Department of Administrative Services

DAS
DEPARTMENT OF ADMINISTRATIVE SERVICES

Oregon Forward Program
2025 Showcase and Procurement Forum

Presentation Agenda

01 Program Overview

02 Roles and Responsibilities

03 Outline ORFWD Processes

04 Program Benefits

05 Procurement List

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 Program

- **Products and Services** (As Reported in 2024)
  - More than 645 unique contracts for ORFWD Products and services
  - Total Spend: ~$89 million
  - OFCs employed nearly 2,000 individuals with disabilities
  - Local govt: In aggregate, larger spend than State Agencies
    - 297 local govt contracts with 113 different Public Agencies-over $58 million
    - Biggest Local Agency Customer: Port of Portland/PDX $11,800,000
  - State Agencies:
    - 344 contracts with 59 State Agencies-over $31 million
    - Largest user in terms of # of Contracts: ODOT with 90, largely Janitorial
- 250 to 300 Price Determination requests each year

Oregon Forward Program Keys

Public agencies, Oregon Forward Contractors and DAS roles all important for program success

- “Public agency” or “public contracting agency” defined [ORS 279.835(5)]
- Public Agencies must use ORFWD contractor products and services if they can meet the agency’s requirements [ORS 279.850(1)]
- DAS administers the program, supporting Public Agencies and Oregon Forward Contractors [ORS 279.845]
- Oregon Forward Contractors must follow program rules and provide quality products and services

Oregon Forward Program Contracts

- Oregon Forward Program Contracting Unique Rules
- ([ORS 279A.025(4)](#)) *"ORS 279A.200 to 279A.225 and 279B.050 to 279B.085 do not apply to contracts made with qualified nonprofit agencies providing employment opportunities for individuals with disabilities under ORS 279.835 to 279.855."*
  - Exempted from 279A.200 to 279A.225 (Cooperative Procurements)
  - ORS 279B.050 to 279B.085 (Methods of Source Selection).
  - No Competition based on price (ORS 279.845~DAS determines)
- Contracting Relationship may be extended beyond the contract terms for any ongoing Public Agency need.
- Streamlined Procurement Process
- Unique process for choosing an Oregon Forward Contractor ([OAR 125-055-0040(5)](#).

Oregon Forward Contracts

- Each Contract is negotiated with the vendor
- 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

Oregon Forward Program
Role of DAS (ORS 279.845)

- Qualify Nonprofit Applicants
- Write and Clarify Rules
- Determine suitability and pricing for products and services
- Maintain Procurement list of suitable OFP Products/Services
- Assist and Facilitate Contractual Relationships
- ID Contracting Opportunities
- Price Agreements when possible (Oregon Forward Price Agreements)

DAS Role: Price Determination

- Processes and Forms Developed
  - Price Approval Process defined
    - Public Agency provides SOW to selected vendor
    - Oregon Forward Contractor develops proposal, submits to PA
    - PA reviews, can discuss concerns about proposal
    - PA provides all submitted documents and SOW to DAS
    - DAS reviews and approves
    - DAS sends signed Price Approval form to PA and Oregon Forward Contractor
    - Work Commences
  - Costing Workbooks for price development
  - Price Approval Form used for most approvals, signed by Public Agency, OFC and DAS

DAS Role: 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 use any information to further review the price.
- If price is legit and still too high, SOW adjustment is possible.

DAS Role: Price Agreements for all Products and Some Services

Service/Product	Oregon Forward Contractor	Price Agreement Number	Ordering Instrument
Confidential Records Destruction Service (Confidential Records Destruction)	Garten Services	8269	Work Order Contract
Embroidery & Screen-Printing Products (Embroidered & Screen-Printed Products)	Rockwest Training Company	9396	Purchase Order
Engraving Products Name Plates, Awards, Badges and Signs	WITCO	PO-10700-00007294	Purchase Order
E-Waste Services (Electronic Recycling Services)	Garten Services	8272	Purchase Order
First Aid Supplies and AEDs	Rockwest Training Company	3438	Purchase Order / OFC Website
IT Support Staffing Services (Technology Systems Support Services)	Galt Foundation, Inc.	8350	Work Order Contract
Complete Mail Services Presort / Barcode / Metering / Handwork / Print to Post (Mailing Services - all inclusive)	Garten Services	7562	Purchase Order
Pet Waste Products (Pet Waste Disposal Bags and Dispenser Systems)	Step Forward Activities	9457	Purchase Order
Prescription Eyeglasses (Eyeglasses - Prescription)	Laurel Hill Center	5758	Purchase Order
Recycling Services (Cardboard / Glass / Metal / Paper / Plastic)	Garten Services	8625	Purchase Order
Certified Flagger Services (Flagger Services - Road Traffic Control)	BlueSun Inc.	8274	Purchase Order
Certified Flagger Services (Flagger Services - Road Traffic Control)	DPI Staffing, Inc.	PO-10700-00034718	Purchase Order
Security Services (Armed / Less than Lethal / Mobile / Unarmed)	DPI Security, Inc.	PO-10700-00033258	Work Order Contract
Textile Manufacturing (Sheets / Pillowcases / Wool Blankets)	Rockwest Training Company	0405	Purchase Order
Temporary Staffing Services	BlueSun Inc.	8357	Work Order Contract
Temporary Staffing Services	DPI Staffing, Inc.	PO-10700-00034064	Work Order Contract
Temporary Staffing Services	Galt Foundation, Inc.	8275	Work Order Contract
Trash Can Liner Highway Refuse Products (Trash bags / Trash Can Liners / Highway Garbage Collection Bags)	Step Forward Activities	9458	Purchase Order

DAS Role: Rule Development
(OAR 125-055-0005 through 125-055-0055)

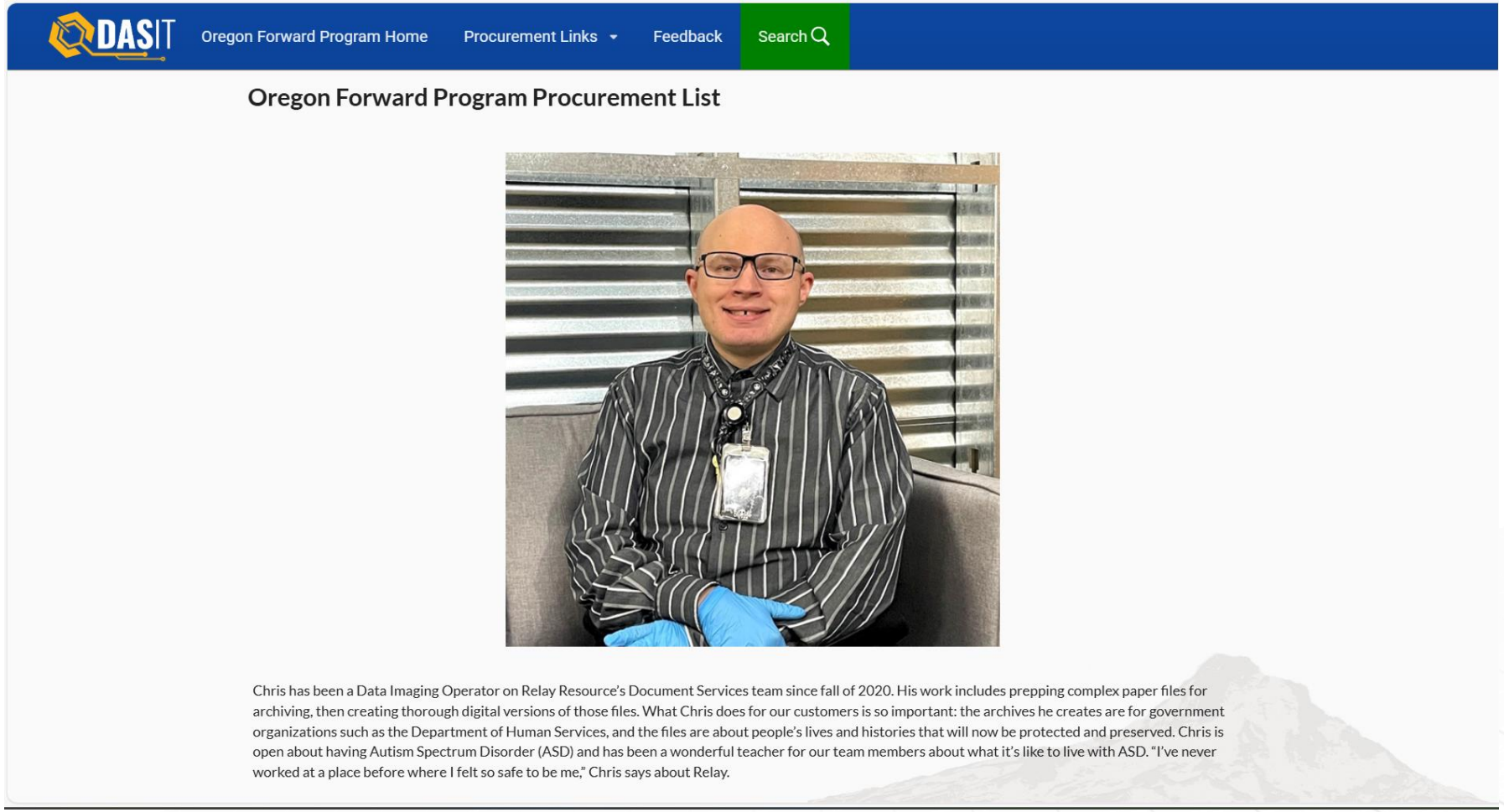
- DAS solely authorized to develop Rules for the Program (ORS 279.845(1)(c))
- Most Recent Rules developed in 2023
- Further refined Successor Contractor Requirements during contract transition to new vendor (OAR 125-055-0037)

DAS Role: Promote Program

- Guidance/Training for Agencies
- Guidance/Training for Oregon Forward Contractors
- Oregon Forward Showcase
- Maintain Price Agreements for all products and some services
- Promote Oregon Forward Program contract retention
- New Products and Services Suitability Determination

DAS Role: Procurement List

The Definitive Source of Suitable Oregon Forward Contractor Products and Services



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

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)

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

Choosing an Oregon Forward Contractor for a service

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
  - Price Agreements for some services and all products
- Send SOW
- Request any certifications required, references, similar contracts, etc.
- Give OFCs a reasonable deadline for response
- Evaluate Respondents
- Choose Vendor
- Request Proposed Price

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 (Adequate training & supervision)
- Employee Records
- Annual Report & CPA direct labor audit every two years
- Maintain safe and supportive work environment

Summary

Oregon Forward Program

- Mandatory procurement consideration for Public Agencies
- Unique Procurement process
  - Quick (OF Contracts exempt from competition, no need for competitive solicitation)
  - Efficient (OF Contracts may be extended and renewed for length of Public Agency need)
  - Effective (Price may not be the lowest possible as the OFCs must recover costs/not excessive)
- DAS can help
  - Public Agencies to enter and maintain contracts with Oregon Forward Contractors.
  - Establish Price Agreements for all Oregon Forward Products and some services.
  - Provide training and guidance about the Oregon Forward Contracting Process.
  - Facilitate ongoing contract retention.
- Individuals with disabilities have enhanced employment opportunities due to opportunities

Thank you!

Alaina-DPI Security

Oregon Forward Program Website:

https://www.oregon.gov/das/Procurement/Pages/OregonForward.aspx

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