



DAS - Procurement Services
Achieving Results Together
**DAS Procurement
Services**

OREGON PROCUREMENT MANUAL

[OPM.OREGON.GOV]



WHY A PROCUREMENT MANUAL?

- ✓ COMPLEX PROCUREMENT PROCESSES
- ✓ FREQUENT CHANGES IN LAWS & RULES
- ✓ PROCESS INCONSISTENCIES
- ✓ TRAINING TOOL & RESOURCE
- ✓ TRANSPARENCY - VENDORS AND PUBLIC

DEVELOPING THE PROJECT



- IDENTIFY THE MANUAL'S CONTENT TOPIC AREAS
 - DESIGNATE SUBJECT MATTER EXPERTS (SMEs) FOR SPECIFIC TOPIC AREAS
-



- START A SOLICITATION FOR A TECHNICAL WRITING CONTRACTOR

CONTRACTING A **TECHNICAL WRITER**

PAST ATTEMPTS IDENTIFIED THE PURPOSE, APPROACH, FORMAT (WEB-BASED), OUTLINE, AND STRUCTURE.



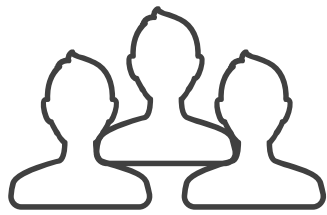
**SUMMER 2016 -
ISSUED REQUEST FOR
PROPOSAL**



**CONTRACT AWARDED
TO CIVIC INITIATIVES,
LLC**



**DECEMBER 2016 -
COMMENCED 12
MONTH EFFORT**



PROJECT TEAM

AGENCY PROJECT MANAGER

- ✓ OVERSEE
- ✓ FACILITATE
- ✓ MANAGE

TECHNICAL WRITING CONTRACTOR

- ✓ FACT FINDING INTERVIEWS
- ✓ DRAFT/WRITE
- ✓ EDIT

AGENCY SUBJECT MATTER EXPERTS

- ✓ ASSIGNED BY TOPIC AREA
- ✓ PARTICIPATE IN INTERVIEW FACT FINDING
- ✓ REVIEW CONTENT

TRAINING TEAM

- ✓ CONSULT
- ✓ DISCOVER
- ✓ MAP MANUAL CONTENTS TO TRAINING

AGENCY FINISHING EDITOR

- ✓ FINAL EDITS
- ✓ STYLE
- ✓ GRAMMAR

AGENCY WEBMASTER

- ✓ WEBSITE CREATION
- ✓ CONTENT CONVERSION/INTEGRATION
- ✓ USER TESTING

DEVELOPMENT PROCESS



CONSULT & DRAFT

Vendor meets with SMEs and drafts content



SME REVIEW & EDIT

First draft content review – either approve and move forward or repeat the draft step



FINISHING EDITOR REVIEW

Review content for Agency style, tone, and grammar



WEB CONTENT CREATED

Convert content into web format, create hyperlinks and hierarchy



2

**TWO ROUNDS
OF TESTING**

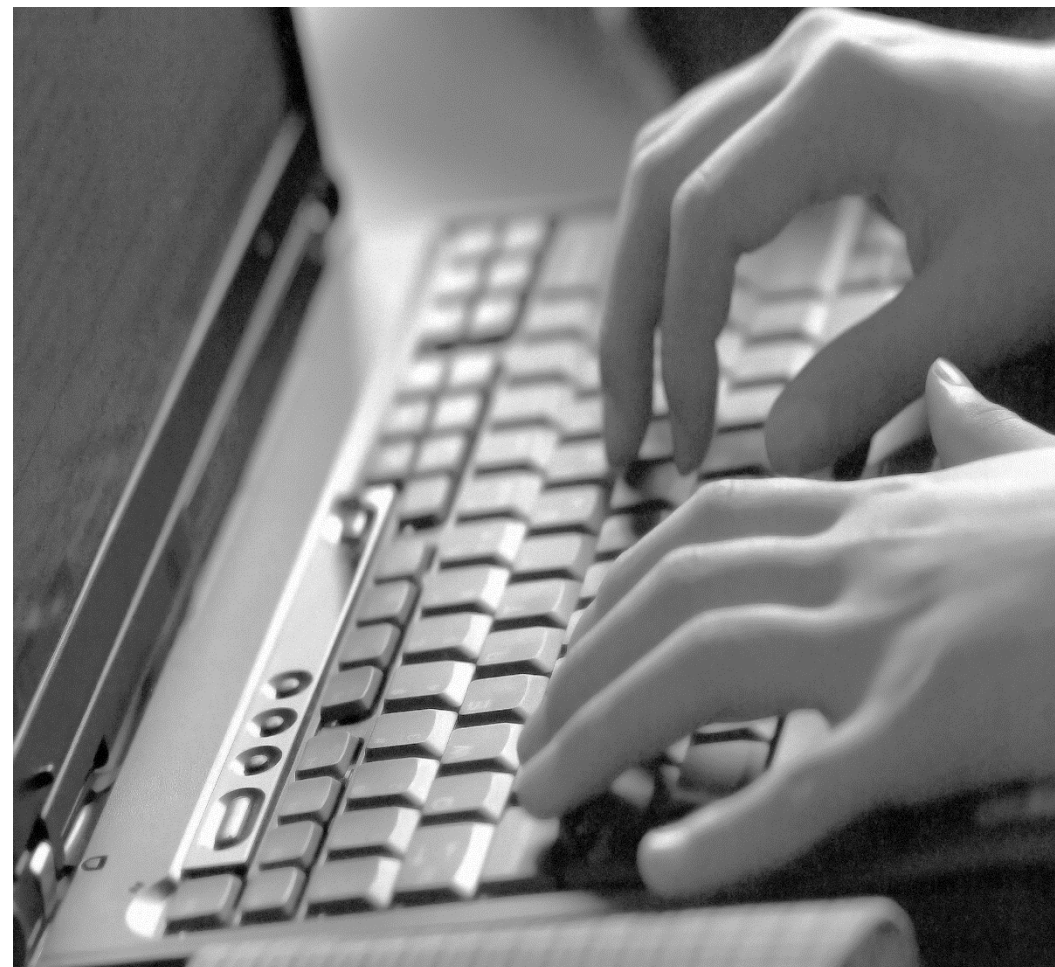
**HELD AT
MILESTONE
POINTS IN
WEBSITE
CREATION**

WEBSITE USABILITY TESTING

ELEMENTS TESTED:

- ✓ **NAVIGATION**
- ✓ **NAMING**
- ✓ **LOCATIONS**

**TESTING
RESULTS
SHAPED HOW
THE SITE
LOOKS TODAY**





Oregon
procurement

OPM.OREGON.GOV



DEFINITIVE RESOURCE FOR PROCUREMENT
PROFESSIONALS

RESPONSIVE DESIGN RESIZES TO FIT ANY DEVICE
(DESKTOP AND MOBILE)

• Procurement planning

• Authority roles

• Buy decision priority

• Surplus property

• Contract administration

• Document management

• Additional info (methods,
considerations &
categories)

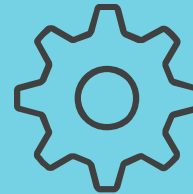
ONGOING MAINTENANCE



**LAWS, RULES,
AND POLICY**



**PERIODIC
REVIEW**



**ANALYTICS –
DATA DRIVEN
CHANGES**



**ARCHIVE /
CHANGE LOG**



QUESTIONS & ANSWERS



CONTACT INFORMATION

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