

 <p style="text-align: center;">Bulletin Statewide Program Unit Certification Program Office</p>	NUMBER	SUPERSEDES
	101-6	New
	EFFECTIVE DATE	PAGE NUMBER
	9/15/15	1 of 1
	REFERENCE	ODOT Certification Program
	TARGET AUDIENCE	Region 1 & 2 LALs; Kelli Sparkman, FHWA,OPO.AT Section Manager, R1 Project Services Manager,R2 Local Program Manager, Fully Certified LPAs, Conditionally Certified LPAs,
SUBJECT	Certification Program – Consultant Selection Informal/Formal Guidance	

PURPOSE:

This bulletin advises our internal and external stakeholders that the Consultant Selection-Informal/Formal process has been modified and a “new” Technical Program Guidance (TPG) documents has been developed. Additionally, Section C, Chapters 2 and 12 of the Local Agency Manual (LAG) have been modified to reflect these changes.

Consultant Selection Informal/Formal application, forms, guidance document, Local Agency Liaison Desk Reference and process map can be found at: <http://www.oregon.gov/ODOT/HWY/LGS/Pages/Certification.aspx> - See the Technical Program Guidance Link.

BACKGROUND:

This information is the result of the Consultant Selection Initiation team comprised of ODOT procurement staff, a consultant, Local Agency Liaisons, Active Transportation staff, and the Certification Program Manager. This team met several times over the last twenty-four months to define the process, develop guidance documents, and forms for Consultant Selection.

BULLETIN INFORMATION:

The process to become certified in Informal/Formal Consultant Selection has been documented in a newly created process map and guidance document. An application has been created and forms standardized. The roles and responsibilities for the following entities have also been defined:

- Certification Program Office (CPO)
- ODOT Procurement Office
- Region – Local Agency Liaisons
- Local public agencies (LPAs) seeking certification in Consultant Selection

Feedback:

We are always trying to continually improve. Please provide any feedback regarding this document or the associated documents to Marilyn Merritt.

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