



Oregon

Tina Kotek, Governor

Department of Revenue
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March 26, 2025

The Honorable Chris Gorsek, Co-Chair
The Honorable Greg Smith, Co-Chair
Members of the Joint Ways and Means Subcommittee on General Government
Oregon Legislature
900 Court Street NE
Salem, OR 97301

Dear Co-Chairs and Members of the Committee:

Thank you for the opportunity to provide follow-up information in response to a question from the committee during the informational ELVIS meeting on March 24, 2025.

The committee requested we share language we would recommend using in future contracts so that it could be included into best practices and protect other projects.

Oregon state law requires that the Department of Administrative Services (DAS) conduct all contracting for products and services for state agencies. This requirement is in effect unless an agency is specifically authorized by some provision of statutory law, is granted authority by DAS through administrative rule, or obtains a written delegation of authority agreement to conduct procurements within the level of authority granted. DAS is the contracting agency for this project.

In addition, state law requires agencies to use preset forms and templates. The following link is for the Approved Procurement Templates located on the DAS Procurement website:
<https://www.oregon.gov/das/Procurement/Pages/ELTdocs.aspx>

We continue to work with DAS procurement on lessons learned from this project.

Thank you for the engaging conversation. Please let me know if you have any further questions.

Sincerely,

Betsy Imholt, Director