

## DPO Advisory Council AGENDA

**Date:** April 22, 2020

**Time:** 1:30p - 3:30p

**Place:** Teleconference - We will be using Adobe Connect - Information at the bottom of agenda

### PURPOSE of the Meeting

Information sharing, problem identification, and issue resolution for all agency procurements.

TOPIC – activities/topics	WHO	DURATION
<b>Welcome/Announcements</b> <ul style="list-style-type: none"><li>Approval of February and March Minutes</li></ul>	Toni Payseno, Chair	1:30p - 1:35p
<b>DAS Updates</b>	Debbie Dennis	1:35p – 1:50p
<b>Corporate Tax Discussion</b>	DAS	1: 50p – 2:05p
<b>Oregon Buys Update</b>	Nicole Brazeal	2:05p - 2:15p
<b>Open Mic, Q&amp;A’s, etc.</b>	All DPO’s	2:15p – 3:25p
<b>Closing of Meeting</b>	All	3:25p - 3:30p

Please use this link for this DPO meeting: <https://dasps.adobeconnect.com/dpo04222020/> Check the URL access prior to the meeting because periodically you may need to adjust popups.

Please type your first and last name to enter the classroom

Close out of the first popup screen. You will be prompted to connect your audio.

Call in information:

1-866-377-3315 (Toll Free)

Passcode for attendees – 7558696#

Please remember to mute your phones to help with audio quality.

Thank you

Kim Wisdom

### NEXT MEETING:

Wednesday, May 27, 2020 at Teleconference – more information to follow

DPO web page: <https://www.oregon.gov/das/Procurement/Pages/DPOCouncil.aspx>

## DPO Advisory Council Meeting

**Meeting Date:** April 22, 2020  
**Time:** 1:30 – 3:30pm  
**Location:** Teleconference – Adobe Connect

**Attendees:** Christina Owen, Cort Dokken, David McKay, Gail Stevens, Heather Hawes, Jan Hunt, Sabrina Hay, Joe Harding, Jay Jackson, Kelly Mix, Ken Loffink, Melody Waight, Lillie Gray, Lisa Snyder, Shannon Rand, Jean Straight, Kelly Kinney, Mandee Wilding, Melissa Canfield, Mary Mynes, Nancy Cody, Nicole Brazeal, Phillip Andrews, Sandra Flickinger, Sandy Clavet, Sydney Hanlon, Debbie Dennis, Kim Wisdom, Archana Thapa-Sherpa

ITEM	DISCUSSION
<b>Welcome/Announcements – Toni Payseno</b>	
	<ul style="list-style-type: none"> <li>• Attendance taken</li> <li>• January and February minutes approved.</li> </ul>
<b>DAS Updates – Debbie Dennis and Kelly Mix</b>	
	<p>DAS Updates:</p> <p>Debbie Dennis:</p> <ul style="list-style-type: none"> <li>• Still just inundated with ER. Beginning to be operationalized response compared to what we are used to doing. Getting better than the first couple of weeks.</li> <li>• Kelly Mix and Debbie are 95% dedicated to COVID response.</li> <li>• Folks coming in to work on PPE requests from ECC.</li> <li>• Cort Dokken is focusing on the regular business, services teams, supporting Darwin with construction &amp; fleet, Darwin is 95% out at ECC and Cort is backfilling for Darwin.</li> <li>• Ginny Beckwith is helping with COVID responses and available for IT support.</li> </ul> <p>Kelly Mix:</p> <ul style="list-style-type: none"> <li>• Emergency procurement is full focus.</li> <li>• There are orders in for 18m N95 masks.</li> <li>• Thanks to everyone who came to Procurement conference.             <ul style="list-style-type: none"> <li>○ There were 320 professionals from state agencies and 70 vendors.</li> <li>○ We received great feedback.</li> <li>○ Great to see each other in person.</li> <li>○ Thanks to everyone who attended and presented.</li> <li>○ Fantastic event!</li> <li>○ Maybe again in 2022.</li> </ul> </li> </ul>

**Corporate Tax Discussion: Jay Jackson:**

PowerPoint

- Corporate activity tax is for the privilege of operating the business in the state of Oregon. HB 2437 Student Success Act – early education and programs, tucked in that large bill, was the way in which they intended to fund those operations.
- The way the tax works:
  - A taxable commercial activity in excess of 1M there is a flat tax of \$250.00 and 0.57% of anything exceeding 1M.
  - At least 750K commercial activity has to register, but may not have to pay a tax.
  - Cities and school districts are exempt from corp. activity tax however; if they are operating as a customer and the business passes along costs, they would be subject.
- If a contract or an order against a Price Agreement were placed prior to the effective date (1<sup>st</sup> of the year), any increase due to corporate tax would not apply.
- If a new contract or order placed after the effective date, took effect after the first of the year, the business can pass the cost along either partially or entirely.
- It would be great to have a checklist:
  - Standardized factors
  - When to grant price increase
  - When to do an amendment of a contract.
- There are lots of different factors:
  - Type of procurement
  - Subject matter of procurement

Debbie and Jay are going to be working on the finalized document. There will be additional guidance added and distributed with concrete guidance from DAS.

Question - Melissa Candfield: What if it shows up on the invoice?

Discussion: This points back to whether it is after the effective date of the bill, the 1<sup>st</sup> of this year. Also in terms of handling, this is crossing over into how accounting would handle. In spite of the fact that there may be some benefit to tracking by itemizing the portion attributable to that estimate of the corp. act. Tax is a little unusual because we don't track or monitor other items related to taxes.

Debbie Dennis advised: the pricing on the invoice needs to be in line with the PO or contract. If the supplier is itemizing but the aggregate amount is still within the amount you agreed to pay, then I think it is a nudge to the vendor to keep it as a line item. If the costs exceed what you agreed to and not something we agreed to pay, this needs to be discussed with the vendor. Or do we need to look at doing an amendment to the contract?

Kelly Mix: Most contracts and PA's have methods for price increases and how they are to be submitted. There is no requirement for agencies to accept this price increase in there. The business can add in as COB what their estimate will be but they will not know until the end of the tax year.

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Submitted By: Kim Wisdom

	<p>Melissa Canfield: Accounting does not know what to do with it. What are other agencies doing right now? We should all be doing it the same. One agency paying/one not. What are other agency's doing?</p> <p>Kelly Mix: It is beneficial to have consistent approach; Work with DAS financial folks to arrive at a consistent approach.</p> <p>Debbie Dennis: They can figure this into the price increases as long as it is within the bounds of the contracts. We should not treat this differently than any other COB. It will be an estimate, true, but the business does have to file quarterly estimates, so there should be some correction along the way.</p>
<p>• <b>OregonBuys Update Nicole Brazeal</b></p>	
<p>PowerPoint</p>	<p>Update:</p> <ul style="list-style-type: none"> <li>• Because of the Covid19 response effort, we are not expecting agencies to conduct ORBuys tests right now.</li> <li>• All projects around solidifying plans to proceed going forward.</li> <li>• We will be canceling the May forum</li> </ul> <p>Toni P: What about the ORPIN timeline? Nicole: We need to wait for notice to proceed, in order to have more a concrete date.</p>
<p><b>Roundtable</b></p>	
	<p>Cort Dokken: Aaron Ward wanted changes on ORPIN info. Electronic bidding has been available. More information to come on that.</p> <p>Lillie Gray: Thanks to Debbie and PS for all their hard work and all they are doing right now!</p> <p>Question: Can DAS management give guidance on EULA's terms &amp; conditions? Answer: Any EULA for statewide activity – gone as far as we could with vendor and DOJ needs to approve.</p> <p>Discussion on video conferencing: Do not use free version of zoon – zoom has hacking issues, requested we do not use it. Lori Nordeling in DAS PS would be contact for zoom. Terms are currently begin negotiated. Other conferencing is being used, Microsoft Teams, Adobe Connect, etc.</p>
<p><b>Meeting Adjourned</b></p>	

**Next Meeting:**

**Date:** May 27, 2020

**Time:** 1:30 - 3:30 pm

**Location:** Information to follow, as we get closer to the meeting date

# DPO Link

## *A message from DAS Procurement Services*

Electronic Bidding is a convenient way for vendors to remotely bid on an Opportunity in ORPIN, provided the Opportunity is set up to allow it.

Historically, Contract Administrators could only enable Electronic Bidding during the initial creation of an Opportunity. However, with the increased need for people to work remotely we have updated ORPIN to make it possible for the Contract Administrator to Allow Manual or Electronic Responses even if it is published.

### **How to enable eBidding on an Open Opportunity:**

1. Log into ORPIN and Navigate to your Opportunity
2. Click *Actions* -> *Create Addenda/Addendum*
3. Consider making other necessary changes (like pushing the closing date out if it is ending soon)
4. Attach the [eBid Instructions](#) to help guide vendors through the process
5. Explain all changes in the Addendum Reason
  - a. Include that this Opportunity now Allows Manual and Electronic Responses
6. Issue the Addendum so that ORPIN will notify all relevant suppliers of the changes

*\*These instructions are on your Welcome Screen after logging into ORPIN.*

The Progression screen will contain all of the Electronic Responses above the Manual Responses section, but you cannot open them until after the Opportunity closes. Use the Legend on the Progression screen to see the status of the bids and consider sending an email out to all relevant suppliers if you see too many incomplete eBids.

Contact the ORPIN Help Desk at [info.orpin@oregon.gov](mailto:info.orpin@oregon.gov) or 503-373-1774 if you need help.

OregonBuys Agency Core Team Orientation Groupings:

<b>Group #1</b>
Dept. of Transportation
Dept. of Justice
Dept. of Aviation

<b>Group #2</b>
Dept. of Corrections
Oregon Youth Authority

<b>Group #3</b>
Dept. of Human Services
Oregon Health Authority
Commission for the Blind
Public Employees' Benefit Board

<b>Group #4</b>
Oregon State Treasury
Dept. of Revenue
Public Employees Retirement System

<b>Group #5</b>
Dept. of Consumer & Business Services
Employment Department
Construction Contractors Board

<b>Group #6</b>
Dept. of Environmental Quality
Water Resources Dept.
Watershed Enhancement Board

<b>Group #7</b>
Higher Education Coordinating Commission
Housing and Community Development
Business Oregon

<b>Group #8</b>
Dept. of Energy
Dept. of Agriculture
Oregon State Library
Public Utility Commission

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<b>Group #9</b>
Dept. of Administrative Services

<b>Group #10</b>
Dept. of Forestry
Secretary of State

<b>Group #11</b>
Oregon Parks and Recreation Dept.
Dept. of State Lands
Oregon State Marine Board

<b>Group #12</b>
Oregon Medical Board
Board of Nursing
Oregon Liquor Control Commission

<b>Group #13</b>
Oregon Dept. of State Police
Dept. of Fish and Wildlife

<b>Group #14</b>
Oregon Dept. of Education
Judicial Dept.

<b>Group #15</b>
State of Oregon Military Dept.
Dept. of Public Safety Standards and Training
Dept. of Veterans' Affairs



# OREGONBUYS

DPO MEETING

APRIL 22, 2020

# CURRENT STATUS

## OregonBuys and COVID-19

- Agency engagement and expectations
- Wave enrollment will happen closer to notice to proceed
- Leveraging OregonBuys (and other PHI tools) to support response efforts

## Progress toward notice to proceed

- Update on critical plans (OCL & Comms, Training, ORPIN Replacement, PMP)
- Security plans & activities
- Version 15 testing status & go live plans
- Project staffing updates
- May forum cancelled

# AGENCY GROUPINGS

- Held core team kickoffs with large and medium agencies in January and February
- Core team orientation approach – agencies grouped together based on:
  - Business similarities
  - Size
  - Geographical location
- Need DPO feedback
  - List will be sent with DPO minutes
  - Send feedback to [oregonbuys.info@oregon.gov](mailto:oregonbuys.info@oregon.gov) by May 1
- Finalized list will be posted on project website



# QUESTIONS & FEEDBACK

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OREGONBUYS.INFO@OREGON.GOV



[HTTPS://OREGONBUYS.OREGON.GOV](https://oregonbuys.oregon.gov)



# THANK YOU!

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