


<div><div>DAS</div><div>DEPARTMENT OF ADMINISTRATIVE SERVICES</div></div> <div>STATEWIDE PROCEDURE</div>	<div>NUMBER</div> <div>107-009-0060_PR</div>	<div>SUPERSEDES</div> <div>Procedure #107-009-0060 (2018)</div>
	<div>EFFECTIVE DATE</div> <div>April 28, 2025</div>	<div>PAGE NUMBER</div> <div>Page 1 of 7</div>
	<div>REVIEWED DATE</div> <div>April 28, 2025</div>	
	<div>DIVISION</div> <div>Enterprise Goods and Services</div>	<div>REFERENCE/AUTHORITY</div> <div>ORS 279A.159 OAR 125-246-0140; 125-246-0165; 125-246-0170</div>
<div>POLICY OWNER</div> <div>State Procurement Services</div>	<div>Statewide Procurement Training Policy: 107-009-0060</div>	
<div>SUBJECT</div> <div>Statewide Procurement Training</div>	<div>APPROVED SIGNATURE</div> <div></div> <div>_____ Berri Leslie, Director</div>	

PURPOSE

This Procedure outlines the process to be followed to implement Statewide Procurement Training Policy 107-009-0060.

APPLICABILITY

This Procedure applies to any person who conducts a Procurement or administers a Public Contract for any State Contracting Agency. This Procedure does not apply to those agencies specifically identified in statute. This Procedure does apply to any person seeking an Oregon Procurement Certification with no regard to the agency or other governmental entity within the State of Oregon. However, this Procedure does not otherwise subject an agency to DAS Procurement authority.

The requirements of this Procedure are in addition to, and do not supersede, modify, or replace, other existing legal responsibilities of any State Contracting Agency.

CHECKLISTS

- 1) [Am I a Contract Administrator?](#)
- 2) [Do I Conduct Procurements?](#)
- 3) [Do I Procure Goods or Services?](#)

DEFINITIONS

See Statewide Procurement Training Policy 107-009-0060 in addition to the following definitions. More capitalized terms are defined in OAR 125-246-0110.

Contact Hours:

- Successful completion of an Oregon Public Procurement Training (OPPT). One Contact Hour is received for each one-hour of instruction with a status of pass, complete or grade of 80% or better.
- Successful completion of Other Procurement-related Training or Education as follows:
 - a) Attending a procurement-related training or an industry meeting, convention or event. Contact Hours are limited to seven hours per day. Session must be specific to procurement; have a speaker, instructor, trainer, facilitator, or moderator; and provide documented proof of attendance.

- b) Assisting in development or delivery of Learning Events. Contact Hours are unlimited, however only seven hours may be used as eligibility for a Certification or renewal of Certification within a given Certification cycle.

Training Validation: the validation that Oregon Public Procurement Training meets eligibility requirements to count towards Certification Contact Hours. Eligibility requirements are:

- Training content must concur with the applicable Oregon Procurement Body of Knowledge (OPBOK) domain, duty and task.
- Training must include an assessment of some type, such as a test, exercise or required homework.
- The State Chief Procurement Officer must approve the training curriculum before delivery of the training and any use for Certification purposes.

Oregon Procurement Body of Knowledge (OPBoK): a comprehensive list of the tasks, knowledge, skills, abilities and standards that define the necessary Procurement concepts for State Contracting Agencies. This list is the foundation for Learning Event development and serves as a roadmap for persons preparing for Certification testing. The OPBOK ensures alignment of Oregon Public Procurement Training and Certification with critical skills and knowledge needed for competent performance in Oregon Public Procurement. View the OPBOK on the [DAS SPS Training website](#).

Oregon Public Procurement Training: training predominately related to Procurement that concurs with the contents of the OPBOK, contains a formal assessment and is approved by the State Chief Procurement Officer.

Other Procurement-related Training or Education: completion of procurement-related training or education that meets the following eligibility requirements:

- Training must be completed within the most recent five years prior to the application date.
- Training must provide proof of attendance. Acceptable proof of attendance is a transcript, Certificate of attendance, Certificate of participation, or Certificate of completion that includes applicant's name, title of the activity or event, date and location of the activity or event, name of the training or education provider and the number of Contact Hours.

Procurement Experience: experience that meets the following eligibility requirements:

- Full-time equivalent conducting Procurement for one or more Oregon Public Agencies. Current employment in Oregon public sector is not required at the time of application for Certification.
- Experience must be within the most recent 10 years prior to the application date but does not have to be continuous.
- Experience must be documented in an official position description that includes: class title, description of the work performed in that class, distinguishing characteristics of the class, illustrative duties, knowledge, skills and abilities required to perform the work, employment standards for incumbents of positions in that class, required licenses and Certificates and any necessary special requirements which must be met.

Test-out Option: taking an assessment test instead of completing a course of instruction. The exam must be passed at 80% or greater to receive credit for the course and will be offered once. In the event the pass rate is not achieved the employee must attend the course and take the exam at the end of the course. Course registration is available in Workday Learning and is required for both the test-out option and enrollment in the course.

PROCEDURE

ORS 279A.159 PROCUREMENT TRAINING LAW

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency Staff	1	<p>Reviews the above referenced checklists: 1) Am I a Contract Administrator? 2) Do I Conduct Procurements? and 3) Do I Procure Goods or Services?</p> <p>Consults with Agency Manager to determine if any of the following ORS 279A.159 training is required for their position:</p> <ul style="list-style-type: none">• DAS - SPS - Contract Administration Training Certificate - Workday• DAS - SPS - Principles of Public Procurement WEBINAR - Workday• DAS - SPS - Fundamentals of Procurement (\$25,000 to \$250,000) WEBINAR - Workday <p>Individuals with a current Oregon Procurement Basic Certification (OPBC) have satisfied the requirements of ORS 279A.159. Individuals with an expired OPBC must complete the Principles of Public Procurement class, and upon successfully passing the end of course exam with a grade of 80% or higher will have satisfied the requirements of ORS 279A.159.</p>
	2	<p>Registers for required courses in Workday Learning and successfully completes all course requirements. If desired, prints a Certificate of completion provided in Workday Learning.</p>

PROCUREMENT CERTIFICATION PROGRAMS

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
DAS State Procurement Services (DAS SPS)	1	<p>Develops, implements, and maintains the following Procurement Certification programs and requirements:</p> <p>Oregon Procurement Basic Certification (OPBC) – valid five years from Certification date, requirements are:</p> <ol style="list-style-type: none">1) At least one year of Public Procurement Experience.2) No less than 75 Contact Hours of training or education within the most recent five years which includes:<ol style="list-style-type: none">a) Minimum 60 Contact Hours of Oregon Public Procurement Training.b) 15 additional Contact Hours may be from any Other Procurement-related Training or Education.

RESPONSIBILITY**STEP****ACTION**

- 3) Must pass the OPBC Certification exam. Unlimited exam retakes are available for the established fee. Retakes must wait until next scheduled exam session.

OPBC renewal requirements: 25 Contact Hours of procurement-related education within the most recent five years, which must include the annual DAS SPS rules update briefing, if provided. With exception of the DAS SPS rules update briefing, continuing education Contact Hours may be from any approved source.

Oregon Procurement Intermediate Certification (OPIC) – valid five years from Certification date, requirements are:

- 1) At least three years of Procurement Experience which can include both public and non-public experience. The employee must have at least one year of public procurement experience and the remaining two years can be non-public procurement experience. The non-public procurement experience will be credited at a rate of two years non-public procurement experience for each year of required procurement experience. The two years procurement experience would require four years non-public experience to meet the requirement.
- 2) No less than 125 Contact Hours of training or education which includes:
 - a) Minimum 100 Contact Hours of Oregon Public Procurement Training; and
 - b) 25 additional Contact Hours may be from Other Procurement-related Training or Education.
- 3) Must pass the OPIC Certification exam. Unlimited exam retakes are available for the established fee. Retakes must wait until next scheduled exam session.

OPIC renewal requirements: 50 Contact Hours of procurement-related education within the most recent five years, which must include the annual DAS SPS rules update briefing, if provided. Except for the DAS SPS rules update briefing, continuing education contact hours can be obtained from any approved source.

Oregon Procurement Advanced Certification (OPAC) – valid five years from Certification date, requirements are:

- 1) At least five years of Procurement Experience which can include both public and non-public experience. The employee must have at least one year of public procurement experience and the remaining four years can be non-public procurement experience. The non-public procurement experience will be credited at a rate of two years non-public procurement experience for each year of required procurement experience. The four years procurement

RESPONSIBILITY**STEP****ACTION**

experience would require eight years non-public experience to meet the requirement.

2) No less than 175 Contact Hours of training or education which includes:

- a) Minimum 125 Contact Hours of Oregon Public Procurement Training.
- b) 50 additional Contact Hours may be from Other Procurement-related Training or Education.

3) Must pass the OPAC Certification exam. Unlimited exam retakes are available for the established fee. Retakes must wait until next scheduled exam session.

OPAC renewal requirements: 50 Contact Hours of procurement-related continuing education within the most recent five years, which must include the annual DAS SPS rules update briefing, if provided. Except for the DAS SPS rules update briefing, continuing education contact hours can be obtained from any approved source.

OPAC Certifications obtained under superseded policy 107-009-0060, dated 05/10/2010, remain in effect until expiration. At expiration, the Certificate must be renewed according to the standards outlined in this Procedure.

Agency Staff

2

Identifies and completes Oregon Public Procurement Training courses needed to meet Contact Hour requirements for Certification.

Contact Hours credited towards one level of Certification can also be applied to a higher-level Certification.

To receive Contact Hours for Oregon Public Procurement Training not delivered by DAS SPS, the training must meet Training Validation requirements.

3

Registers and successfully passes applicable Certification exam and pays the Workday Learning associated fee. Reviews Workday Learning transcript to confirm exam status.

4

Submits application for Certification/Recertification and uploads all required documentation through the [Oregon Procurement Certification webpage](#).

DAS SPS

5

Reviews Certification application and notifies requester of status.

ACCESSING DAS SPS PROCUREMENT TRAINING

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
DAS SPS	1	Develops Learning Events that support the OPBOK and publishes the courses to the online DAS SPS training calendar and in Workday Learning. Fees for training are based on the published DAS service level agreement (SLA) rate schedule.
Agency Staff	2	Visits the online DAS SPS training calendar to view current course offerings and registers for applicable courses in Workday Learning.

REQUESTING CONTACT HOURS FOR DEVELOPMENT OR DELIVERY OF LEARNING EVENTS

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency Staff	1	Submits a written request to the State Chief Procurement Officer for the award of Contact Hours for assisting in development or delivery of Learning Events. Visits the DAS SPS Training website complete and submits online request form (Oregon Procurement Certification Contact Hours Request Form).
Deputy State Chief Procurement Officer	2	Reviews and validates the number of Contact Hours for development or delivery of Learning Events. Confirms amount with requester.

REQUESTING A WAIVER OF CERTIFICATION REQUIREMENTS

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency Staff	1	Submits an email to the Deputy State Chief Procurement Officer (egsps.training@das.oregon.gov) requesting a waiver of Certification requirements. Request must include: <ol style="list-style-type: none">1) The basis for the waiver request (e.g. education, training, experience, or combination thereof); and2) The signature of a supervisory level person with first-hand knowledge of the requester's Procurement proficiency.
Deputy State Chief Procurement Officer	2	Determines to either approve or deny the Certification waiver request and notifies requester.

APPEALING A CERTIFICATION WAIVER DENIAL

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency Staff	1	Submits an email appeal to the State Chief Procurement Officer (egsps.training@das.oregon.gov) for the Certification waiver denial within 20 business days from denial date.
State Chief Procurement Officer	2	Reviews Certification waiver appeal, makes final determination and notifies requester.