**Strategic Planning Contract Instructions**

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The Department of Administrative Services, Procurement Services (DAS PS) has thirteen Master Price Agreements for Business & Strategic Planning Services. To use the agreements, agencies must apply the Best Value Analysis (BVA) method and select one of the contractors. BVA considers cost, experience, approach, availability, etc.

To get the process started, agencies should engage with their procurement office.

Agencies who need DAS PS assistance with the BVA process can submit a requisition in OregonBuys through DAS On Behalf Of (DAS OBO).

The following contracting documents are required to complete the process. Please review each document fully to understand all the steps:

1. **Buyer’s Guide**

The Buyer’s Guide explains the steps and process to complete the BVA. It also describes the business and strategic planning services and includes the business names, associated contract numbers, and contact information for each of the 13 price agreement contractors.

1. **Opportunity Notice**

The opportunity notice is issued to all 13 strategic planning contractors to inform them of the agency opportunity. The notice is pre-populated with strategic plan required elements. Agencies can add additional information or elements but cannot delete what is already pre-populated (green highlighted areas).

Yellow highlighted sections in the notice require the agency to add information or read and delete before issuing. Refer to the Buyer’s Guide for contractor names, emails, and phone numbers.

1. **Service Order Contract**

Once a contractor is selected through the BVA process as noted in the Buyer’s Guide, the agency issues the Service Order Contract (SOC) to engage with the contractor. There is a separate SOC template provided for each contractor by name.

The SOC is pre-populated with the strategic plan required elements (tasks and deliverables). If additional tasks and deliverables are needed, they can be added. However, the green highlighted areas cannot be deleted.