**If the LPA chooses to use a consultant not on the current ODOT list they must demonstrate that the consultant is qualified to perform the work. All exceptions must be reviewed and concurred by ODOT. Please submit exception request to the** [**certification mailbox.**](mailto:ODOTcertification@odot.state.or.us)

|  |  |
| --- | --- |
| Local Public Agency |  |
| Project Name |  |
| Supplemental Agreement # |  |
| Amount of Contract |  |
| Procurement Type |  |

|  |  |
| --- | --- |
| Consultant Name |  |
| Address |  |
| Contact Number |  |
| E-Mail |  |
| Specialty |  |

|  |  |
| --- | --- |
| Has appropriate LPA staff reviewed qualifications and experience of the selected consultant? | YES  NO |
| Does the consultant have an Active Exclusion on the System for Award Management (SAM) which is available at [**https://sam.gov/**](https://sam.gov/) **?** | YES  NO |
| Unless operating as their [**real and true name**](http://sos.oregon.gov/business/Pages/registering-your-business-name.aspx), does the consultant have an active registration to do business in Oregon ([**Business Registry Search**](http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login)**)** | YES  NO |
| Does consultant have a fully loaded billing rate (no overhead calculation) that appears reasonable in comparison to other firms providing similar services? | YES  NO |
| If the consultant has an overhead rate, has LPA obtained for procurement file the consultant’s direct rates, overhead breakdown, the [**certification form**](https://www.oregon.gov/odot/Business/Procurement/DocsPSK/ohCert.docx) required by FHWA (see section 3.5 of the [**LPA A&E Requirements Guide**](https://www.oregon.gov/odot/Business/Procurement/DocsLPA/lpaAErequirements.pdf)), and any available audit or cognizant audit documentation?   (Note: ODOT does not provide audit services for LPAs). | YES  NO    N/A |

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| --- | --- |
| Submitted by: | Date: |
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| --- | --- |
| Reviewed by: | Date: |
|  |  |
| Exception Granted | YES  NO |

|  |  |
| --- | --- |
| Master Certification Agreement Number |  |
| Key Number |  |

|  |  |
| --- | --- |
| Comments |  |