



DEPARTMENT OF ADMINISTRATIVE SERVICES

DAS

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ADMINISTRATIVE
SERVICES

OREGON FORWARD PROGRAM

PRESENTATION OBJECTIVES

- Outline the Current Oregon Forward Program
- Roles and Responsibilities
 - DAS
 - Public Agencies
 - Oregon Forward Contractors
- Oregon Forward Program Processes
- Oregon Forward Program Products and Services



OREGON FORWARD PROGRAM

- Brief History
- Program Goals
 - Expanded and Continuous market for ORFWD Products and Services
 - Prices that recover costs of services /not excessive
 - Quality Products and Services
 - Current and effective Procurement List
 - Defined/effective processes to facilitate Oregon Forward Program Contracting
 - Guidance and Technical Assistance

THE POLICY OF THE STATE OF OREGON

ORS 279.840:

Encourage and assist individuals with disabilities to achieve maximum personal independence through productive, gainful employment; by assuring an expanded, constant market for Oregon Forward Contractor products and services.



OREGON *Forward*

*When everyone can work
anything is possible*

10/8/2023

FACTS ABOUT OREGON FORWARD PROGRAM CONTRACTS

- Each Contract is negotiated with the vendor (competitive solicitation exempt: 279A.025(4) & 279C.335(a))
- Simplified and reduced purchasing process.
- Oregon Forward Contractors are allowed to recover their costs
- Price may not be the lowest available
- Flexibility to renegotiate SOW
- Ability to extend contractual relationships
- Social benefits

OREGON FORWARD PROGRAM

- All Products and Services

- 2023: There were more than 623 unique contracts for all services Total Spend: \$86.1 million
- Local govt:
 - 270 Local govt contracts with 124 different Public Agencies-over \$54 million
 - Largest Customer: PDX Janitorial by Relay Resources over \$10,800,000.
- State Agencies:
 - 353 contracts with 89 State Agencies-over \$31 million
 - Largest user in terms of # of Contracts: ODOT with 90, largely Janitorial

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OREGON FORWARD PROGRAM

DAS' ROLE (ORS 279.845)

- Qualify Nonprofit Applicants
- Determine product and service suitability and pricing
- Public list of OFP Products/Services
- Write and Clarify Rules
- Assist and Facilitate Contractual Relationships
- ID Contracting Opportunities
- Price Agreements when possible

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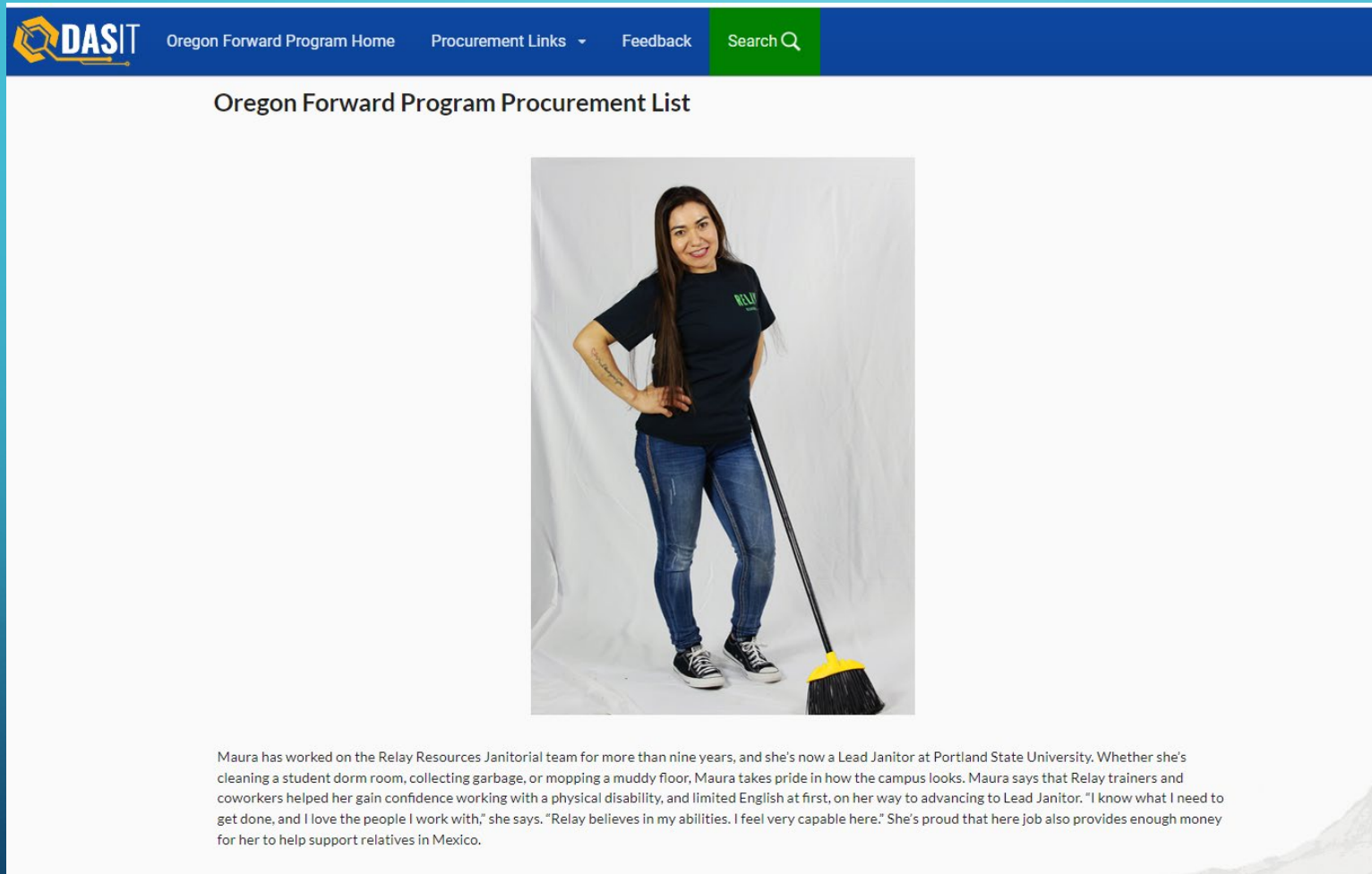
DAS ROLE: QUALIFY OREGON FORWARD CONTRACTORS / DETERMINE PRODUCT AND SERVICE SUITABILITY

- 501(c)(3) nonprofit company
- Rehabilitation Services
- 60% direct labor
- Complies with health and safety requirements
- Provide products and services as qualified by DAS
 - Products statewide
 - Services regionally determined


PROCUREMENT LIST

THE DEFINITIVE SOURCE OF SUITABLE

OREGON FORWARD CONTRACTOR PRODUCTS AND SERVICES



Oregon Forward Program Procurement List



Maura has worked on the Relay Resources Janitorial team for more than nine years, and she's now a Lead Janitor at Portland State University. Whether she's cleaning a student dorm room, collecting garbage, or mopping a muddy floor, Maura takes pride in how the campus looks. Maura says that Relay trainers and coworkers helped her gain confidence working with a physical disability, and limited English at first, on her way to advancing to Lead Janitor. "I know what I need to get done, and I love the people I work with," she says. "Relay believes in my abilities. I feel very capable here." She's proud that here job also provides enough money for her to help support relatives in Mexico.

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<https://ofp.dasapp.oregon.gov/>

DAS ROLE: PRICE DETERMINATION

- Process and Forms Developed
 - Price Approval Process defined
 - Costing Workbooks for price development
 - Price Approval Form used for most approvals, signed by Public Agency, OFC and DAS
- Typically, 250 to 300 each year



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OREGON FORWARD PRICE DETERMINATION

PRICE REQUEST EXHIBITS

- Costing Workbooks
- Statement of Work or Statement of Services
- Price Determination Approval Form
- Proposal Cover Letter
- Other information as seems necessary
- Evaluation by DAS is expedited by complete information

APPEAL OF RESULTS

- Provide information that proves price is too high, inadequate
- DAS will take this information to further review the price.
- If price is legit and still too high, SOW adjustment is possible.

DAS ROLE: RULE DEVELOPMENT

- Rules adjusted numerous times since 1977
- Most Recent Rules developed in 2023
- Further refined Successor Contractor Requirements during contract transition to new vendor (OAR 125-055-0037)

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DAS ROLE: PROMOTE PROGRAM

- Guidance/Training for Agencies
- Oregon Forward Showcases
- Promote Oregon Forward Program contract retention
- New Products and Services Suitability Determination

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PUBLIC AGENCY RESPONSIBILITIES

- Buy Decision
- [Check Procurement List](#)
- Choose OFC by following the process in [OAR 125-055-0040\(5\)](#)
- Assure price determination by DAS
- Oregon Forward Price Agreements
- Effective and detailed statement of work
- Administer contracts effectively (communication)
- Maintain Incumbent OFC when satisfied (book end contracts)
- Successor Contractors

CHOOSING AN OREGON FORWARD CONTRACTOR

OAR 125-055-0040(5) ORS 279A.025(4) ORS 279C.335(1)(A)

- Check Oregon Forward Procurement List -potential vendors
- Contact OFCs identified–Determine selection criteria
- Send SOW
- Request any certifications required, references, similar contracts, etc.
- Give OFCs a reasonable deadline for response
- Evaluate Respondents
- Choose Vendor
- Request Proposed Price



PROCUREMENT AGREEMENTS

ORS 279.850(1)(A)

- (1) Public Agencies must procure products and services from OFCs
- (2) Close cooperation between OFCs, DAS, and public agencies.

Procurement Ethics

OAR 125-055-0010(1)(a)

Agencies must not develop specifications that inhibit or tend to discourage public contracting with an Oregon Forward Contractor



OREGON FORWARD CONTRACTORS

- NONPROFIT COMMUNITY VOCATIONAL PROGRAM FOR INDIVIDUALS WITH DISABILITIES
 - Qualified by DAS
- EMPLOYS INDIVIDUALS WITH DISABILITIES > 60% DIRECT LABOR
- COMPLIES WITH HEALTH AND SAFETY REGULATIONS



OREGON FORWARD CONTRACTOR DUTIES

- Provide Products and Services as authorized
- 60% or more Direct Labor by Individuals with Disabilities
- Respond to requests from Public Agencies
- Provide price proposals to Public Agencies using DAS tools
 - Costing Workbooks
 - Price Approval Form
- Administer contract performance
- Communicate
- Employee Records
- Annual Report
- CPA audit every two years
- Maintain safe and supportive work environment



OREGON FORWARD CONTRACTS

Oregon Forward Contract Characteristics

- Each Contract is negotiated with the vendor (no competitive solicitation for price)
 - ORS 279A.025(4)
 - ORS 279C.335(1)(a)
- Simplified and reduced purchasing process.
- OFCs show their costs
- Price may not be the lowest available
- Flexibility to renegotiate SOW
- Ability to extend contractual relationships
- Social benefits

SUMMARY

- Public Agencies are mandatory users of suitable Oregon Forward products and services mtg P.A. requirements
- DAS administers Oregon Forward Program
- Oregon Forward Program Prices are based on cost recovery
- Price review may be requested by parties to contract
- Thousands of people with disabilities benefit from Program

Question



Why Puzzled Bewildered **Inquiry** Perplexed **Query** Wondering Confused **Inquisitive** Probing Investigative Thoughtful **Bamboozled** Curious

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