STATE OF OREGON

COVER PAGE

OREGON HEALTH AUTHORITY
is issuing this Intermediate Procurement under
S-44300-00018005 for

SMARTSHEET-BASED FEDERAL BLOCK GRANT FINANCIAL MANAGEMENT SOLUTION

Date of Issue: September 18th, 2026
Opening Date: October 9th, 2026

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SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

The State of Oregon, acting by and through the Department of Oregon Health Authority (“OHA” and “Agency”), is issuing this Intermediate Procurement for professional services to support the design of a Smartsheet-based framework that will help OHA manage two federal block-grant programs.

Additional specifications and requirements are described in the Scope of Work. Agency anticipates awarding one Contract under this solicitation, with an initial term of six months or less.

1.2 SCHEDULE

The table below represents a tentative schedule of events. All times are listed in Pacific Time. All dates listed are subject to change. N/A denotes that event is not applicable to this solicitation.

Event	Date	Time
Questions / Requests for Clarification Due	September 25th, 2026	5:00PM
Opening (offer Due)	October 9th, 2026	5:00PM
Issuance of Notice of Award (approx.)	October 30th, 2026	

1.3 SINGLE POINT OF CONTACT (SPC)

The SPC for this solicitation is identified on the Cover Page, along with the SPC’s contact information. Offeror shall direct all communications related to any provision of the solicitation, whether about the technical requirements of the solicitation, contractual requirements, the solicitation process, or any other provision only to the SPC.

SECTION 2: AUTHORITY, OVERVIEW, AND SCOPE

2.1 AUTHORITY AND METHOD

Agency is issuing this solicitation pursuant to its authority under ORS 279A.050 and ORS 279A.140.

Agency is using the Intermediate Procurement solicitation method set forth in ORS 279B.070 and OAR 125-247-0270.

2.2 DEFINITION OF TERMS

For the purposes of this solicitation, capitalized words will refer to the following definitions.

2.2.1 General Definitions

Capitalized terms not specifically defined in this document are defined in OAR 125-246-0110.

Terminology specific to the OregonBuys system may be found at OregonBuys.

2.2.2 Project Specific Definitions

Administrative Expense (SFMA Payment). A non-invoice payment type representing OHA operational costs charged directly through SFMA. Administrative expenses are classified at the Program Area level using SFMA coding.

Allotment. The amount of funding issued within a specific federal block grant (MHBG or SUPTRS). Each annual grant includes an allotment that OHA manages as a grant phase (e.g., Phase 26) and may spend across two Federal Fiscal Years. Although the full two-year availability period is allowable under federal rules, OHA typically spends most allotment funds during the second year of availability.

Allocation-Type Agreement (R:BASE Payment). A contractual payment type that follows a predefined schedule and does not require invoices. These are primarily county payments processed through R:BASE, then posted to SFMA.

Availability Window. The federally defined period during which grant funds may be spent. For MHBG and SUPTRS, each grant allotment is available for spending during the FFY in which it is issued and the following FFY.

Behavioral Health Division (BHD). The OHA division responsible for administering most MHBG and SUPTRS-funded contracts. BHD uses CLM and other internal workflows that generate pre-payment operational information used in contract-level financial management.

Commitment. Funding that OHA expects to expend in the future based on pipeline actions, pending amendments, or planned payments. Commitments are used to determine remaining balances and available funds.

Contract-Level Dashboard. A BHD-only Smartsheet view showing Program Area funding, invoice/payment activity, pacing, remaining balances, and risk indicators for each contract. Contract-level dashboards rely on pre-SFMA information.

Contract Lifecycle Management (CLM). OHA's system for recording contract information, funding structures, contract actions, and approvals. CLM provides core pre-payment operational information used primarily by BHD.

Data Mesh. A Smartsheet administrative tool used to maintain relationships between sheets and ensure consistent references across the Smartsheet environment.

Dashboard. Visual tool that provides real-time insight into allocations, spending trends, status, and risks at both the portfolio level and the contractor/subrecipient level.

Data Shuttle. A Smartsheet administrative tool used to upload and refresh external data (e.g., CLM-derived sheets, SFMA extracts) within Smartsheet.

Dummy / Simulated Data. Non-production datasets provided for all design, testing, and configuration activities, used in place of sensitive or live data.

Expenditure. Funds that have been spent or disbursed by OHA to contractors or subrecipients as part of the block grant, representing actual financial activity against allocated amounts.

Federal Fiscal Year (FFY). The federal fiscal year running from October 1 to September 30. MHBG and SUPTRS awards align with FFYs. Each award has a two-FFY spending window (the FFY of award and the following FFY).

Final 5% Indicator / Final 5% Warning. An alert showing that a Program Area or grant phase has reached approximately five percent of its available funding, indicating that a phase switch may be required soon.

Fund Category ID. An OHA-defined term created for this RFP to simplify financial classification. A Fund Category ID represents a unique combination of SFMA Grant Number, PCA code, and, when applicable, CurDoc. These identifiers are grouped into Fund Category IDs solely for the purpose of this RFP's financial-management framework. Each Fund Category ID links to a Program Area, enabling consistent Program Area classification, reporting, and compliance tracking.

Grant (Federal Block Grant). A specific annual MHBG or SUPTRS federal award issued with its own grant number. Each grant includes an allotment of funds with a two-year spending period.

Invoice-Based Contract. A contract type in which contractors submit invoices that must be reviewed and approved before payment. Most invoice-based payments follow schedules defined in the underlying CLM contract action.

Obligation. The total amount of Block Grant funding approved for use under a contract or fund source. Obligations represent the ceiling against which planned and actual spending is measured.

Phase. OHA's internal label for each annual (or supplemental) grant allotment. Phases are used for financial tracking, reporting, and contract management (e.g., Phase 26, Phase 27).

Phase-Switch/ Phase-Switch Indicator. A signal showing that a Program Area or grant phase is nearing the end of its available funds and may need to transition to the next eligible grant phase for future payments.

Pipeline Action. A planned or proposed future funding action not yet executed in CLM. Pipeline information helps forecast future expenditures and determine remaining balances.

Portfolio-Level Dashboard. A Smartsheet view showing Mental Health Block Grant (MHBG) and Substance Use, Prevention, Treatment and Recover Services (SUPTRS) Block Grant Program Area obligations, spending, remaining balances, compliance indicators, phase-switch signals, and FFY-phase performance.

Posted Payment. A financial transaction recorded in SFMA representing actual expenditures. Includes invoice-based payments, R:BASE payments, administrative payments, and PHD-managed Primary Prevention costs.

Primary Prevention (SUPTRS). A SUPTRS Program Area managed by PHD. Primary Prevention uses SFMA posted payments as its financial source and does not use CLM or invoice workflows. It is represented at a program-area and grant-phase level in this Smartsheet framework.

Program Area. A federally defined spending category used to track and report MHBG and SUPTRS expenditures (e.g., Administration, Primary Prevention, Treatment & Recovery, Crisis Services, EASA). Some Program Areas include federal spending requirements (e.g., MHBG Administration $\leq$ 5%; MHBG EASA $\geq$ 10%; SUPTRS Primary Prevention $\geq$ 20%).

Public Health Division (PHD). The OHA division responsible for administering SUPTRS Primary Prevention funding. BHD accesses PHD's financial information only through posted SFMA payments.

R:BASE. A scheduled-payment system used to issue certain county award payments. Payments initiated through R:BASE do not require invoices and appear in SFMA. R:BASE is not a system the contractor will interface with; it simply indicates which contracts use scheduled payments rather than invoice-based workflows.

Smartsheet. A cloud-based work management and collaboration platform used to build structured solutions that support data tracking, workflows, dashboards, reporting, and connectivity with other systems. For this project, Smartsheet serves as the primary platform on which the contractor will design and configure the financial management components required for the block grant program.

Smartsheet Financial Management Framework. The set of Smartsheet structures, data connections, views, indicators, and administrative tools configured under this procurement to support block-grant financial management.

Spend Plan. A projection of future spending for a contract or Program Area. Spend-plan information is maintained by BHD program staff and used for pacing analysis and phase-switch planning.

Statewide Financial Management Application (SFMA). The State of Oregon's accounting system of record. All payments—whether invoice-based or scheduled—are posted in SFMA.

Two-Line Trend (Planned vs. Actual Curve). A visual comparison showing planned spending over time alongside actual spending posted in SFMA, used for pacing analysis and monitoring financial performance.

2.3 OVERVIEW AND PURPOSE

The Oregon Health Authority (OHA) manages two federal block-grant programs that fund behavioral-health services across the state. These grants support a wide range of contracts and payments each year, and staff must track how dollars move through contracts, grant years, and federally defined spending categories. Today, this information is distributed across several systems and internal trackers, making it difficult for staff to see a complete, accurate picture of allocations, commitments, expenditures, and remaining balances.

To address this challenge, OHA seeks to design and configure a Smartsheet-based financial-management system that provides a unified and reliable structure for managing block-grant activity. The system will help staff understand contract-level spending, grant-phase timing, Program Area requirements, and future commitments within a consistent, Smartsheet-based environment. It must support both divisions involved in block-grant administration: the Behavioral Health Division (BHD) and, for Primary Prevention activities, the Public Health Division (PHD).

The sections below introduce the federal block-grant structure, explain how OHA organizes grant funds internally, and describe the systems and financial processes that shape the overall design needs.

2.3.1 Block Grant Allotments and OHA Phase Structure

OHA receives two federal block grants: the Mental Health Block Grant (MHBG) and the Substance Use Prevention, Treatment & Recovery Services (SUPTRS) Block Grant. These funds support dozens of contracts with counties, tribes, community-based organizations, and internal OHA programs. Because contract periods and federal funding periods do not always align, OHA must coordinate block-grant spending across multiple active federal awards.

Each year, the federal government issues a new MHBG and SUPTRS grant, and each grant includes an allotment of funds. Although each grant is issued during a specific Federal Fiscal Year (FFY), its allotment has a two-year period of availability for spending. Internally, OHA refers to each annual allotment as a phase (for example, Phase 26 or Phase 27). The allotment issued in FFY 2025 is managed as Phase 26 and can be spent across FFY 2025-2026; the FFY 2026 allotment becomes Phase 27 and is available across FFY 2026-2027. Because new phases begin each FFY while earlier phases remain open, OHA manages multiple active phases at the same time. In practice, most block-grant dollars are spent during the second year of their availability, which requires staff to track when a phase is nearing depletion and to shift payments to the next phase as needed—often mid-contract.

Since OHA administers two block grants, and each grant typically has two overlapping phases at any given time, OHA generally manages at least four active federal grants simultaneously. When the federal government issues supplemental allotments—each treated as its own distinct federal grant—OHA may administer even more. While OHA does not spend from every open grant at once, staff must track all active grants and phases to ensure expenditures are assigned to the correct grant and phase.

2.3.2 How Divisions Participate

Block-grant funding is administered by BD, which manages most MHBG- and SUPTRS-funded contracts and oversees the overall block-grant portfolio. BHD also distributes a portion of SUPTRS funding to PHD, which manages SUPTRS Primary Prevention activities.

Because the two divisions use different financial processes, the information available for monitoring block-grant spending varies. BHD's contract workflows generate contract actions, invoice approvals, and planned-spending projections. For SUPTRS Primary Prevention, BHD accesses PHD's financial information only through posted SFMA payments.

The system must therefore support detailed financial management for BHD's contract-level activity, while also providing portfolio-level visibility across both BHD- and PHD-managed portions of the block grant.

2.3.3 Systems Used to Understand Block-Grant Spending

OHA relies on several systems to manage contracts and payments. To understand how block-grant dollars move through contracts, OHA staff combine information from several systems:

- **CLM (Contract Lifecycle Management)** is OHA's system for recording contract information, funding structures, contract actions, and approvals. CLM provides core pre-payment operational information used primarily by BHD. CLM does not record payments; payment data comes from SFMA and R:BASE.
- **SFMA (Statewide Financial Management Application)** records all posted payments.
- **R:BASE** is used to issue scheduled county payments under allocation-type agreements, which are pre-defined, non-invoice payment arrangements. These payments appear in SFMA.
- **Internal trackers** are used to record invoices, planned spending ("spend plans"), and future funding commitments.

A list of systems involved in block-grant administration is provided in **Attachment I**.

2.3.4 Block-Grant Payment Types

Contracts funded by block-grant dollars fall into three payment types:

- **Invoice-based contracts**, in which contractors submit invoices that are reviewed and approved prior to payment; in most cases, these payments follow pre-established schedules defined in the CLM contract action through which Block Grant funds were obligated.
- **Allocation-type agreements**, which are predefined, non-invoice payment arrangements primarily used for scheduled county payments processed through R:BASE. These payments appear in SFMA.
- **Administrative expenses**, which also do not require invoices and are paid directly through SFMA.

2.3.5 Pipeline Contracts and Future Commitments

In addition to executed contracts, BHD tracks two types of future-looking items:

- **Pipeline contracts and pipeline amendments,** which represent committed future obligations. "Committed" means program staff have formally decided to use block-grant funds for a specific contract action, even though the action has not yet been processed in CLM or formally obligated.

- **Pre-pipeline funding**, which are not committed and do not represent obligations. These are early inquiries or proposed ideas from program staff that indicate potential future spending but have not been approved or moved into the pipeline.

Only pipeline contracts and amendments constitute future obligations that must be considered when evaluating remaining spending capacity. Pre-pipeline items help with planning awareness but do not affect available balances.

2.3.6 Program Areas and Federal Requirements

SAMHSA requires MHBG and SUPTRS expenditures to be grouped into Program Areas, which define how funds may be used. For MHBG, the required Program Areas are Administration, Mental Health Crisis Services, Early Assessment and Support Alliance (EASA) services, and Other Capacity Building / Systems Development Activities (OCB/SDA). For SUPTRS, the required Program Areas are Primary Prevention, Treatment and Recovery Services, and Administration. Certain Program Areas also carry minimum or maximum spending requirements (e.g., MHBG Administration ≤ 5%, MHBG EASA ≥ 10%, MHBG Crisis ≥ 5%, SUPTRS Primary Prevention ≥ 20%, SUPTRS Administration ≤ 5%).

For most expenditures, the Program Area can be reliably determined from SFMA coding—specifically the Grant Number, PCA code, and, when applicable, CurDoc. To simplify and standardize this mapping, this RFP—and the associated illustrative backend design in Attachment H—uses the term “Fund Category ID” to represent each unique combination of these SFMA coding elements. Each Fund Category ID links to a Program Area, enabling consistent Program Area classification, reporting, and compliance tracking.

2.3.7 Program Area Exception — OCB/SDA

Other Capacity Building / Systems Development Activities (OCB/SDA) is the one Program Area that cannot be identified through SFMA coding alone. In SFMA, OCB/SDA expenditures use the same Grant Number and PCA combinations as SUPTRS Treatment & Recovery, so they are indistinguishable at the coding level. As a result, OHA must identify and separate OCB/SDA spending through processes outside of SFMA to ensure it is reported accurately for federal Program Area requirements.

2.3.8 Differences in How MHBG and SUPTRS Are Managed

Although both are SAMHSA block grants, MHBG and SUPTRS are managed differently:

- **SUPTRS** operates as three separate funding pots within each grant phase: Administration (5%), Primary Prevention (20%), and Treatment & Recovery (75%). Phase-switching occurs independently for each pot.
- **MHBG** uses a two-layer structure in which Administration (5%) is tracked separately, while MH Primary, MH Crisis, and MH EASA are managed together as a combined operational pool for day-to-day decision-making—even though Crisis and EASA maintain their own federal minimums.

These structures influence how spending is evaluated, how phase switches are determined, and how compliance is monitored.

2.3.9 Why a Unified Framework Is Needed

At present, no single system provides a complete view of:

- how spending aligns with Program Areas,
- how funds flow through contracts,
- how much funding remains in each grant phase,
- how pipeline commitments affect future spending capacity, or
- how spending patterns compare across divisions.

Staff currently piece together information from CLM, SFMA, internal trackers, and Program Area coding tables. This manual process makes it difficult to identify emerging issues, forecast phase-switch needs, confirm compliance thresholds, and prepare federal reports.

2.3.10 Purpose of This Procurement

OHA seeks a contractor to help design and configure a Smartsheet-based financial management framework that consolidates contract-level, payment-level, Program Area, and grant-phase information into a consistent, unified structure. The framework must support detailed financial management for BHD-managed contracts and also provide portfolio-level visibility across both BHD- and PHD-managed portions of the block grant. CLM, SFMA, R:BASE, and related tools will remain OHA's systems of record.

The framework is intended to provide staff with:

- a comprehensive view of planned and actual spending,
- clearer visibility into Program Area allocations and compliance thresholds,
- improved awareness of grant-phase balances and phase-switch indicators, and

- practical tools to support budgeting, payment review, contract oversight, and federal reporting.

Attachment H provides a non-binding conceptual illustration of the system design and is included solely to help offerors understand the operating context.

2.4 SCOPE OF WORK/SPECIFICATIONS

2.4.1 Scope of Work Overview

To support OHA's administration of MHBG and SUPTRS Block Grant funds, the contractor will design and configure a Smartsheet-based framework that helps staff understand how dollars move through contracts, Program Areas, and grant phases. The framework will bring together information about contracts, posted payments, planned spending, Program Area classifications, pipeline commitments, and grant-phase timing in one organized structure.

This work uses contract information drawn from CLM, posted-payment information from SFMA, and operational details entered directly by BHD program staff. These source systems will remain OHA's systems of record.

The solution will **not** connect directly to non-Smartsheet systems. Instead, OHA will use Smartsheet tools (such as Data Shuttle and Data Mesh) and manual data entry to keep the Smartsheet environment aligned with CLM and SFMA. All configuration work will be completed with dummy or simulated data in OHA-provided environments.

Attachment H provides an illustrative, non-binding description of backend Smartsheet sheets that, taken together, could support the dashboard information described in this solicitation. The contractor will review this material collaboratively with OHA and propose refinements as a first step in the project.

2.4.2 Contract-Level Requirements

Contract-level functionality applies only to BHD-managed contracts. PHD-managed Primary Prevention activities appear at the posted-payment level and are not included in contract-level views.

The contractor shall configure tools that allow staff to understand the financial status of each BHD contract, including:

- **Program Areas used by the contract.**
- **Planned vs. actual spending**, comparing posted payments with projected amounts based on BHD spend-plan information.
- **Payment activity**, including invoice-based payments or scheduled non-invoice payments, as posted in SFMA.
- **Remaining balances** for each Program Area under the contract.

- **Indicators identifying issues**, such as incorrect Program Area charges, invoice/payment mismatches, overspending, pacing concerns, and contracts nearing expiration.
- **Contract timing information**, including visibility into upcoming expiration dates.
- **Future commitments**, including pipeline actions and pending amendments.

These views must be organized in a way that helps staff quickly scan the contract's Program Area funding, invoicing activity, payment history, pacing, and any alerts that require attention.

2.4.3 SUPTRS Portfolio Requirements

SUPTRS funding is managed as three separate Program Areas — Administration, Primary Prevention, and Treatment & Recovery — each operating as its own pot of money.

The contractor shall configure tools that allow staff to understand SUPTRS activity at the Program Area level, including:

- **Separate views** for each Program Area.
- **Visibility into obligations, posted expenditures, and remaining balances** for each Program Area.
- **Planned vs. actual spending trends** to understand pacing.
- **Compliance indicators**, such as the federal requirement that Primary Prevention receive at least 20% of the total allocation.
- **Phase-related indicators**, including warnings when a Program Area is nearing depletion.
- **Visibility into future commitments**, such as pipeline items that will draw from SUPTRS Program Areas.
- **A simplified view for Primary Prevention**, which uses posted SFMA payments and does not include contract-level pacing or invoice-based alerts.

2.4.4 MHBG Portfolio Requirements

MHBG funding is managed using a two-layer approach — MH Administration is tracked separately, while MH Primary, MH Crisis, and MH EASA operate together as a combined spending pool for day-to-day financial decision-making.

The contractor shall configure MHBG portfolio-level tools that include:

- **A standalone view for MH Administration.**

- **A combined operational view** for MH Primary, MH Crisis, and MH EASA.
- **Planned vs. actual spending trends** across the MHBG portfolio.
- **Compliance indicators** reflecting federal requirements (e.g., Administration ≤ 5%; EASA ≥ 10%; Crisis ≥ 5%).
- **Phase-related indicators**, including warnings when funds in the current phase are nearing depletion.
- **Visibility into future commitments** that may affect available MHBG dollars.

2.4.5 Cross-Grant Financial and Reporting Requirements

The contractor shall configure cross-grant tools that provide a broad view across both MHBG and SUPTRS, including:

- **Fund availability**, showing uncommitted, committed, obligated, spent, and remaining balances for each grant and Program Area.
- **Grant-level planned vs. actual spending comparisons**.
- **Future projections**, showing expected spending relative to available funds.
- **Phase-readiness indicators**, including final-5-percent depletion warnings.
- **A consolidated summary of risks**, such as compliance issues, pacing concerns, low balances, miscoding, or mismatches across both grants.

2.4.6 Data Integration and Structural Configuration

The contractor shall:

- Configure Smartsheet structures using CLM-derived contract information, posted SFMA payments, and BHD-entered operational details such as spend plans, pipeline actions, and invoice approvals.
- Use Smartsheet administrative tools (e.g., Data Shuttle and Data Mesh) to load data and maintain relationships across sheets.
- Apply OHA’s Program Area classification logic so expenditures can be grouped consistently and federal reporting requirements can be met.
- Include pipeline commitments in planned-spending structures so staff can understand the full set of future obligations.
- Ensure the structure supports contract-level, Program Area-level, and grant-phase-level views.

2.4.7 Indicators, Trends, and Operational Tools

The contractor shall configure tools that provide:

- **Planned vs. actual spending trends** at the contract, Program Area, and grant levels.
- **Pacing indicators**, helping staff understand whether spending is ahead or behind expectations.
- **Compliance indicators** for both MHBG and SUPTRS Program Areas.
- **Phase-related timing indicators**, showing when a Program Area or grant phase is nearing the end of available funds.
- **Alerts for portfolio-level risks**, including miscoding, mismatches, overspending, pacing issues, low balances, and phase-readiness concerns.

2.4.8 Collaboration, Testing, and Environment Requirements

The contractor shall:

- Work collaboratively with OHA through design, configuration, testing, refinement, and implementation of the solution.
- Conduct all configuration and testing using **dummy or simulated data** provided by OHA.
- Build all components within OHA-provided Smartsheet environments.

SECTION 3: PROCUREMENT REQUIREMENTS AND EVALUATION

3.1 MINIMUM OFFER REQUIREMENTS

To be considered Responsive, the Offer must meet all of the following Minimum Offer Requirements. Offers that fail to meet these requirements may be rejected and not evaluated further.

- **Complete Submission**. Offeror must submit all items required in Section 3.4 (Offer Content Requirements), including all required attachments and signatures.
- **Authorized Representative**. The Offer must be signed by an authorized representative of the Offeror.
- **Business Responsibility**. Offeror must meet the responsibility requirements of ORS 279B.110, including appropriate licensure, business registration, tax compliance, and absence of debarment .
- **Compliance with Solicitation Instructions.** Offeror must comply with all instructions and conditions of this solicitation, including communication restrictions identified in Section 1.3.

- **Minimum Qualifications**. Offeror must possess the minimum professional qualifications required to perform the work, including:
  - Demonstrated experience with Smartsheet configuration;
  - Demonstrated experience with financial data models or financial management systems;

    (The detailed demonstration of these qualifications will be evaluated based on the Offer Content Requirements in Section 3.4.)

3.2 MINIMUM SUBMISSION REQUIREMENTS

3.2.1 Offeror Format and Quantity

Quotes must include the Offeror's proposed methodology for providing the Services, incorporated within a draft Statement of Work (SOW). The SOW should address the Scope of Services and either: (1) the illustrative tasks and deliverables provided in Attachment E, or (2) any alternative tasks or deliverables the Offeror proposed to meet OHA's objectives.

3.2.2 Authorized Representative

A representative authorized to bind the Offeror shall sign the Offer. Failure of the authorized representative to sign the Offer may subject the offer to rejection by Agency.

3.3 PROCUREMENT PROCESS

3.3.1 Public Notice

The solicitation, including all Amendments and attachments, are published in the [OregonBuys e-procurement system] Solicitation documents will not be mailed to prospective Offerors.

Agency shall advertise all Amendments on OregonBuys e-procurement system. Prospective Offeror is solely responsible for checking OregonBuys to determine whether or not any Amendments have been issued. Amendments are incorporated into the solicitation by this reference.

3.3.2 Questions / Requests for Clarification

All inquiries, whether relating to the solicitation process, administration, deadline or method of award, or to the intent or technical aspects of the solicitation must:

- Be emailed to the SPC
- Reference the OregonBuys bid number
- Identify Offeror's name and contact information

- Be sent by an authorized representative
- Refer to the specific area of the solicitation being questioned (i.e. page, section and paragraph number); and
- Be received by the due date and time for Questions/Requests for Clarification identified in the Schedule

3.3.3 Pre-Offer Conference

A pre-submittal conference will not be held for this solicitation.

3.3.4 Offer Submission

Offeror is solely responsible for ensuring its Offer is received by the SPC in accordance with the solicitation requirements before Opening. Agency is not responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Offers submitted by any means not authorized may be rejected.

3.3.4.1 Submission Options

OregonBuys Electronic Response. Offeror should submit its Offer electronically through OregonBuys. Offeror should follow the procedures outlined in detailed instructions on how to submit an Offer can be found at OregonBuys Vendor Formal Solicitation Response.pdf

The cost sheet must be submitted as a separate electronic response file.

Offeror shall submit one copy of its Offer and all other submittal requirements, with Attachment C - Offeror Information and Certification Sheet bearing the Offeror's authorized representative's Signature, in one of the following formats: Adobe Acrobat (pdf), Microsoft Word (docx), or Microsoft Excel (xlsx). If Offeror believes any of its Offer is exempt from disclosure under Oregon Public Records Law (ORS 192.311 through 192.478), Offeror shall complete and submit the Disclosure Exemption Affidavit (Attachment B). Offeror shall also mark as "Confidential" in OregonBuys all attachments to its Offer that Offeror believes are exempt from disclosure

The Offeror Information and Certification Sheet (Attachment C) must bear the Offeror's authorized representative's Signature.

3.3.5 Modification or Withdrawal of Quotes or Offers

Any Offeror who wishes to make modifications to an Offer already received by Agency shall submit its modification in one of the manners listed in the offer

Submission Options section and must denote the specific change(s) to the offer submission.

If an Offeror wishes to withdraw a submitted Offer, it shall do so prior to Opening. The Offeror shall submit a Written notice Signed by an authorized representative of its intent to withdraw its Offer in accordance with OAR 125-247-0440. The notice must include the OregonBuys Bid number and be submitted to the SPC.

3.3.6 Offer Opening Date

Offer and all required submittal items must be received by the SPC on or before Opening. All Offer modifications or withdrawals must be completed prior to Opening.

Offers received after Opening are considered LATE and will NOT be accepted for evaluation. Late Offers will be returned to the respective Offeror or destroyed.

3.3.7 Offer Rejection

Agency may reject an Offer for any of the following reasons:

- Offeror fails to substantially comply with all prescribed solicitation procedures and requirements, including but not limited to the requirement that Offeror's authorized representative sign the offer.
- Offeror fails to meet the responsibility requirements of ORS 279B.110.
- Offeror has undisclosed liquidated and delinquent debt owed to the State of Oregon or any of its agencies, boards, commissions, departments or divisions.
- Offeror makes any contact regarding this solicitation with State representatives such as State employees or officials other than the SPC or those the SPC authorizes, or inappropriate contact with the SPC.
- Offeror attempts to inappropriately influence a member of the Evaluation Committee.
- Offeror is conditioned on Agency's acceptance of any other terms and conditions or rights to negotiate any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation in the solicitation or Amendment.

3.3.8 Opening of Offers

There will be no public Opening of Offers. Offers received will not be available for inspection until after the evaluation process has been completed and the Notice Award is issued. However, Agency will record and make available the identity of all Offerors after Opening.

3.4 OFFERS CONTENT REQUIREMENTS

Offeror must address each of the items listed in this section and all other requirements set forth in this solicitation. Offeror shall describe the Services to be performed. An Offer that merely offers to provide the services as stated in this solicitation will be considered non-Responsive to this solicitation and will not be considered further.

3.4.1 Methodology and Draft Statement of Work

The Offeror shall provide a written description of the methodology for delivering the Services, including a draft Statement of Work that addresses the Scope of Work and the tasks and deliverables necessary to complete the project.

3.4.2 Demonstration of Business Requirements

The Offeror shall describe how the Offeror meets the following the following Business Requirements:

- Relevant experience completing similar projects within the past five years.
- Qualifications and experience of Key Person(s) and project staff.
- Organizational capacity to complete the work within the stated timeline.

3.4.3 Demonstration of Technical Requirements.

The Offeror shall describe how the proposed solution meets the following Technical Requirements:

- Smartsheet design and configuration experience.
- Experience developing data models or financial management system frameworks.
- Ability to support structured tracking of allocations, expenditures, and other financial activity.
- Ability to produce dashboards or reporting tools appropriate for financial oversight.
- Ability to recommend approaches for data alignment with existing systems.

3.4.4 Offeror Information and Certification Sheet

The Offeror shall complete and submit the Offeror Information and Certification Sheet (Attachment C).

3.4.5 References

The Offeror shall provide at least 2 references from current or former client firms for similar projects performed for any clients within the last 5 years. References must verify the quality of previous, related Work.

Agency may check to determine if references provided support Offeror's ability to comply with the requirements of this solicitation. Agency may use references to obtain additional information, break tie scores, or verify any information needed. Agency may contact any reference (submitted or not) to verify Offeror's qualifications.

Offeror shall send the Reference Check Form (Attachment D) to its references. Reference forms must be completed by the reference, returned to the Offeror and submitted with the Offer prior to opening.

3.4.6 Costs

The Offerors shall submit a detailed Cost Sheet (Attachment E) *Option 1: electronically through OregonBuys* stating the price for each deliverable and the total price for the entire project. Include a breakdown of all labor, profit and expenses.

3.4.7 Public Record/Confidential or Proprietary Information

All Offers are public record and are subject to public inspection after Agency issues the Notice of the Intent to Award. If an Offeror believes that any portion of its Offer contains any information that is a trade secret under ORS Chapter 192.345(2) or otherwise is exempt from disclosure under the Oregon Public Records Law (ORS 192.311 through 192.478), Offeror shall complete and submit the Disclosure Exemption Affidavit (Attachment B) and a fully redacted version of its Offer.

Offeror is cautioned that cost information generally is not considered a trade secret under Oregon Public Records Law (ORS 192.311 through 192.478) and identifying the Offer, in whole, as exempt from disclosure is not acceptable. Agency advises each Offeror to consult with its own legal counsel regarding disclosure issues.

If Offeror fails to identify the portions of the Offer that Offeror claims are exempt from disclosure, Offeror has waived any future claim of non-disclosure of that information.

3.5 EVALUATION PROCESS

3.5.1 Responsiveness and Responsibility Determination

Offers received prior to Opening will be reviewed for Responsiveness to all solicitation requirements including compliance with Minimum Requirements section and offer Content Requirements section. If the Offer is unclear, the SPC may request clarification from Offeror. However, clarifications may not be used to rehabilitate a non-Responsive Offer. If the SPC finds the Offer non-Responsive, the Offer may be rejected, however, Agency may waive mistakes in accordance with OAR 125-247-0470.

In accordance with OAR 137-047-0261(6)(a)(A), Agency may establish a Competitive Range of all Offerors who have made a good faith effort in submitting a offer in response to this solicitation for the purpose of correcting deficiencies in Offers for determining responsiveness during Round 1.

At any time prior to award, Agency may reject an Offeror found to be not Responsible.

3.5.2 Evaluation Criteria

Offers meeting the requirements outlined in the Offer Content Requirements section will be evaluated by an Evaluation Committee. Evaluators will assign a score of 0% to 100% for each evaluation criterion listed below in this section.

SPC may request further clarification to assist the Evaluation Committee in gaining additional understanding of offers. A response to a clarification request must be to clarify or explain portions of the already submitted Offer and may not contain new information not included in the original Offer.

SCORE	EXPLANATION
90 – 100%	OUTSTANDING - Response meets all the requirements and has demonstrated in a clear and concise manner a thorough knowledge and understanding of the subject matter and project. The Offeror provides insight into its expertise, knowledge, and understanding of the subject matter.
60 – 89%	VERY GOOD – Response provides useful information, while showing experience and knowledge within the category. Response demonstrates above average knowledge and ability with no apparent deficiencies noted.
50 – 59%	ADEQUATE – Response meets all requirements in an adequate manner. Response demonstrates an ability to comply with guidelines, parameters, and requirements with no additional information put forth by the Offeror.
11 – 49%	FAIR – Offeror meets minimum requirements, but does not demonstrate sufficient knowledge of the subject matter.
0-10%	RESPONSE OF NO VALUE – An unacceptable response that does not meet the requirements set forth in the solicitation. Offeror has not demonstrated knowledge of the subject matter.

3.5.2.1 Evaluation Item 1: Methodology and Statement of Work

Evaluators will assess how well the Offeror:

- Describes a clear, feasible, and logical methodology for performing the Work.
- Aligns the draft Statement of Work with the scope, tasks, and deliverables.
- Demonstrates understanding of OHA's objectives and constraints (including use of dummy/simulated data).

3.5.2.2 Evaluation Item 2: Business Requirements

Evaluators will assess how well the Offeror:

- Demonstrates relevant experience completing similar projects within the past five years.
- Demonstrates qualifications and experience of Key Person(s) and project staff.
- Demonstrates the organizational capacity to complete the work within the stated timeline.

3.5.2.3 Evaluation Item 3: Technical Requirements

Evaluators will assess how well the Offeror:

- Demonstrates Smartsheet design and configuration experience.
- Demonstrates experience developing data models or financial management system frameworks.
- Demonstrates ability to support structured tracking of allocations, expenditures, and other financial activity.
- Demonstrates ability to produce dashboards or reporting tools appropriate for financial oversight.
- Demonstrates ability to recommend approaches for data alignment with existing systems.

3.5.2.4 Evaluation Item 4: References

Evaluators will assess the quality and relevance of references and the feedback provided by clients regarding similar work. COST EVALUATION

The SPC will conduct the cost evaluation. The SPC will award a score to each Cost Sheet based upon the percentage of the proposed cost as compared to the lowest Offeror's cost using the following formula:

3.6 NEXT STEP DETERMINATION

Agency may conduct additional rounds of competition if in the best interest of the State. Additional rounds of competition may consist of, but will not be limited to:

- Establishing a Competitive Range
- Presentations/Demonstrations/Additional Submittal Items
- Interviews
- Best and Final Offers

If Agency elects to conduct additional round(s), Agency shall provide written notice to all Offerors describing the next step. At any time, Agency may dispense with the selected additional round and: (1) issue a Notice of Intent to Award to the highest-ranking Responsible Offeror; or (2) elect to conduct an alternative round of competition; or (3) cancel the solicitation.

3.7 PREFERENCES

3.7.1 Oregon Small Business Enterprises

Agency prefers Oregon Small Business Enterprises (OSBEs), as described in OAR 125-246-0230. For evaluation purposes, Agency will apply an OSBE preference by increasing the score or point total of any Proposal submitted by an OSBE by 10%.

3.7.2 Recycled Materials

In comparing Goods from two or more Offerors, if at least one Offeror proposes Goods manufactured with Recycled Materials, and at least 1 Offeror does not, Agency will select the Offeror proposing Goods manufactured from Recycled Materials if each of the conditions specified in ORS 279A.125 (2) exists following any adjustments made to the cost of the Goods according to any applicable reciprocal preference.

3.7.3 Tiebreakers

Oregon Supplies: If Agency receives Offerors identical in cost, fitness, availability and quality and chooses to award a Contract, Agency shall award the Contract in accordance with the procedures outlined in OAR 125-246-0300.

3.8 POINT AND SCORE CALCULATIONS

Scores are the values (0 through 10) assigned by each evaluator.

Points are the total possible value for each section as listed in the table below.

The SPC will average all scores for each evaluation criterion. The average score will be used as a percentage multiplier of the maximum possible points for that criterion. 1=10%, 5=50%, 9=90%, etc.

Cost points are calculated as stated in the Cost Evaluation section. Points possible are as follows:

TOTAL POINTS POSSIBLE:	100

EVALUATION ITEMS		POINTS POSSIBLE
3.5.2.1	Evaluation Item 1: Methodology and Statement of Work	30
3.5.2.2	Evaluation Item 2: Business Requirements	25
3.5.2.3	Evaluation Item 3: Technical Requirements	25
3.5.2.4	Evaluation Item 4: References	10
3.2.5	**COST**	10

3.9 RANKING OF OFFERORS

The SPC will total the final average score (calculated by totaling the points awarded by each Evaluation Committee member and dividing by the number of members), together with references, and final price. After each applicable preference has been applied, SPC will determine rank order for each respective Offer and Offeror, with the highest score receiving the highest rank, and successive rank order determined by the next highest score.

SECTION 4: AWARD AND NEGOTIATION

4.1 AWARD NOTIFICATION PROCESS

4.1.1 Award Consideration

Agency, if it awards a Contract, shall award a Contract to the highest-ranking Responsible Offeror(s) based upon the scoring methodology and process described in Section 3. Agency may award less than the full Scope defined in this solicitation.

4.1.2 Notice of Award

Agency will notify all Offerors in Writing that Agency has awarded a Contract to the selected Offeror(s) subject to successful negotiation of any negotiable provisions.

4.2 SUCCESSFUL OFFEROR SUBMISSION REQUIREMENTS

4.2.1 Insurance

Prior to execution of the Contract, the apparent successful Offeror shall secure and demonstrate to Agency proof of insurance coverage meeting the requirements identified in the solicitation or as otherwise negotiated.

Failure to demonstrate coverage may result in Agency terminating Negotiations and commencing Negotiations with the next highest-ranking Offeror. Offeror is encouraged to consult its insurance agent about the insurance requirements contained in Insurance Requirements (Exhibit C of Attachment A) prior to offer submission.

4.2.2 Taxpayer Identification Number

The apparent successful Offeror shall provide its Taxpayer Identification Number (TIN) and backup withholding status on a completed W-9 form if either of the following applies:

- When requested by Agency (normally in an intent to award notice), or
- When the backup withholding status or any other information of Offeror has changed since the last submitted W-9 form, if any.

Agency will not make any payment until Agency has a properly completed W-9.

4.2.3 Business Registry

If selected for award, Offeror shall be duly authorized by the State of Oregon to transact business in the State of Oregon before executing the Contract. The selected Offeror shall submit a current Oregon Secretary of State Business Registry number, or an explanation if not applicable.

All Corporations and other business entities (domestic and foreign) must have a Registered Agent in Oregon. See requirements and exceptions regarding Registered Agents. For more information, see Oregon Business Guide, How to Start a Business in Oregon and Laws and Rules. The titles in this subsection are available at the following Internet site: http://www.filinginoregon.com/index.htm.

4.3 CONTRACT NEGOTIATION

4.3.1 Negotiation

By submitting an offer, Offeror agrees to comply with the requirements of the solicitation, including the terms and conditions of the Sample Contract (Attachment A), with the exception of those terms reserved for negotiation.

Offeror shall review the attached Sample Contract and note exceptions. Unless Offeror notes exceptions to the terms and conditions identified as negotiable in its

Offer, the State intends to enter into a Contract with the successful Offeror substantially in the form set forth in Sample Contract (Attachment A). It may be possible to negotiate some provisions of the final Contract; however, many provisions cannot be changed. Offeror is cautioned that the State of Oregon believes modifications to the standard provisions constitute increased risk and increased cost to the State.

Any Offer that is conditioned upon Agency's acceptance of any other terms and conditions may be rejected. Any subsequent negotiated changes are subject to prior approval of the Oregon Department of Justice.

Agency will only negotiate the following provision:

- Term of the contract
- Descriptions of goods and services
- Compensation

In the event that the parties have not reached mutually agreeable terms within 120 calendar days, Agency may terminate Negotiations and commence Negotiations with the next highest-ranking Offeror.

SECTION 5: ADDITIONAL INFORMATION

5.1 COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

The S**tate of Oregon is committed to taking active steps toward increasing and promoting diversity, equity, and inclusion values across procurement processes for minority, women, emerging small, and service-disabled veteran owned businesses by reducing barriers to compete for and be awarded state contracts. All interested businesses are encouraged to submit proposals for this contracting opportunity**.

5.2 CERTIFIED FIRM PARTICIPATION

Pursuant to Oregon Revised Statute (ORS) Chapter 200, Agency encourages the participation of small businesses, certified by the Oregon Certification Office for Business Inclusion and Diversity ("COBID") in all contracting opportunities. This includes certified small businesses in the following categories: disadvantaged business enterprise, minority-owned business, woman-owned business, a business that a service-disabled veteran owns or an emerging small business. Agency also encourages joint ventures or subcontracting with certified small business enterprises. For more information, visit the COBID website or email COBID.

If the Contract has potential subcontracting opportunities, the successful Offeror may be required to submit a completed Certified Disadvantaged Business Outreach Plan (Attachment F) prior to execution.

5.3 GOVERNING LAWS AND REGULATIONS

This intermediate procurement is governed by the laws of the State of Oregon. Venue for any administrative or judicial action relating to this intermediate procurement, evaluation and award is the Circuit Court of Marion County for the State of Oregon; provided, however, if a proceeding must be brought in a federal forum, then it must be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this Section be construed as a waiver by the State of Oregon of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or consent to the jurisdiction of any court.

5.4 OWNERSHIP/PERMISSION TO USE MATERIALS

All Offers submitted in response to this solicitation become the property of Agency. By submitting an Offer in response to this solicitation, Offeror grants the State a non-exclusive, perpetual, irrevocable, royalty-free license for the rights to copy, distribute, display, prepare derivative works of and transmit the Offer solely for the purpose of evaluating the Offer, negotiating a Contract, if awarded to Offeror, or as otherwise needed to administer the intermediate procurement process, and to fulfill obligations under Oregon Public Records Law (ORS 192.311 through 192.478).

5.5 CANCELLATION OF SOLICITATION; REJECTION OF OFFERS; NO DAMAGES.

Pursuant to ORS 279B.100, Agency may reject any or all Offers in-whole or in-part or may cancel this solicitation at any time when the rejection or cancellation is in the best interest of the State or Agency, as determined by Agency. Neither the State nor Agency is liable to any Offeror for any loss or expense caused by or resulting from the delay, suspension, or cancellation of the solicitation, award, or rejection of any Offer.

5.6 COST OF SUBMITTING AN OFFER

Offeror shall pay all the costs in submitting its offer, including, but not limited to, the costs to prepare and submit the offer, costs of samples and other supporting materials, costs to participate in demonstrations, or costs associated with protests.

5.7 STATEWIDE E-WASTE/RECOVERY PROCEDURE

If applicable, Offeror shall include information in its offer that demonstrates compliance with the Statewide E-Waste/Recovery Procedure 107-011-050_PR.

Download the procedure by visiting www.oregon.gov/DAS, then enter the procedure number into the search bar, and find the procedure in the search results window.

5.8 RECYCLABLE PRODUCTS

Offeror shall use recyclable products to the maximum extent economically feasible in the performance of the Services or Work set forth in this document and the subsequent Contract. (ORS 279B.025)

SECTION 6: LIST OF ATTACHMENTS (separate files):

ATTACHMENT A	SAMPLE CONTRACT
ATTACHMENT B	DISCLOSURE EXEMPTION AFFIDAVIT
ATTACHMENT C	OFFEROR INFORMATION AND CERTIFICATION SHEET
ATTACHMENT D	REFERENCE CHECK FORM
ATTACHMENT E	COST SHEET
ATTACHMENT F	COBID CERTIFICATION / OUTREACH PLAN
ATTACHMENT G	RESPONSIBILITY INQUIRY
ATTACHMENT H	ILLUSTRATIVE BACKEND INFRASTRUCTURE
ATTACHMENT I	SYSTEMS LANDSCAPE OVERVIEW