



# BUYERS GUIDE FOR

## Facilitation Services

*Version 1.2 dated 5/01/2025*

*(Before ordering, check Oregon Buys for the latest version)*

### DESCRIPTION:

Portland State University (“PSU”) issued a Request for Proposals (“RFP”) for general facilitators and public policy facilitators/mediators. This RFP included cooperative language that allows the State of Oregon to utilize the awarded contracts.

**Public Policy Facilitator/Mediator:** Expert at helping governmental entities and diverse groups reach agreement on highly complex, controversial public policies or the implementation of public projects, often within a complex legal, political, or regulatory context. These providers are experts at assessing, designing, convening and facilitating collaborative processes.

**General Facilitator:** Experienced at helping groups work effectively to achieve a desired objective. These providers have broad experience and skills to design and facilitate group processes to achieve a variety of goals.

DAS PS has issued participating addenda to some of the awarded contractors. Those Contracts are listed below.

### AWARDED PRICE AGREEMENT NUMBERS:

The following table provides the contractor information for each contractor, including the facilitation services they have been approved to provide.

Contractor	Contract #	Contact Name	Contact Email & Phone #	Public Policy Facilitator/Mediator	General Facilitator
Common Ground Mediation Services, LLC, dba ADR Group NW	PO-10700-00021564	Sunny Sassaman	<a href="mailto:sunny@mediationservesllc.net">sunny@mediationservesllc.net</a> & 503.773.2173		X

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Contractor	Contract #	Contact Name	Contact Email & Phone #	Public Policy Facilitator/Mediator	General Facilitator
Conсор North America, Inc (formerly Barney & Worth)	PO-10700-00021565	Libby Barg Bakke	<a href="mailto:libbybakke@consoreng.com">libbybakke@consoreng.com</a> & 503.949.9047	X	X
Diana M. Bianco, dba Artemis Consulting	PO-10700-00021586	Diana Bianco	<a href="mailto:diana@artemispdx.com">diana@artemispdx.com</a> & 503.799.4015	X	X
Donna Silverberg, dba DS Consulting	PO-10700-00021575	Donna Silverberg	<a href="mailto:donna@dsconsult.co">donna@dsconsult.co</a> & 503.701.4282	X	X
Jensen Strategies LLC	PO-10700-00021600	Erik Jensen	<a href="mailto:erik@jensenstrategies.com">erik@jensenstrategies.com</a> & 503.477.5615	X	X
J-U-B Engineers, Inc.	PO-10700-00021589	Bryant Kuechle	<a href="mailto:bk@langdongroupinc.com">bk@langdongroupinc.com</a> & 208.376.7330	X	X
Kearns & West	Po-10700-00035835	J. Glen Smith	<a href="mailto:jgsmith@kearnswest.com">jgsmith@kearnswest.com</a> & 415.697.0574	X	X
Willamette Partnership	PO-10700-00021605	Barton Robison	<a href="mailto:robison@willamettepartnership.org">robison@willamettepartnership.org</a> & 317.695.9722	X	X

PS CONTRACT ADMINISTRATOR CONTACT INFORMATION:

Jennifer Jolley  
 971-900-7695  
[Jennifer.jolley@das.oregon.gov](mailto:Jennifer.jolley@das.oregon.gov)

**BEST VALUE ANALYSIS INSTRUCTIONS:**

Authorized Purchasers shall review the technical proposal form (Rider A) included in the Participating Addendum (approximately beginning on page 27) to review each facilitator’s experience and qualifications. There may be multiple technical proposal forms filled out for each Contractor if Contractor has multiple facilitators on staff.

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Authorized Purchaser shall fill out **and keep in their procurement file**, the Facilitator Provider Selection Form. This form is to be completed and used for the selection of a facilitator.

### **PRICING, SPECIAL ORDERING INSTRUCTIONS:**

Contractor's hourly rates can be found in Section 5 Consideration of the Contractor's Service Order Contract template.

### **STATE AGENCY AUTHORIZED PURCHASER AUTHORITY:**

- 1) **DAS Delegation.** Authorized Purchasers that are agencies of the State of Oregon under DAS procurement authority may issue ordering instruments under these Price Agreements for any dollar amount without further delegation of procurement authority from DAS. Notwithstanding the foregoing DAS delegation, Authorized Purchasers that are agencies of the State of Oregon must obtain all other necessary approvals, including but not limited to legal sufficiency approval, as may be required.
- 2) **Legal Sufficiency:** Service Order Contracts issued against these Price Agreements are subject to legal sufficiency review and approval in accordance with OAR 137-045-0030.
- 3) **Formal Feasibility Study:** If the required work will displace bargaining unit members, AP will conduct a [formal feasibility](#) study in accordance with Article 13—CONTRACTING OUT of the SEIU Collective Bargaining Agreement and place a copy in the procurement file. (If your Agency is not under the SEIU Collective Bargaining Agreement, this requirement will not apply).
- 4) **HB2867 Feasibility Determination:** If the required work will exceed [\\$250K](#) or has the potential to exceed [\\$250K](#), conduct a [HB2867 Feasibility Determination](#) in accordance with OAR 125-247-0110 and place a copy in the procurement file.

### **OREGONBUYS:**

Authorized Purchasers must enter the executed Service Order Contract into OregonBuys by creating a Release Purchase Order against a Price Agreement.

Please follow the below instructions to issue an executed SOC against a price agreement. If you need assistance, please contact the OregonBuys help desk at:

[Epro-support@periscopeholding.com](mailto:Epro-support@periscopeholding.com) or 1-888-472-9102

- Select the green plus sign at the top of the home screen.
- Select "Requisition" from the drop down.

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- Complete the “General” tab, be sure to select “Release” for the “Requisition Type” field.
- Select the “Items” tab.
- Select “Search Items”.
- Select the small plus sign next to “Advanced search”.
- Type in your complete MBPO number into the “Contract/PO#” field.
- Click “Find It”.
- Find the correct item and select the check box on the left-hand side.
- Scroll to the bottom and select “Add to Req & Exit”.
- Add the item quantity and select “Save and Continue”.
- Select the green item number on the left-hand side of your screen.
- Enter the unit cost in the “Catalog Price/Unit Cost” field.
- Select “Save & Exit”.
- Navigate to the “Accounting” tab, add the account code and select “Save Based on Percentages”.
- Once the page reloads, select “Rebuild for all Items”.
- Navigate to the “Summary” tab.
- Scroll to the bottom and select “submit for Approval.”
- Once approved, you will navigate back to the bottom to the “Summary” tab and select “Convert to PO.”
- There will be a yellow banner that states the PO number and if you click the green PO number it will bring you to the PO.
- You will then need to complete the PO and ensure that the PO is in the “Sent” status.