



# BUYERS GUIDE

FOR

## Continuity of Operations Planning (COOP) – Price Agreement 5776

Version 8.0 dated 11/4/2020

(Before ordering, check for the latest version)



### WHAT IS COVERED / ORDERING INSTRUCTIONS

Agreement 5776 essentially covers two categories of services:

- Access to the COOP Solution
- Additional related services such as training listed on the Menu of Services, Exhibit A to the contract.

There is an Enterprise License in place that provides access to the COOP solution for all entities listed on Table A of the Menu of Services. The Table is attached to this Buyers Guide and can also be found in ORPIN under attachments.

If you are named on the list of Participating Programs on Table A, you have been paid for. You can obtain access to the COOP solution and participate in OEM scheduled training sessions and plan reviews provided by BOLDplanning Inc authorized representatives.

New Users that don't have access to the software should contact the BOLD team by email at: [Help@BOLDplanning.com](mailto:Help@BOLDplanning.com)

#### 1. Purchasing Access to the COOP Solution

**(If you are not on the Table A list of Participating Programs)**

Authorized Purchasers wishing to access the COOP Solution must follow the following process:

- A. Draft a COOP Solution Work Order Contract with BOLDplanning (Exhibit C-1 in ORPIN). For information about obtaining ORPIN user access:  
<http://www.oregon.gov/das/Procurement/Pages/ORPINUser.aspx>
- B. Contact DAS Contract Administrator and send the draft Work Order Contract in order to obtain a WOC number.
  - Rachel Smith, DAS Contract Administrator  
[Rachel.r.smith@oregon.gov](mailto:Rachel.r.smith@oregon.gov)  
(971) 707-0263
- C. The WOC must be signed by the Authorized Purchaser and by BOLDplanning.

- D. Send a copy of the fully executed WOC to BOLDPlanning, DAS Contract Administrator for administrative purposes and entering into ORPIN.

## **2. Purchasing Additional COOP Services**

Authorized Purchasers wishing to purchase additional related services must follow the following process:

- A. Ensure Authorized Purchaser has a valid license to use the COOP Solution (either through OEM as a Participating Program listed on Table A, or through its own WOC).
- B. Draft a Services WOC with BOLDPlanning (Exhibit C-2 in ORPIN).
- Karla O’Grady, BOLDPlanning contact  
[karla@boldplanning.com](mailto:karla@boldplanning.com)  
(615) 823-4502
- C. Legal Review (if applicable)
- D. Contact DAS contract administrator and send the draft Work Order Contract in order to obtain a WOC number.
- Rachel Smith, DAS Contract Administrator  
[Rachel.r.smith@oregon.gov](mailto:Rachel.r.smith@oregon.gov)  
(971) 707-0263
- E. The WOC must be signed by the Authorized Purchaser and by BOLDplanning.
- F. Send a copy of the fully executed WOC to BOLDPlanning, DAS Contract Administrator for administrative purposes and entering into ORPIN.

## **PRIMARY CONTACTS**

<b>BOLDPlanning</b>	<b>DAS Procurement Services</b>	<b>Office of Emergency Management (OEM)</b>
Region X Director	Price Agreement Administrator	Emergency Management Planner
Karla O’Grady	Rachel Smith	Erik Rau
(615) 823-4502	(971) 707-0263	(503) 378-2911 ex 22252
<a href="mailto:karla@boldplanning.com">karla@boldplanning.com</a>	<a href="mailto:rachel.r.smith@oregon.gov">rachel.r.smith@oregon.gov</a>	<a href="mailto:erik.rau@state.or.us">erik.rau@state.or.us</a>

## **ENTERING A WOC INTO ORPIN**

1. Log into ORPIN
2. In the menu on the left, select “Statewide Contract Search”
3. Select “By Number”
4. Enter 5776
5. Click the WOC generating arrow at the bottom right of the contract information (this will

generate the WOC number).

6. Upload the fully executed WOC, complete and issue the WOC in ORPIN.

### Statewide Contract Search

(Prod)

**By Number**

Enter an exact or partial contract number (of at least 3 characters) to search on.

Search

Contract #:  ☐ Exact Match ☒ Starts With ☐ Partial Match 

Search

Legend

Print Results

Show Details

Open in Excel

Contract #	Organization	Supplier				
1  5776	OMD - Office of Emergency Management	BOLDplanning, Inc.				
<b>Hosted Continuity of Operations Planning(COOP) Solution</b>						
Use	Contract Value	Minimum Order	Maximum Order	Other Charges	Delivery Requirements	Information
Convenience	\$6,500,000.00	COOP Solution WOC		\$0.00	Hosted	

## PRICING

Pricing is listed in the Menu of Services (Exhibit A) which can be found by following the hyperlink below.

## LEGAL REVIEW (APPLICABLE TO STATE AGENCIES)

Work Order Contracts must be reviewed for legal sufficiency. This requirement maybe waived after the first few WOCs have been completed.

## HELPFUL LINKS

- [OregonCOOP.com](https://oregoncoop.com)
- [Popular Price Agreements](#)
- [Menu of Services \(Exhibit A\)](#)
- [Vendor Feedback Form](#)

# **REVISED Table A - Enterprise License List of Participants**

## **State Agencies**

Tier 1 agencies - Those identified in ORS 401.054

- The Department of Consumer and Business Services
- The Department of Corrections
- The Department of Education
- The Department of Environmental Quality
- The Department of Human Services
- The Department of Justice
- The Department of Land Conservation and Development
- The Department of Public Safety Standards and Training
- The Department of State Lands
- The Department of State Police
- The Department of Transportation
- The Department of Veterans' Affairs
- The Employment Department
- The Housing and Community Services Department
- The Judicial Department
- The Oregon Business Development Department
- The Oregon Department of Administrative Services
- The Oregon Department of Aviation
- The Oregon Health Authority
- The Oregon Military Department
- The Oregon Tourism Commission
- The Public Utility Commission of Oregon
- The Secretary of State
- The State Department of Agriculture
- The State Department of Energy
- The State Department of Fish and Wildlife
- The State Department of Geology and Mineral Industries
- The State Fire Marshal
- The State Forestry Department
- The State Marine Board
- The State Parks and Recreation Department
- The Travel Information Council
- The Water Resources Department
- Employee Relations Board\*
- Engineering and Land, Board of Examiners for\*
- Ethics Commission, Oregon Government\*
- Geologist Examiners, Board of\*
- Land Use Board of Appeals\*
- Landscape Architects Board \*
- Landscape Contractors Board\*
- Library, Oregon State \*
- Licensed Social Workers, Oregon State Board of\*
- Long Term Care Ombudsman \*
- Massage Therapists, Board of\*
- Medical Board, Oregon
- Medical Imaging, Board of\*
- Mortuary and Cemetery Board, Oregon \*
- Naturopathic Medicine, Board of\*
- Nursing, Oregon State Board of
- Occupational Therapy Board, Oregon \*
- Optometry, Board of\*
- Parole and Post-Prison Supervision, Board of\*
- Patient Safety Commission, Oregon\*
- Pharmacy, Oregon State Board of
- Physical Therapist Licensing Board\*
- Psychiatric Security Review Board \*
- Racing Commission, Oregon \*
- Real Estate Agency, Oregon\*
- Speech-Language Pathology and Audiology, Board of Examiners\*
- Tax Practitioners, State Board of\*
- Teacher Standards & Practices Commission \*
- Veterinary Medical Examiners Board, Oregon State\*
- Watershed Enhancement Board, Oregon \*
- Wine Board, Oregon\*

**\*Those Tier 3 agencies to be included under Department of Administrative Services COOP plan.**

Tier 2 agencies - not identified in ORS 401.054 over 50 FTE

- Commission for the Blind
- Construction Contractors Board
- Office of the Governor
- Higher Education Coordinating Commission
- Bureau of Labor and Industries
- Oregon Liquor Control Commission
- Public Employees Retirement System
- Department of Revenue
- Oregon State Treasury
- Oregon Youth Authority
- **Oregon State Lottery**
- **Oregon State Legislature**

Tier 3 agencies - not identified in ORS 401.054 less than 50 FTE

- Advocacy Commissions Office, Oregon \*
- Appraiser Certification and Licensure Board \*
- Architect Examiners, Board of\*
- Board of Accountancy, Oregon \*
- Chief Education Office\*
- Chiropractic Examiners, Board of\*
- Counselors and Therapists, Board of Licensed Prof. \*
- Criminal Justice Commission\*
- Dentistry, Oregon Board of\*

## **9 Federally Recognized Tribes**

- Burns Paiute Tribe
- Confederated Tribes of Coos, Lower Umpqua, and Siuslaw
- Coquille Indian Tribe
- Cow Creek Band of Umpqua Tribe of Indians
- Confederated Tribes of the Grand Ronde Community
- Klamath Tribes
- Confederated Tribes of Siletz Indians
- Confederated Tribes of the Umatilla Indian Reservation
- Confederated Tribes of Warm Springs Reservation

## 36 Counties and their Incorporated Cities

### Baker County

- Baker City
- Greenhorn
- Haines
- Halfway
- Huntington
- Richland
- Sumpter
- Unity

### Benton County

- Adair Village
- Albany
- Corvallis

- Monroe

- Philomath

### Clackamas County

- Barlow
- Canby
- Estacada
- Gladstone
- Happy Valley
- Johnson City
- Lake Oswego
- Milwaukie
- Molalla
- Oregon City
- Portland
- Rivergrove
- Sandy
- Tualiton
- West Linn
- Wilsonville

### Clatsop County

- Astoria
- Cannon Beach
- Geahart
- Seaside
- Warrenton

### Columbia County

- Clatskanie
- Columbia City
- Prescott
- Rainier
- Scappoose
- St. Helens
- Vernonia

### Coos County

- Bandon
- Coos Bay
- Coquille

- Lakeside

- Myrtle Point
- North Bend
- Powers

### Crook County

- Prineville

### Curry County

- Brookings
- Gold Beach
- Port Orford

### Deschutes County

- Bend
- La Pine
- Redmond
- Sisters

### Douglas County

- Canyonville
- Elkton

- Glendale

- Myrtle Creek
- Oakland
- Reedsport
- Riddle
- Roseburg
- Sutherlin
- Winston
- Yoncalla

### Gilliam County

- Arlington
- Condon
- Lonerock

### Grant County

- Canyon City
- Dayville
- Granite
- John Day
- Long Creek
- Monument
- Mt. Vernon
- Prairie City
- Seneca

### Harney County

- Burns
- Hines

### Hood River County

- Cascade Locks
- Hood River

### Jackson County

- Ashland
- Butte Falls
- Central Point
- Eagle Point
- Gold Hill
- Jacksonville

- Medford

- Phoenix
- Rogue River
- Shady Cove
- Talent

### Jefferson County

- Culver

### Josephine County

- Cave Junction
- Grants Pass

### Klamath County

- Bonanza
- Chiloquin
- Klamath Falls
- Malin
- Merrill

### Lake County

- Lakeview
- Paisley

### Lane County

- Coburg
- Cottage Grove
- Creswell
- Dunes City
- Eugene
- Florence
- Junction City
- Lowell
- Oakridge
- Springfield
- Veneta
- Westfir

### Lincoln County

- Depoe Bay
- Lincoln City
- Newport
- Siletz
- Toldeo
- Waldport
- Yachats

### Linn County

- Albany
- Brownsville
- Halsey
- Harrisburg
- Idanha
- Lebanon
- Lyons
- Mill City
- Millersburg
- Scio
- Sodaville
- Sweet Home
- Tangent
- Waterloo

### Malheur County

- Adrian

- Madras
- Metolius

- Gates
- Gervais
- Hubbard
- Idanha
- Jefferson
- Keizer
- Mill City
- Mt. Angel
- Salem
- Scotts Mills
- Silverton
- St. Paul
- Stayton

- Sublimity

- Turner
- Woodburn

### Morrow County

- Boardman
- Heppner
- Ione
- Irrigon
- Lexington

### Multnomah County

- Fairview
- Gresham
- Maywood Park
- Portland
- Troutdale
- Wood Village

### Polk County

- Dallas
- Falls City
- Independence
- Monmouth
- Salem
- Willamina

### Sherman County

- Grass Valley
- Moro
- Rufus
- Wasco

### Tillamook County

- Bay City
- Bay City
- Garibaldi
- Manzanita
- Nehalem
- Rockaway Beach
- Tillamook
- Wheeler

- Jordan Valley
- Nyssa
- Ontario
- Vale

### Marion County

- Aumsville

- Stanfield
- Ukiah
- Umatilla
- Weston

### Union County

- Cove
- Elgin
- Imbler
- Island City
- La Grande
- North Powder
- Summerville
- Union

### Wallowa County

- Enterprise
- Joseph
- Lostine
- Wallowa

### Wasco County

- Antelope
- Dufur
- Maupin
- Moiser
- Shaniko
- The Dalles

### Washington County

- Banks
- Beaverton
- Cornelius
- Durham
- Forest Grove
- Gaston
- Hillsboro
- King City
- North Plains
- Portland
- Rivergrove
- Sherwood
- Tigard
- Tualatin
- Wilsonville

### Wheeler County

- Fossil
- Mitchell
- Spray

### Yamhill County

- Amity
- Carlton
- Dayton

- Dundee

- Aurora
- Detroit
- Donald

**Umatilla  
County**

- Adams
- Athena
- Echo
- Helix
- Hermiston
- Milton-  
Freewater
- Pendleton
- Pilot Rock
- Lafayette
- McMinnville
- Newberg
- Sheridan
- Willamina
- Yamhill