



Oregon Forward Program Price Determination Process for Services

The Oregon Forward Program is implementing a new process to facilitate the Oregon Forward Price Determination Process that will be used when Oregon Forward contracts are for services that are not included in a DAS Price Agreement. All public agencies, including state, city, county and other local government entities should use the process that is described in this document.

Oregon Forward Price Proposal

The Oregon Forward Contractor should provide the following information to the public agency when submitting the proposal:

- A **proposal cover letter** may accompany the proposal. This document may serve various purposes, but should at least provide any clarification about the proposal that may seem necessary. The body of the email document with submission attachments may also provide the clarifying information in lieu of a letter.
- [An Oregon Forward Program Request for Price Approval](#) form should list the proposed prices and the document should be signed by an authorized signer for the Oregon Forward Contractor. The form has space for eight prices. Simply add additional forms as needed to list all needed pricing. If the proposal includes multi-year pricing for the contract, each year's pricing should be listed on a separate **Price Approval form**.
- The proposing Oregon Forward Contractor should provide information about any **certificates** required by the contract or by statute, including any certificate numbers and expiration dates.
- A completed **Costing Workbook** should be provided for each price required by the contract.
- If the Oregon Forward Contractor is subcontracting any portion of the services required by the contract, the **Subcontractor** should be identified in the information provided, usually in the costing workbook on the subcontractor information tab.

Oregon Forward contract pricing is based on a cost recovery model. The public agency is encouraged to review the information provided to assure that the information provided is complete and responsive to the requirements of the statement of work. The Public Agency Contracting Specialist may request any missing information from the Oregon Forward Contractor at any time.

If the proposed price(s) are higher than the Public Agency's budget or there are questions about the price development, the Public Agency should request clarification from the Oregon Forward Contractor. There may be some misunderstood specifications, or some aspect of the proposal that was omitted. The SOW may also be overly restrictive or expansive. The Public Agency and the Oregon Forward Contractor should discuss options that could result in reduced price(s) if necessary to meet the Public Agency's budget limitations. Either the Oregon Forward Contractor or the Public Agency staff may request DAS' assistance at any time to facilitate the discussion or discuss pricing options.

Request for DAS Price Determination/Approval Submission

Public Agencies and Oregon Forward Contractors should cooperate to obtain the required DAS price determination prior to executing an Oregon Forward Program Contract. An Oregon Forward Program proposal that includes the information required to evaluate a proposal is critical to the accuracy, speed and the satisfactory result to the evaluation of proposed prices. Submission of all the necessary information, accurately and adequately communicated, can eliminate the need for requests of more information and will improve the response time for price determination requests.

The Public Agency and the Oregon Forward Contractor should agree about which party will submit the email to DAS requesting price determination. The party submitting the request should include contact information for all interested in receiving a completed Price Determination Form in the request.

Each Price Determination Request should include the following elements:

- A **Price Determination Approval form** must be included with all proposed prices displayed. The proposed prices on the form should be responsive to the requirements of the contract. Each price must be substantiated by a costing workbook developed by the proposing Oregon Forward Contractor.

Public Agencies may choose to sign the approval form prior to DAS approval, or may wait for the completion of the DAS review and approval. Many local government entities obtain approval from the elected board, council or other oversight body. In those situations, DAS' signed approval is obtained prior to adding their agency's authorized signature. The public agency has the discretion about that portion of the process, provided a fully signed Price Determination Form is provided to DAS after the Price Determination form is signed by an authorized Public Agency official. The resulting contract or amendment should not be executed prior to the completion of the price determination process.

- Any **Proposal Letter** or other information provided by the Oregon Forward Contractor as part of the proposal package.
- All **Costing Workbooks** used to develop prices required by the contract must be included in each proposal package. Services that require a price must be justified by a workbook. Costing workbooks for emergency services, exceptional services, etc. must be included in each proposal package.
- The draft **Contract, Statement of Work (SOW) or Statement of Services**, and other documents used to describe the service requirements should be included in the Price Determination Request package.
- **Building schematics, aerial views of grounds, area maps** or any other document that describes the service under the contract should be included as well.
- The **location** of the facility to be serviced, and in the case of janitorial services, **the size of the building area to be cleaned** must be included for each building included in the proposal.

All of this information should be submitted to the Oregon Forward program through the Oregon Forward Program's email box at Info.OFP@oregon.gov. DAS imposes restrictions on the size and type of email attachments accepted. DAS does **not** accept zipped or otherwise compressed files due to security concerns. There is a 10 megabyte limit to the email attachments that will be accepted. If the submission requires more than one email, the submitting party is asked to number each email with a # of total # in the subject line of the email (i.e 2 of 10, 3 of 10, etc.).

The Public Agency Contract Specialist and the Oregon Forward Contractor should agree about who will submit the information. Whichever party agrees to submit the information, the other party should be copied the submission. When provided contact information for those involved, DAS will return the completed Price Determination Approval Form to both the Public Agency and the Oregon Forward Contractor.

Any questions about the contents of a price determination request may be addressed to the DAS Oregon Forward Program Coordinator or designee either by phone or by email addressed to Info.OFP@oregon.gov. The cooperation of all parties to each contract is necessary to assure a smooth price determination approval process. Requests for price determination that include all of the necessary information will expedite the necessary review by DAS. The goal of this process is to produce pricing that covers the cost of the service, and is a good overall value for agencies of the State of Oregon and local governments; ultimately with an outcome of great jobs for workers with disabilities.