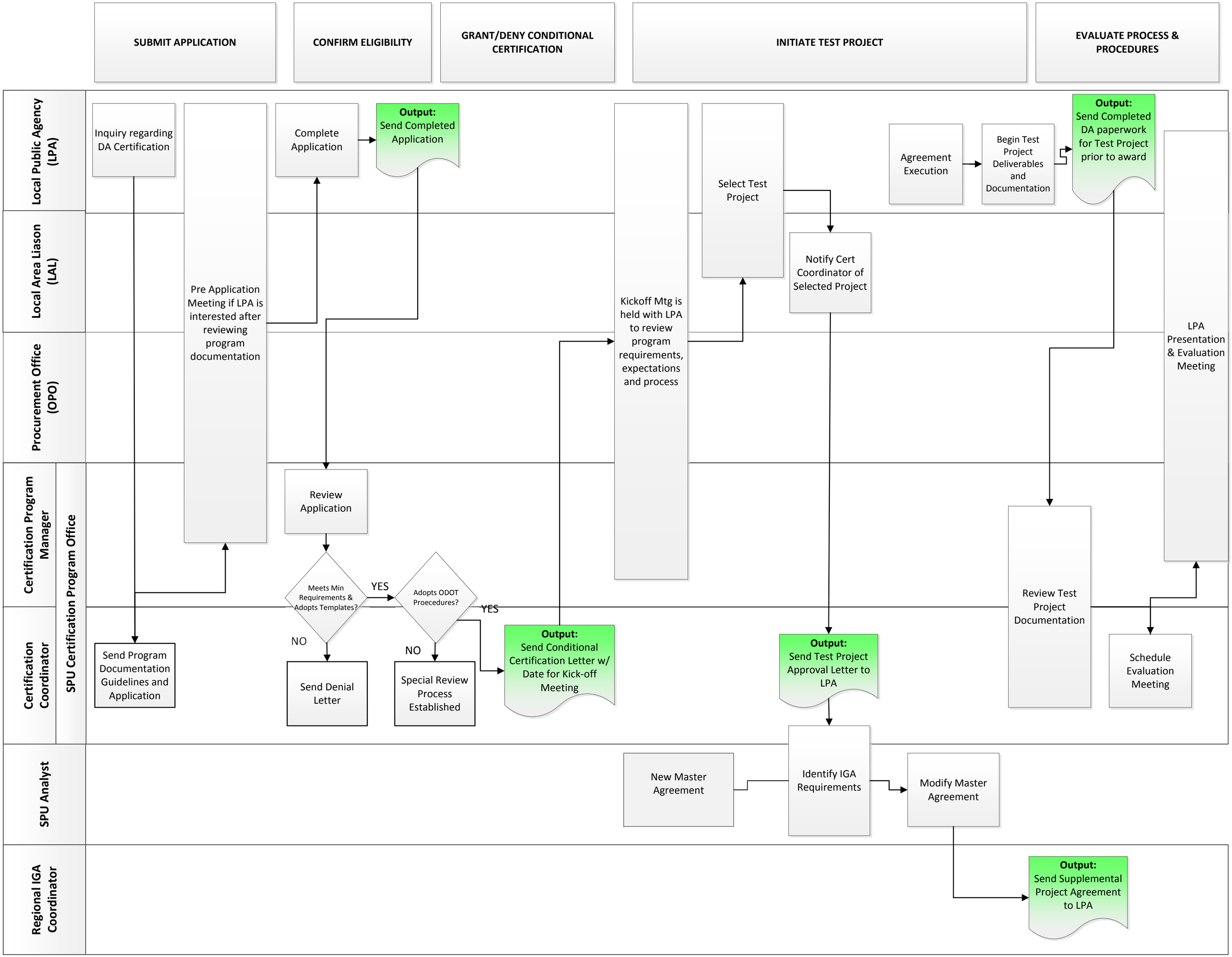
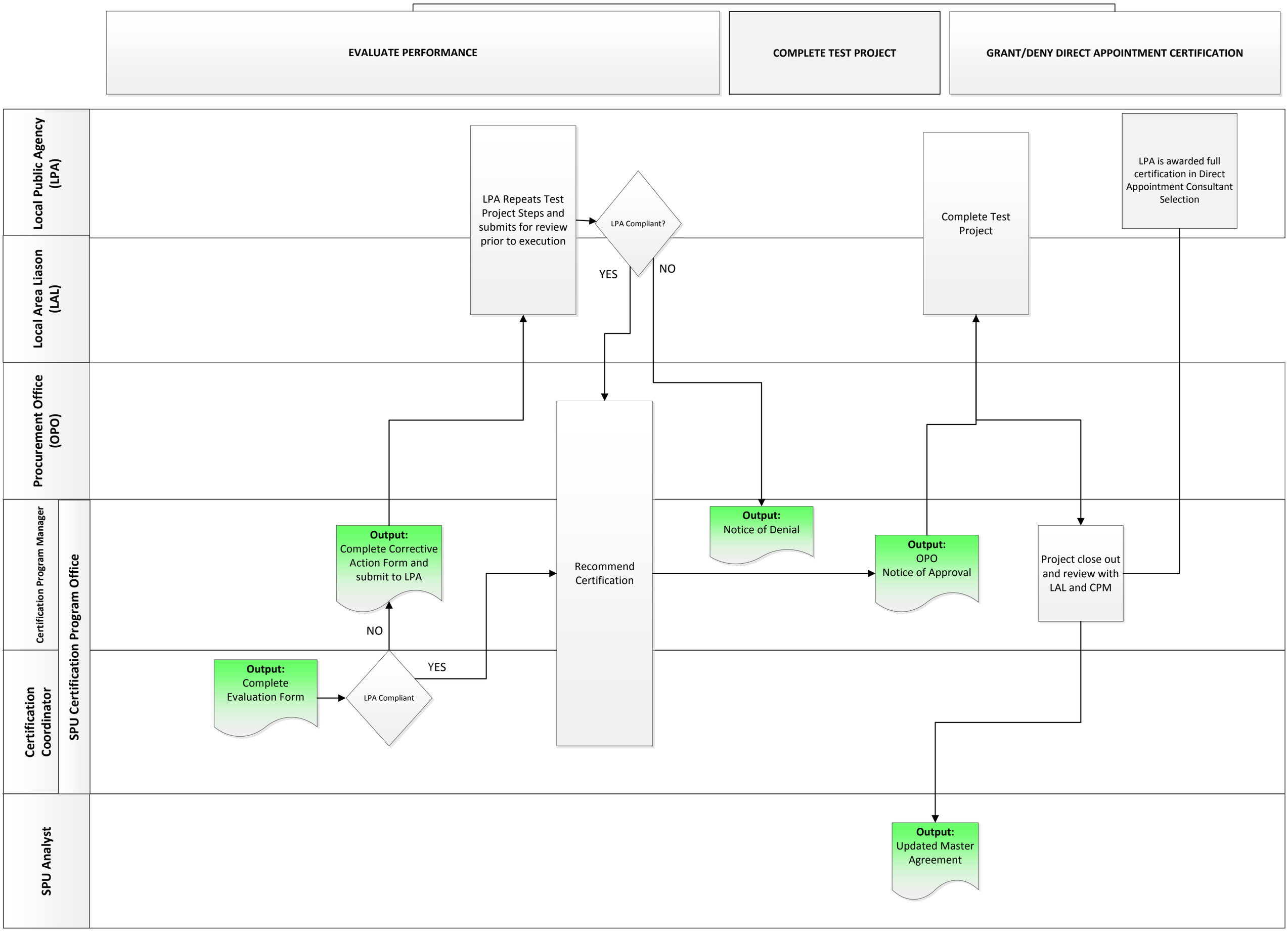

SUBMIT APPLICATION
CONFIRM ELIGIBILITY
GRANT/DENY CONDITIONAL CERTIFICATION
INITIATE TEST PROJECT
EVALUATE PROCESS & PROCEDURES
Local Public Agency (LPA)
Local Area Liason (LAL)
Procurement Office (OPO)
Certification Program Manager
Certification Coordinator
SPU Certification Program Office
SPU Analyst
Regional IGA Coordinator
Inquiry regarding DA Certification
Complete Application
Output: Send Completed Application
Pre Application Meeting if LPA is interested after reviewing program documentation
Kickoff Mtg is held with LPA to review program requirements, expectations and process
Select Test Project
Notify Cert Coordinator of Selected Project
Agreement Execution
Begin Test Project Deliverables and Documentation
Output: Send Completed DA paperwork for Test Project prior to award
LPA Presentation & Evaluation Meeting
Review Application
Meets Min Requirements & Adopts Templates?
YES
NO
Adopts ODOT Proecedures?
YES
NO
Send Program Documentation Guidelines and Application
Send Denial Letter
Special Review Process Established
Output: Send Conditional Certification Letter w/ Date for Kick-off Meeting
Output: Send Test Project Approval Letter to LPA
Review Test Project Documentation
Schedule Evaluation Meeting
New Master Agreement
Identify IGA Requirements
Modify Master Agreement
Output: Send Supplemental Project Agreement to LPA


EVALUATE PERFORMANCE
COMPLETE TEST PROJECT
GRANT/DENY DIRECT APPOINTMENT CERTIFICATION
Local Public Agency (LPA)
Local Area Liason (LAL)
Procurement Office (OPO)
Certification Program Manager
SPU Certification Program Office
Certification Coordinator
SPU Analyst
LPA Repeats Test Project Steps and submits for review prior to execution
LPA Compliant?
YES
NO
Complete Test Project
LPA is awarded full certification in Direct Appointment Consultant Selection
Output: Complete Corrective Action Form and submit to LPA
Recommend Certification
Output: Notice of Denial
Output: OPO Notice of Approval
Project close out and review with LAL and CPM
NO
YES
Output: Complete Evaluation Form
LPA Compliant
Output: Updated Master Agreement