

Life-Learning Paper Application

DAS-State Procurement Office
1225 Ferry Street SE, U140
Salem, OR 97301-4285

Section 1 Class Option for Recertification

My certification number is: OPBC # _____ (basic) OPAC # _____ (advanced)

Section 2 Biographical Information

Name: _____
(First) (Middle) (Last)

Agency: _____ Department: _____

Official Position Title: _____ Work Phone No.: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

E-Mail _____

Section 3 Application Fee

OPBC / OPAC Application Fee: \$50.00 (submit with application)

Payment method: Agency #: _____

_____ Invoice

_____ Payment Card (SPOTS) Credit Card #: _____ Exp. _____

Name on payment card: _____

_____ Agency Transfer BT #: _____ (PCA # 80142 AOBJ# 1010)

_____ Check #: _____ (T-Code 722/723)

(Project Phase # 801160-08)

I certify that I am providing information about work I've done as part of my procurement duties. I understand that any misrepresentations or incorrect information provided to DAS-State Procurement Office can result in disqualification of my ability to renew my certification.

Signature: _____ Date: _____

Fulfilling Your Training Requirements for an Oregon Basic or Advanced Certification

LIFE-LEARNING PAPER REQUIREMENTS

Recertification of your OPBC or OPAC requires at least 21 training points. You may submit **one** Life-Learning Paper per recertification cycle for 7 DAS-SPO points.

Your paper should explain the following:

- 1) Background: List details explaining your role, what was purchased, any goals, why the agency was seeking the service or good, whether this was a routine purchase or something new.
- 2) Process: Tell us about the market research completed, the process you used, and why it was or was not the best process for the situation. Explain the evaluation criteria you used and how you awarded the contract.
- 3) Challenges: Discuss any challenges or issues you faced; how did you address them?
- 4) Outcomes: What were the results? Did you get any protests, if so, why? How satisfied were you with the responses from suppliers? How well did the solicitation capture the needs of the agency?
- 5) Lessons Learned: What did you learn from this process? What tips and advice do you have for others? What changes do you anticipate making for the next time?

Visit our website for more
information about requirements, classes, and current topics.

<http://procurement.oregon.gov/>

