



## **COVID-19: PPS Finance Department Updates and Resources for External Customers**

As the situation around COVID-19 continues to evolve, we want to assure you that we are here to support you. All Finance Teams are operating during regular business hours, Monday to Friday. The only difference is that Team members are working remotely. Please read below for certain modifications per department.

### **How to Reach Us**

Portland Public Schools Finance Teams can best be reached by email, during regular business hours. Please see the contact information for each team below.

### **Accounts Payable - Invoice Payment**

Our Accounts Payable Specialists are working remotely and maintaining regular Monday to Friday office hours. All inquiries regarding invoicing and payments can be directed to [ppsap@pps.net](mailto:ppsap@pps.net).

### **Budget Team**

The budget team is available and maintaining regular Monday to Friday office hours. The team can be contacted directly, please see <https://www.pps.net/budget> for a complete list. If you don't know who to reach out to please email [budget@pps.net](mailto:budget@pps.net) or the Budget Manager, Nicole Bassen at [nbassen@pps.net](mailto:nbassen@pps.net) and she will forward it to the appropriate team member.

### **Solicitations**

Existing and new solicitations will continue with electronic posting and submission of bids and proposals on PlanetBids, mandatory pre-bid meetings at school sites as needed, and public bid openings via GoToMeeting. Addenda will be issued for essential updates. Please see the Vendor Quick Links [here](#) or contact [pwilliam@pps.net](mailto:pwilliam@pps.net) for more information.

### **Contracts**

New contracts and contract amendments will be reviewed and signed electronically. Approved and signed contracts will be sent to all parties by email. Work should not begin until a contract is fully executed.

Best Regards,

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Tracy Pinder, [tpinder@pps.net](mailto:tpinder@pps.net), Director of Finance  
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