



Oregon

Tina Kotek, Governor

Department of Administrative Services
Office of the Chief Operating Officer
155 Cottage Street NE
Salem, OR 97301
PHONE: 503-378-5797

March 19, 2025

Co-Chair Aaron Woods
Co-Chair Nancy Nathanson
Joint Committee on Information Management and Technology
Oregon State Legislature
900 Court St NE
Salem, OR 97301

Re: DAS Follow Up to OregonBuys Presentation Friday, March 14, 2025

Co-Chair Woods, Co-Chair Nathanson, members of the committee;

Thank you for having the Department of Administrative Services (DAS) before your committee on March 14 to address the OregonBuys eprocurement system. During the presentation, several questions were asked which required additional information or data to be gathered. Here is that information.

As always, please let us know if there is anything else we can assist with.

Thank you!

-Melia Masiba

DAS Legislative Director

1. How long did the system take to implement from start to finish and how is it funded?

The OregonBuys enterprise project kicked off in 2019. All state agencies and OrCPP members moved their solicitation and contract activity from ORPIN to OregonBuys in July 2021. State agencies implemented additional procure-to-pay functionality (requisitions, purchase orders, receiving, and invoicing) during 2022 and 2023. The enterprise project was funded by a Vendor Collected Administrative Fee (VCAF). A 1% fee on DAS statewide price agreements covers eProcurement tool use. A portion of the fee is remitted in payment to the vendor, and the balance is used to fund OregonBuys operations within DAS.

2. Is OregonBuys able to capture reports on how state procurement dollars are spent? For example, the percentage of public dollars spent on in-state versus out-of-state contracts OR monies flowing to large companies versus small, emerging, women/veteran/or minority-owned businesses?

OregonBuys can produce reports on spend that has been processed inside of the system. Most procurement spend across the enterprise goes through the system, but there are several agencies with exceptions (see response to Question 6 below for details).

In addition, agencies are not processing SPOTS card purchases in the system. Purchase Orders processed through OregonBuys can be marked as paid externally, such as with SPOTS cards, however this requires the vendor to be fully registered in OregonBuys prior to the purchase. We determined that it was not a good use of resources to attempt to register every single vendor that a state agency might potentially make any purchase from, including incidentals and ad hoc field purchases such as replacement materials or coffee or refreshments for a local townhall or other kind of community informational meeting.

OregonBuys does capture vendor information such as location, demographic data, and COBID certification but this does not include information on company size or other vendor-volunteered information.

3. The custom reports section on slide 16 calls out two bullets - one related to COBID and the other related to financial reconciliation. Did the scope of the OregonBuys project include setting up interfacing with the State Financial Management System and the COBID (Certification Office for Business Inclusion and Diversity) system? What is the status of the COBID system interface? How easy is it for OregonBuys to produce reports associated with COBID data?

OregonBuys pulls in COBID Certification data from Business Oregon. This interface runs daily and loads active certifications by type. After a vendor registers in OregonBuys, the system will automatically populate any active certification types held by that vendor and their certification number onto the OregonBuys vendor profile for that company. (Note: We do not import details on certification dates or the specific commodities a vendor is certified in. Business Oregon's COBID database would be the system of record for that information.) We can build reports that display COBID certification details, but the

certifications will display the status as of the date the report was run, not the certification status as of the date the procurement activity took place.

4. Which agencies were “early adopters” of the OregonBuys solution and are they all still actively using the system?

Secretary of State and Department of Forestry were the two early adopters of OregonBuys. They both went live in 2019, prior to the start of the enterprise project. Secretary of State went live with full system functionality, while Department of Forestry went live using just the Purchase Order, Receiving, and Invoice process functions. (ODF later implemented full system functionality with the enterprise project efforts.) Both agencies still have full access to OregonBuys. The tables below display system usage by the two early adopters over the last five years.

Department of Forestry

| | Solicitations | Master Blanket Purchase Orders | All other Purchase Orders |
|--------------------|---------------|--------------------------------|---------------------------|
| 2019* | | | 1458 |
| 2020 | | 4 | 7858 |
| 2021 | 8 | 82 | 8859 |
| 2022 | 37 | 99 | 8327 |
| 2023 | 36 | 122 | 8889 |
| 2024 | 28 | 119 | 10638 |
| Grand Total | | 426 | 46029 |

*Starting 2/6/2019

Active Users as of 3/17/2025 - 314

Secretary of State

| | Solicitations | Master Blanket Purchase Orders | All Other Purchase Orders |
|--------------------|---------------|--------------------------------|---------------------------|
| 2019* | 16 | 220 | 728 |
| 2020 | 13 | 56 | 477 |
| 2021 | 15 | 48 | 636 |
| 2022 | 16 | 57 | 763 |
| 2023 | 9 | 28 | 844 |
| 2024** | 11 | 2 | 679 |
| Grand Total | | 411 | 4127 |

*Starting 2/6/2019

**SOS - no new Purchase Orders in the system as of 11/12/2024

Active Users as of 3/17/2025 - 167

5. **What feedback have you received from OregonBuys users (registered vendors, state agencies, Oregon Cooperative Procurement Program members) so far? Are regular/periodic surveys to measure user satisfaction being conducted? Can you provide that feedback/survey data to our committee administrator?**

DAS surveys state agency users, OrCPP users, and vendors who have had interactions with OregonBuys Support, through a contracted help desk service provided by the OregonBuys vendor. Those survey questions focus on the support interactions specifically, but we do sometimes see feedback regarding the system included in the comments of those surveys.

We regularly interact with a wide array of OregonBuys user groups to gather feedback, identify potential business process or enhancement needs, and integrate that feedback as much as possible in the continued operations of OregonBuys.

6. **Have most state agencies implemented the full end-to-end “procure-to-pay” solution that was originally envisioned? Have their expected benefits been realized?**

All state agencies have moved from ORPIN into OregonBuys for Phase 1 activities. This included posting of solicitations and notices, receiving responses from vendors, awarding, and posting contracts (using Master Blanket Purchase Orders (MBPOs)) in OregonBuys. Most state agencies have also implemented Phase 2 as well (requisitions, purchase orders, receiving, and invoicing), but there are a few agencies with approved exception requests which were vetted by our OregonBuys Steering Committee during the enterprise project. This link displays the state agencies that have implemented OregonBuys and calls out the handful of agencies with approved exceptions for Phase 2 activities: [OregonBuys-Agency-List.pdf](#)

Regarding benefits realized:

- OregonBuys has successfully automated our solicitation and bidding processes. We've seen a significant increase in the number of electronic quotes received through OregonBuys compared to the prior system. This saves the state time and money in handling of these records as well as in printing and storage costs. This also saves vendors time and money as

they no longer need to print and deliver hard copy proposals and can submit those electronically any time of day or night.

- The system provides increased transparency of solicitations and contracts, and offers vendors self-service tools for registration, account maintenance, and accessing electronic purchase orders.
- Online catalogs and punchouts are available in Marketplace and those, along with the statewide price agreement documents themselves, provide state agencies and OrCPP members with a single consolidated resource for shopping statewide price agreements.
- Agencies are conducting procurements and processing invoices in OregonBuys which then flow through one of two state financial interfaces to either SFMA or ODOT TEAMS for releasing payment.
- OregonBuys is linked with Business Oregon to pull in active COBID vendor certifications nightly.
- Single Sign-On for state agency users allows for easier, secure access to OregonBuys.
- The eprocurement program is beginning to compile the data needed to allow for enterprise spend visibility. As more agencies adopt the full functionality of OregonBuys, the eprocurement team continues to refine processes to ensure consistent data entry methods are followed. DAS works with a variety of interested parties (Designated Procurement Officer Council, Financial Leadership Council, OregonBuys Champions User Group, etc.) to gather feedback and look for ways to address questions and pain points.

7. Now that the system is in production, what's the expected life of this software as a service system? How long do you believe it will carry the state until it needs to be replaced?

OregonBuys receives quarterly system releases, so the software continues to grow and expand multiple times throughout the year. We have not conducted an analysis of the expected life of OregonBuys to date. Given technology standards and norms at this time, we do not anticipate OregonBuys becoming obsolete anytime in the near future.

8. Of the 85 agencies utilizing OregonBuys, how many are utilizing the procure to pay functionality? Please provide a list of agencies and an indication of whether they are taking advantage of this functionality or not.

This link displays the state agencies that have implemented OregonBuys and calls out the handful of agencies with approved exceptions for Phase 2 activities (requisitions, purchase orders, receiving, and invoicing): [OregonBuys-Agency-List.pdf](#)

The below table summarizes OregonBuys state agency activity for Calendar Year 2024:

| Document Type | # Completed | Posting Agencies |
|---------------------------------------|-------------|------------------|
| Bids (Solicitations/Notices) | 1,282 | 47 |
| Requisitions | 47,734 | 55 |
| Master Blanket Purchase Orders (MBPO) | 6,591 | 42 |
| Non-MBPO Purchase Orders | 47,064 | 48 |
| Invoices | 59,141 | 38 |

The committee has been assigned two measures (SB 1088 and SB 1089) that call for contracting agencies to purchase common off-the-shelf software or other information technology products or services that do not require customization through an information technology marketplace portal.

9. Does the current OregonBuys marketplace offer that kind of capability? Does it meet the current needs of OregonBuys users or are improvements needed? Are there any planned enhancements to the Marketplace capabilities and when will those new capabilities be available to OregonBuys users?

Statewide price agreements for software or IT products and services can be built in Marketplace. These can be created as line-item catalogs, informational catalogs, or punchouts. The statewide price agreement vendors participate in onboarding efforts by providing item details, images, etc. If a punchout is developed, the statewide price agreement vendor sets up, tests, and maintains the punchout with guidance from the OregonBuys vendor.

Marketplace is continuously growing and improving. DAS contract administrators collaborate with the OregonBuys vendor to meet with groups of statewide price

agreement vendors (based on price agreement portfolios) to build out additional Marketplace presences for statewide contracts. We currently have 20 contracts in the onboarding/catalog queue and four new punchouts in progress.

Oregon is testing a configuration update to informational catalogs to allow users to add a line item to their cart and pull it back into a Requisition in OregonBuys. This will provide efficiencies in process by reducing the number of clicks users need to take and pre-populating some of the required data fields.

Most quarterly releases to the OregonBuys software contain several updates to Marketplace functionality. We maintain regular communication with the OregonBuys vendor to keep them informed of Oregon's needs and priorities regarding Marketplace.