



Designated Procurement Officers (DPO) Advisory Council Charter

1. **Context:**

The state of Oregon's (State) procurement professionals are committed to supporting the procurement activities necessary to advance agency specific missions as well as support the statutory procurement policy stated in ORS 279A.015. This commitment complements and aligns with the mission and responsibility of the Department of Administrative Services State Procurement Services (DAS SPS), whose goal is to maximize efficiency, effectiveness, economy and transparency within the State's procurement system for the taxpayers of Oregon.

The Designated Procurement Officer Advisory Council (DPO Council) members are recognized as a vital component of the State's procurement system in serving the needs of State agencies and the citizens of Oregon. The DPO Council operates as a forum for State agency DPOs and DAS SPS to collaborate, share information, participate in rule making, and discuss evolving procurement issues/trends.

2. **Guiding Principles:**

The DPO Council's success depends on individual and agency commitment to an open, candid and robust dialogue meeting evolving business needs for the State's procurement system. We will provide recommendations to the Department of Administrative Services Director (Director) through the DAS SPS Chief Procurement Officer (CPO) to:

- Take ownership and be responsible to all stakeholders and each other for our actions to preserve and protect the public trust.
- Uphold high ethical standards.
- Apply sound business judgement when acting in an advisory capacity.
- Promote effective, economic, and efficient acquisition practices.
- Continually contribute value through participation in the Council discussions and activities.
- Be a crucial resource and strategic partner within the Council and in statewide activities.
- Exercise discretion in the release of confidential information.
- Support and act in an advisory capacity to identify prevent risk to the integrity of public procurement process.
- Ensure procurement officials within our respective agencies meet high professional standards of knowledge, skills and integrity.
- Lead and contribute resources and time to the Council endeavors and activities.

The DPO Council activities reflect a balance between agency business requirements and multiagency/enterprise-level planning towards positive business outcomes that benefit State government as a whole

Communication between the DPO Council, agency directors, and other stakeholder groups promote beneficial business outcomes.

The DPO Council strives to create an effective voice for the procurement system within the State's governance structure.

3. Authority:

The DPO Council is sponsored by DAS SPS through the Director's authority granted to the State Chief Procurement Officer (State CPO).

The State CPO acts under the authority given to the Director on behalf of all State agencies as defined in ORS 279A.140.

The Director, by Delegation Rule OAR 125-246-0170, creates the duties and procurement authorities of the State CPO and the DPOs under the authority of DAS.

4. Membership:

The DPO Council consists of:

- The CPO and DAS SPS management.
- DPOs as defined by DAS Contracting Rule, OAR 125-246-0170.
- Other individuals in comparable positions from agencies with procurement authority independent from DAS.

Adjunct members representing other State agencies or functions may be added to the DPO Council by mutual agreement of the State CPO and the DPO Council Chair (e.g., Business Transactions Attorney from DOJ).

Guests may attend the DPO Council meetings as observers but are not added to the DPO Member Email List or ongoing DPO Council meeting invites. Information regarding DPO meetings may be accessed on the DAS DPO website.

5. Roles:

State CPO will:

- Serve as the executive sponsor to the DPO Council by providing support to the DPO Council Chair.
- Serve as a liaison between the DPO Council and other councils and groups within State government.
- Provide administrative support staff to the DPO Council, when needed.
- Maintain a website with information regarding DPO Council.
- Maintain active membership list, such as an email list serve, of DPOs and adjunct membership.
- Maintain list of designees for DPO Council members.
- Set meeting dates and distribute information in coordination with the DPO Chair and Vice Chair.

DPO Council Chair will:

- Chair, facilitate, and conduct the DPO Council meetings.
- Develop agendas and coordinate guest speakers in coordination with the Vice Chair.
- If desired, provide administrative support staff to the DPO Council.
- Collaborate with DAS State Procurement to ensure that the DPO Website information is current and maintained.

DPO Council Vice Chair will:

- Assist in carrying out the functions of the DPO Council and DPO Council Chair.
- Serve as acting chair in the absence of DPO Council Chair.
- Rotate into the DPO Council Chair position annually for the next year.
- On-board new members to include:
 - Contact DAS monthly to determine if any new DPO members have been added to the Council and schedule time to meet with the new DPO member.
 - Meet with the new DPO member to review the Charter, go over roles and responsibilities, provide updates on current Council activities, and answer any questions prior to the next scheduled Council meeting.
 - Welcome and introduce the new DPO member to the full Council.
 - Offer to meet with the new DPO member to answer questions.

DPO Council members will:

- Vote and appoint a vice chair annually.
- Actively participate and contribute directly.
- Support events and actions that encourage and expand opportunities through Business Engagement to increase participation of Oregon small business and COBID Certified Firms.
- Network and share best practices with each other.
- Support advisory activities that provide adequate institutional and administrative infrastructures statewide which may include identifying, recommending, and participating in the development of:
 - rules
 - policies
 - templates and forms
 - trainings
 - volume usage and spend data
 - other processes needed to support procurement activities
- Identify and share expert views, best practices, and agency business objectives and activities.
- Lead and contribute resources and time to the Council endeavors and activities.
- Help the State's policymakers achieve their key objectives as defined in ORS 279A.015.
- Share information with procurement professionals and leadership within your agency.

- Ensure the charter is abided by.
- Agency Directors or the designated DPO may designate an alternate to participate in DPO Council members during an absence. The Agency Director or designated DPO will notify DAS, in writing, of the alternate attendee. The Agency DPO can only designate one alternate during a one-year period, which may be extended on January 1 of each year.

6. Council Operations and Recommendations:

DPO Council work/subgroup or subject matter experts convened for specific focused work will give reports at the DPO Council's request to present findings and recommendations to the DPO Council.

The DPO Council shall review work/subgroup activities and initiatives annually to plan appropriate areas of focus for the coming year.

Those DPO members that are present at the DPO Council meeting will have the right to vote on issues related to the operation and function of the Council or recommendations about procurement issues to be made to the State CPO. At the discretion of the Chair, DPO Council members may vote electronically within an identified timeframe. Majority vote will carry. When appropriate, the DPO Council members will present the council's recommendations to the State CPO.

DPO Executive Time: The Chair or vice Chair may set time aside on any or all agendas to meet directly with DPO Council members to address any business issues or vote on decisions that affect the DPO Council or other matters. Majority vote will carry. Designees or non-DPOs will not be permitted to attend during this timeframe, unless invited by the Chair or vice Chair.

7. Meetings:

The Council will meet approximately monthly. The frequency will be determined by the DPO Council at the call of the DPO Council Chair or designee.

8. Changes to the Charter:

A Subgroup of the Council shall review the Charter and, if warranted, recommend updates or changes to the CPO and Council at least every two years.

9. Effective Date:

The charter of the Designated Procurement Officer Council is adopted by majority vote on March 30, 2011. The charter was updated and revised on 12/18/2024.