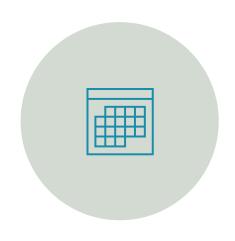
Training



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Annual and Revenue Reports





START JANUARY

1, 2026





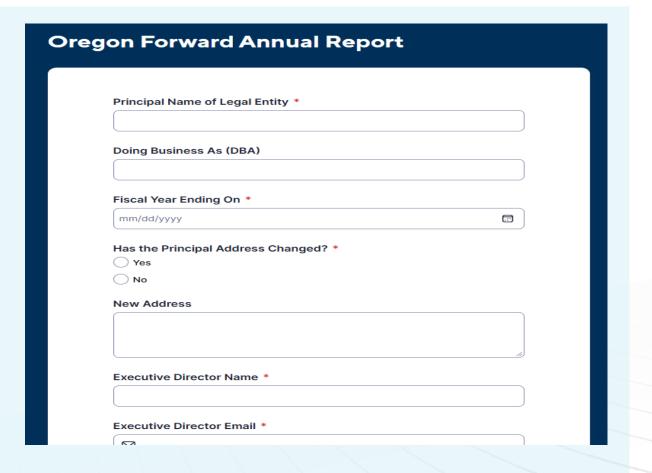


FUTURE: EMAIL REMINDERS

Annual Report



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



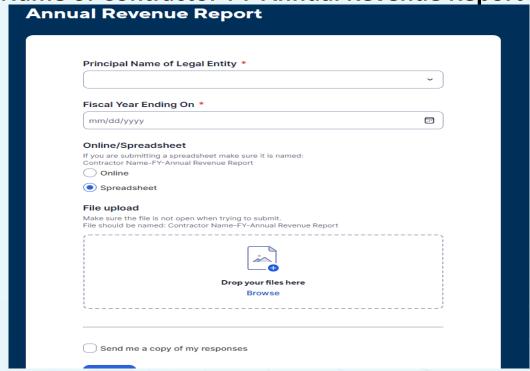
Annual Revenue Report



Online Submission



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



Revenue Report Spreadsheet Save it as:

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Name of Contractor- FY-Annual Revenue Report



