

- ✓ Complete CCOP-provided orientation
- Commission Policies and Procedure Manual
 - Review ODA-supplied template and adopt. Review annually and revise as needed.
- File required Notice of Rulemaking and the Statement of Need and Fiscal Impact to revise definition of “Sold Commercially” in OAR 648-010-0010.
- Determine whether to employ or contract for commission office administration; if needed, select office space, procure office equipment, etc.
- Draft and adopt budget for:
 - Begin working on in February -- partial year budget April 1, 2023 through June 30, 2023 and
 - Begin working on in late March/first week of April -- full year budget July 1, 2023 through June 30, 2024.
- Concurrently with drafting each budget, develop economic forecast of revenue/expenses and short-term (1- to 3-year) strategic plan.
- Concurrently with drafting a budget, determine priorities for grower education/communications, monitoring legislation, research, market development, and promotional projects as well as scholarships/financial assistance to be funded by commission.
- By late March 2023, name and vote on three commissioners who have authority to sign commission checks. Also adopt a motion authorizing the Chairperson, and possibly one other officer, to sign contracts and act as the contract administrator.
- Establish bank accounts – checking in April; savings can be established later.
- After each budget is adopted, prepare Operational Plan and submit to Commodity Commission Oversight Program for review.
- Finalize RFP by late February 2023, which includes setting a schedule as shown in the RFP. The schedule includes date for releasing RFP, reviewing and rating proposals received, interviewing, making final award. Advertise the final RFP.
- Concurrent with RFP, draft contract for administrative services using ODA-supplied contract template. The contract is an exhibit in the RFP.
- After the Commission awards the RFP and the deadline for protests has passed, revise administrative services contract as needed, then send to ODA for review and approval. ODA review and approval is followed by Contractor signature and Commission Chairperson signature.