

Department of Administrative Services



Oregon Forward Program
Public Agencies
Cadre Meeting
1/6/26



Agenda

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



Ice Breaker

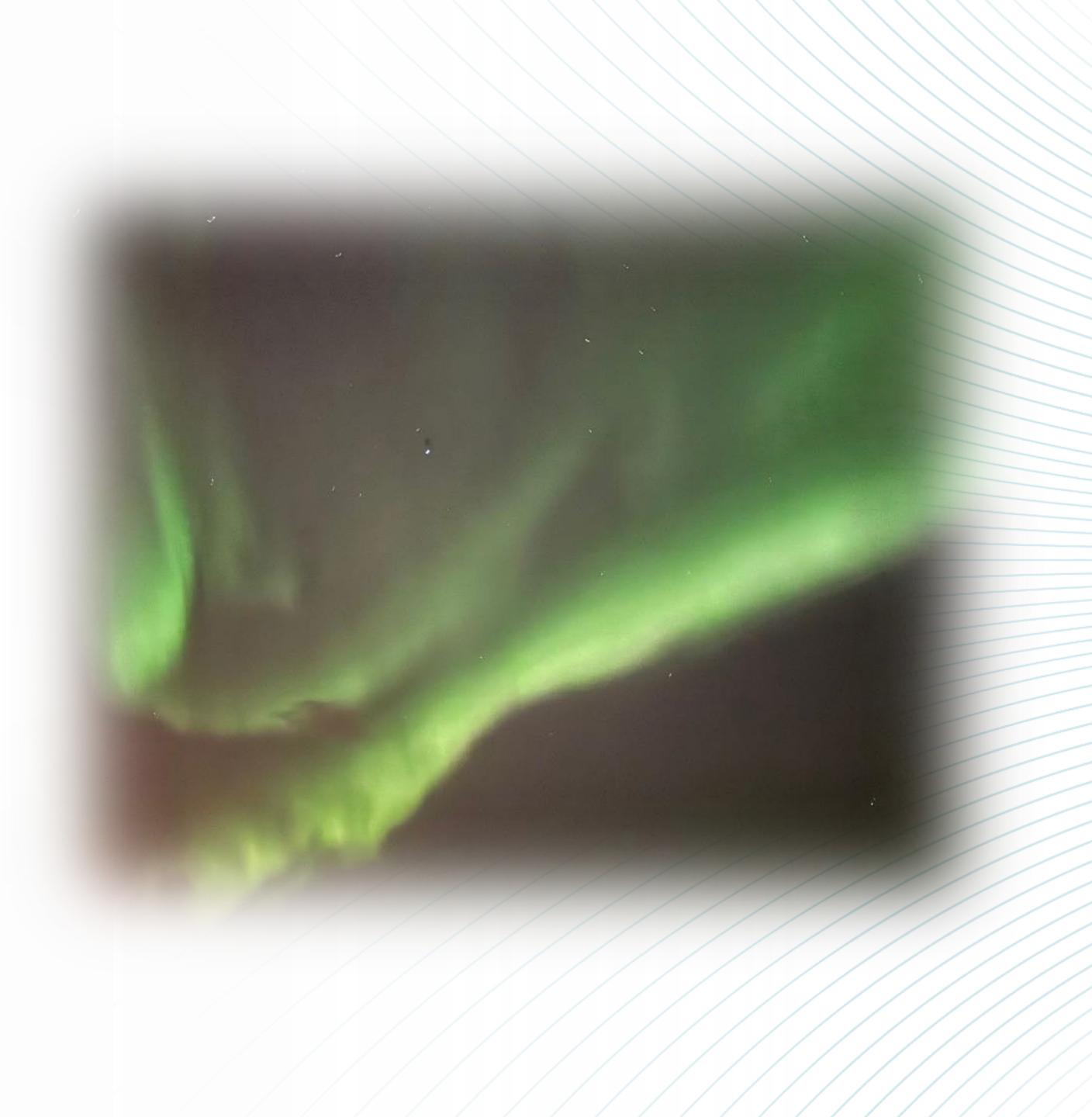
What is the
coldest place
you have ever
been?



Introductions

Lisa Catherwood-
Oregon Forward
Program Manager

Rena Montes-
OFP Contracts
Manager



OFP Updates-

Lots of Changes-
Updating Processes &
Procedures, etc.

Cadre Quarterly Meeting
Dates- *Invite others

1st Tuesday:

- *January 6, 2026
- *April 7, 2026
- * July 7, 2026
- *October 6, 2026



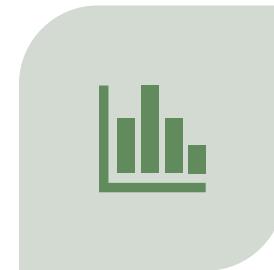
OFP Reminders:



PUBLIC AGENCIES
SUBMIT THE WOCS
AND PRICE
DETERMINATIONS
FOR REVIEWED
(ELECTRONIC
SUBMISSION)



IF CONTRACTS ARE
NOT ON DAS
TEMPLATE, THE
CONTRACT NEEDS TO
BE UNDER OFP
STATUTES AND RULES



REVIEW
PRICES/COSTING
WORKBOOKS
BIANNUALLY OR
ANNUALLY- DON'T
WAIT 3+ YEARS



CONTACTING THE
PROGRAM- EMAIL
INFO.OFP@DAS.OREGON.GOV

Oregon Forward Public Agency Survey Results





What is working best in Oregon Forward Program?

- Qualified contractors providing the same service
- Vendor responses are consistent Ease of finding vendors on the website
- Customer service
- Templates for forms
- Working with agencies to help people with disabilities from gainful employment
- Wide array of services
- Benefits for the state and local governments

- Website and new submission form
- Ability to bypass the solicitation process and use contractors who are vetted
- Timely responses
- Opportunity to partner with great organizations
- Easy to work with
- Testimonials provide insight into the program

Describe your experience in 1 word?



One Piece of Advice



- Beneficial, Great opportunity, Go For It!
- Communication is key
- Start the paperwork early
- Ask for help, get education, and ask for clarification
- Be Collaborative
- Set clear expectations
- Utilize the program as often as you can, find a way to make it work
- Believe in creating inclusive workplaces
- It can be a tedious process
- Keep clear and accurate paperwork
- Pay attention to rates (i.e. rural vs urban)

Barriers



What barriers have been difficult in the OFP?



Lack of enforcement

Lack of knowledge

Lack of development of new opportunities

Signing forms can be time consuming

Increasing prices is difficult

Finding staff to meet qualifications

Lack of consistency in processes

Changing vendors

Review of WOCs is time consuming

Limit of 1040 hours per year

Website

Impressions of people working with people with disabilities



Ideas for Improvement



Ideas for improvement



- Yearly Training for OFCs and Public Agencies
- Refine the Costing Workbooks
- Growth and helping build business plans/develop ideas especially on the coast and eastern state
- More visuals (Clear processes, etc.)
- Streamline processes
- Enhance communication channels
- Compliance with expectations of the work
- Faster responses from all parties
- Clearer lists of OFCs, services provided and what can be handled by each OFC
- Make OFP an option not mandatory
- Limit the need for OregonBuys to be involved
- Make the costing more negotiable and not have to be signed off my DAS



Trainings that would be beneficial?



How to use OFP and the benefits

ADA and working with people with disabilities

Understanding the benefits of contract work from people with disabilities

Local OFCs success stories, quality and expertise

Processes within OFP especially how to fill out WOCs

Costing Workbooks (how to review, common errors, etc)

Managing and address performance issues with creative problem solving



Ideas for expanding OFCs

More opportunities in coast, south and eastern Oregon

Catering or meal delivery during emergencies/disasters

Fair Ticketing Services

Tree Planting

Promo materials

Additional Info



MORE & MORE

Additional Info



KEEP UP THE GREAT
WORK



EXCITED TO SEE ENERGY
AND VISION



AMAZING PROGRAM
AND GRATEFUL FOR IT



Next Steps

- **Quarterly cadre meeting with Public Agencies**
 - **Roadshows/Growth**
 - **Follow Up Surveys**
- **Continue to modernize the program**

Meeting Topics



Website Changes

<https://www.oregon.gov/das/procurement/pages/oregonforward.aspx>



Oregon Forward Program

The Oregon Forward Program fulfills a state law supporting meaningful work opportunities for Oregonians living with physical, mental, and developmental disabilities. Through a network of qualified nonprofit contractors, a uniquely skilled and diverse workforce is trained and employed to provide goods and services procured by state and local government agencies.

An icon of a blue speech bubble with a white outline and the word "OPEN" inside.

Information

[About - History of Program](#)
[Laws and Legal Opinions](#)
[Oregon Forward Price Agreements](#)
[Training](#)

An icon of a green clipboard with a checklist.

Forms

[Oregon Forward Contractors Forms](#)
[Public Agencies](#)

An icon of orange books.

Resources & Guidance

[Oregon Forward Contractor Resources](#)
[Public Agency Resources](#)

Procurement List

Search our list of providers, products, and services

[Search Now](#)

Program Contacts

info.ofp@das.oregon.gov

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Oregon Forward Program Manager
971-493-8985

Rena Montes
Oregon Forward Contract Manager
503-507-1246

Price Determination/WOC Submission

<https://app.smartsheet.com/b/form/fb5d6e1afef248f998bac4f3ae947f83>



Price Determinations and Work Order Contracts Submissions

This form is used to submit Price Determinations (PD) and Work Order Contracts (WOC) for approval from the Oregon Forward Program.

Price Determinations and WOCs can take up to two weeks for DAS to review and return once all documentation is received.

Contact Information

Public Agency Name *

Agency Contact Name *

Agency Contact Email *

Agency Contact Phone Number *

Contractor you are working with *

Contractor Contact Name *

Contractor Contact Email *

Contractor Phone Number

Training

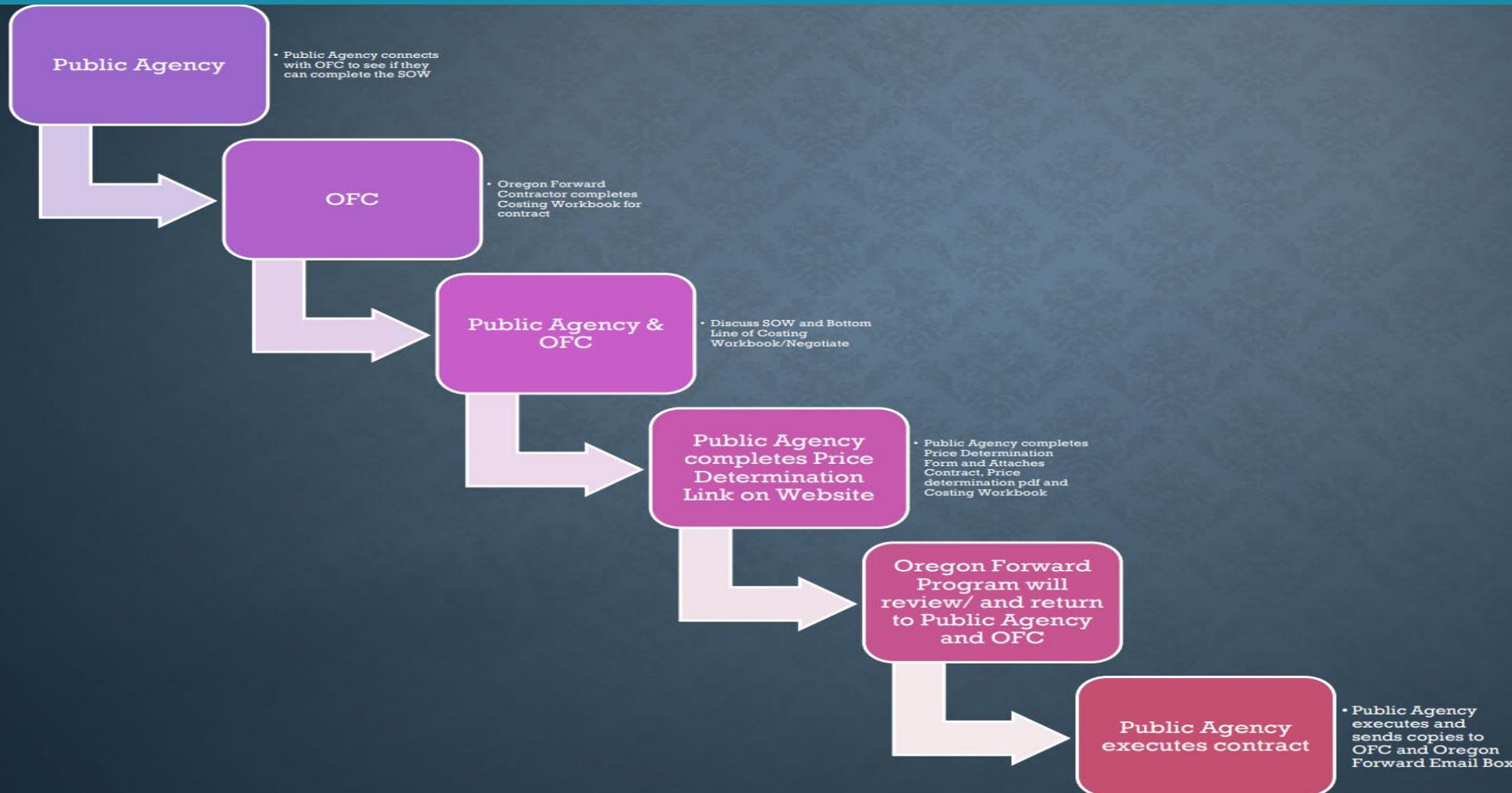
TRAINING

A photograph of a person's hand holding a blue marker, writing the word "TRAINING" in blue capital letters on a white surface with light blue horizontal lines. A blue horizontal line is drawn underneath the word.

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Price Determination Process

<https://www.oregon.gov/das/Procurement/Documents/Oregon-Forward-Price-Determination-Process.pdf>





Costing Workbooks

	\$	-		\$	-	\$	-
kt info	Pay & Benefits	Overhead & Margin	Supplies	Equipment List	Subcontractors	Transportation	<u>Monthly Janitorial</u>



Reviewing Costing Workbooks

- Check it is on the most current form
- Check every tab (can use the Reviewing Costing Workbooks Checklist)
- Does it match the contract??

Take Action:

- If it looks correct submit with contract and price determination pdf on the Price Determination/WOC Submission Form
- If it is not correct, collaborate with the OFC to correct the costing workbooks

Reviewing Costing Workbooks:

Janitorial:

Kt Info:

- Does the Monthly Janitorial have the service frequency per year
- Are the periodical services listed, and they say either Yes or No if they are included in monthly charge as stated in SOW
- Does the periodical services have the service frequency per year based on SOW

Pay & Benefits:

- Are each of the job titles listed and all the other benefits listed out with percentages? Can't just say "Other Benefits"

Overhead & Margin:

- Is the overhead 20% and Margin 6%? If not, do they have the worksheet done or an additional sheet explaining how they calculated their overhead.

Supplies:

- Do all the supplies have the name, size/amount in it and unit price

Equipment:

- Does it list all the equipment and chart is completed

Zip Drive



- **Select Files:** Open File Explorer, select the files/folders you want to zip. Hold Ctrl to select multiple items, or click and drag to select a group.
- **Right-Click:** Right-click on any of the selected items.
- **Send to:** Hover over the "Send to" option in the context menu.
- **Compress:** Click "**Compressed (zipped) folder**". A new zip file with a zipper icon appears in the same location, containing your items.



OFP's Next Steps regarding OFCs



- Smartsheet-
 - Annual Report and Revenue Forms
 - Overhead and margin calculation form
 - Suitability
- Collaboration and continued communication
- Growth of products/services and areas
- Continuous Trainings

Next Steps for Public Agencies



- Visuals for more processes and Procedures
- Quarterly Cadre Meetings
- Follow up survey
- Roadshows

REMEMBER



- The Oregon Forward Program (Lisa and Rena) are always here to help. If you have questions, need help negotiating, etc, don't hesitate to reach out!
 - Info.ofp@das.Oregon.gov

