



BUYER'S GUIDE

CLOUD SOLUTIONS



THIS IS A BASECAMP STATEWIDE AGREEMENT

(Basecamp-IT solutions, with OSCIO Vendor Management and DAS IT Procurement Services)

Version 2.6 dated 4/13/2021

WHAT SERVICES ARE INCLUDED IN THIS PARTICIPATING ADDENDUM?

The Basecamp Program within Department of Administrative Services, Procurement Services (DAS PS) and the Office of the Chief Information Officer (OSCIO) have established SEVEN (7) Participating Addendum (PA) to support Authorized Purchasers in obtaining best value for cloud services. The PA's provides Authorized Purchasers with access to technical capabilities that run in cloud environments and meet the [NIST Essential Characteristics](#).

The awarded PA's allow Authorized Purchasers to procure solutions that meet the following conditions:

1. Commercially available
2. Meet the National Institute for Standards and Technology (NIST) definition of Cloud Computing
3. Open to all XaaS deployment models (private, public, community or hybrid) provided by the vendor.

The Participating Addendums include Office of the State CIO vendor management services to improve the quality of service delivery.

From time to time, DAS PS may add, remove, or otherwise modify the number of Participating Addendums and services available to procure.

WHO IS AUTHORIZED TO USE THESE PARTICIPATING ADDENDUMS?

OREGON STATE AGENCIES. Oregon state agencies, departments, offices, divisions, boards, and commission; and any the following institutions of higher education in the State of Oregon: state universities, regional universities, state college, community colleges, and technical colleges.

ORCPP MEMBERS. (Updated definition different than PA) Members of the Oregon Cooperative Purchasing Program ("ORCPP"), whose members include but are not limited to: cities, counties, school districts, special districts, Qualified Rehabilitation Facilities ("QRFs"), qualifying non-profits that are in contract with state and local governments, United States governmental agencies, and American Indian tribes or agencies.

Authorized Purchaser by definition in the Participating Addendum includes both Oregon State Agencies and ORCPP members.

APPROVAL, SELECTION, AND ORDERING PROCESS:

1. IT REVIEW AND APPROVAL

Authorized Purchasers must obtain and document all required approvals prior to placing an order based on their applicable statutes and rules. Agencies that are state entities under the authority of the Office of the State Chief Information Officer (“OSCIO”) must ensure all OSCIO requirements (e.g. ITI, stagegate, Cloud Workbook, etc.) are complete prior to any acquisition under the Cloud Solutions Participating Addendum. Please see [Statewide Policies and Guidelines](#) for key resources.

2. DETERMINING THE PRODUCT

Purchases over \$10,000 require either a documented brand name justification completed in accordance with applicable statutes and rules or the completion of a best value analysis as described in Section 3 below.

3. SELECTION OF CONSULTANT

Unless Authorized Purchaser can justify some other sourcing method under ORS 279B.050, Authorized Purchaser shall select a particular Contractor for a project through a best value analysis process (“BVA”) within the pool of Contractors holding a PA for the cloud services.

Authorized Purchasers are responsible for selecting and contracting with a Contractor in accordance with the process described in the PA. **ORCPP Participants are responsible for selecting and contracting with Contractor in accordance with the participant’s own statutes, rules and policies.**

3.1 Direct Award. If the estimated value of the Contract is \$10,000 or less, Authorized Purchaser may issue a Contract to the Contractor of its choice without a Best Value Analysis Process.

3.2 Best Value Analysis Process. If the estimated value of the Contract is over \$10,000, Authorized Purchase must select a Contractor using the Best Value Analysis Process. Authorized Purchaser will develop and document the screening and selection criteria that detail the standard of best value for the Request for Quotes (“BVA Process”). Authorized Purchaser may consider many best value factors including without limitation:

- operating environment and technical requirements implicated in the underlying project;
- approach and related cost proposed for the Services;
- Consultant’s past performance and history;
- Consultant’s demonstrated skill and experience;
- Consultant’s expertise or certification in a given specialty area;
- Total price, delivery, service levels;
- References; or
- Consultant’s availability and resource capacity.

3.3 Request for Quotes. Authorized Purchasers shall use an electronic Request for Quote process. Authorized Purchasers will send the Request for Quote to all of the Contractors within the desired service. The pool of eligible offerors must be based upon their designation of service as identified in the service matrix. The Request for Quote will include at a minimum:

- designation of Contract holders within the desired service
- Authorized Purchaser contact information
- description of the project;
- description of the required services;
- project time frames;
- any other requirements (i.e. project plan and schedule, Key Person resumes, references, samples, costs)
- submittal time, date and place.

RFQ Template:

<https://www.oregon.gov/das/Procurement/Documents/CloudRFQ.doc>

3.4 Process. Authorized Purchaser will contact the selected pool of Contractor(s) electronically. Contractor(s) must respond to Authorized Purchaser with a quote as provided in the Request for Quotes. **Note: Rates provided by Consultant in any offer or quote may not exceed the most competitive rates and discounts set forth in Attachment A of the Contractors PA. However, Contractor may agree to extend specialized, discounted pricing based on the requirements by providing a specific offer or quote in response to the Request for Quote.**

3.5 Selection. Authorized Purchaser shall evaluate the Offers and may award the Contract to the highest ranked Offeror without a conflict.

Contractor(s) chosen through the selection process in accordance with the Best Value Analysis Process are Authorized Purchaser's final decision.

FOR FULL CONTRACT DETAILS, ALWAYS REFER TO THE PARTICIPATING ADDENDUM DIRECTLY.

4. DETERMINE LICENSE NEEDS

Authorized Purchasers must ensure an acceptable License or Services Agreement, or Master License or Service Agreements, and all other proper cloud usage agreements are in place prior to purchase. If all required and acceptable agreements are not in place, the Cloud Solutions vendor will assist the AP in establishing an acceptable License or Services agreement prior to purchase. DAS PS will continuously work to establish more cloud user agreements, and ask that APs assist by working with DAS PS to identify needs and share any existing agreements for review.

5. ISSUE PURCHASE ORDER

Submit your purchase order referencing the quote and using the following mandatory purchase order language.

MANDATORY PURCHASE ORDER LANGUAGE:
THIS PURCHASE IS PLACED AGAINST STATE OF OREGON PARTICIPATING
ADDENDUM # _____. THE TERMS AND CONDITIONS CONTAINED IN THE
PARTICIPATING ADDENDUM APPLY TO THIS PURCHASE AND TAKE PRECEDENCE
OVER ALL OTHER CONFLICTING TERMS AND CONDITIONS, EXPRESS OR IMPLIED.

6. DOCUMENT FILE

Include in the Agency procurement file any applicable brand name justification, best value analysis, license agreement, or reference to existing license agreement.

RELATED SERVICES

The Related Services available under this Participating Addendum are limited to the following:

- **Operations and Maintenance** of the Cloud Solutions acquired under this Participating Addendum, including managed services for the Cloud Solutions acquired under this Participating Addendum;
- **Training Services** for the Cloud Solutions acquired under this Participating Addendum;
- **Set up and configuration** services of the Cloud Solutions acquired under this Participating Addendum, including data migration services.

For convenience, Basecamp has provided a list of OEMs and will update this document from time to time. Here is the current link: [Cloud Services Catalog](#)

DOJ REVIEW

For State Agency Authorized Purchasers: Contracts entered into under a PA are not exempt from the requirement that they be reviewed and approved for legal sufficiency by the Attorney General. State Agencies must submit to the Department of Justice for legal sufficiency review and approval all Purchase Orders entered into under a PA that call for payments greater than \$150,000. If an AP is a State Agency under DAS PS procurement authority, the AP must also submit a purchase request thru ORPIN to DAS PS where DAS PS will run the solicitation and obtain the legal review on your behalf.

PRIMARY CONTACTS

CONTRACT ADMINISTRATOR:

DAS PS – Lori Nordlien, IT
Procurement Strategist

Phone: (971) 707-0122

Email: Lori.Nordlien@oregon.gov

VENDOR MANAGER:

DAS OSCIO – Jason Rood, Strategic
Sourcing Specialist

Phone: (503) 383-6291

Email: jason.rood@oregon.gov

CONTRACTOR	PA #	CONTACT	EMAIL	PHONE #
Strategic Communications	9413	Blake Kelly	NASPO@yourstrategic.com	(844) 243-2053

RESTRICTIONS

Restrictions for Participating Addenda are based on the Policies and authority to which Authorized Purchaser is subject.

ALL AUTHORIZED PURCHASERS must follow all:

- Statutes to which they are subject
- Rules to which they are subject
- Policies to which they are subject
- All Participating Addendum instructions

BASECAMP PROGRAM INFORMATION

The Participating Addendum is awarded under the Basecamp Program. The Basecamp Program was established to provide greater access and improve the quality and delivery of information technology (IT) solutions across the state. The program provides vendor management services by managing costs, supporting technology alignment, managing contractor compliance, improving stakeholder-contractor relationships, and strategically working with Authorized Purchasers.

Purchasing Transparency:

The Basecamp program maintains a catalog of Participating Addenda and performance metrics associated with them that can be used by Authorized Purchasers to make data-driven decisions including: vendor performance, who's using the Participating Addenda, rates being paid, solutions purchased, market related trends, and contacts to learn more.

To see what's available on the Basecamp IT Catalog visit:

<http://www.oregon.gov/basecamp/Pages/IT-Catalog.aspx>

Improvement Requests:

Basecamp's vendor managers work with Authorized Purchasers to provide an additional layer of support with managing vendor relationships, including issue resolution. If you would like assistance we invite you to contact us. Filling out an improvement request at the

following link will initiate this process: <http://www.oregon.gov/basecamp/Pages/Vendor-Management.aspx>

Feedback:

To ensure these agreements meet the needs of Authorized Purchasers, Basecamp periodically seeks feedback regarding experiences working with awarded Participating Addendum vendors. The information provided by Authorized Purchasers are critical component of our performance management processes, aides in improving vendor engagements and procurement decisions.

The Vendor Management program sends a quarterly customer satisfaction survey to a sample of Authorized Purchasers. This survey is designed to be completed in approximately 5 minutes.

Knowledge Center:

Basecamp has developed a resource repository for lessons learned, helpful project documents and kickoff event recordings for authorized purchasers and project teams. Learn more by following the link below to the Knowledge Center User Guide.

https://www.oregon.gov/basecamp/Documents/Knowledge_Center_User_Guide.pdf

