



Oregon Procurement Basic Certification Study Guide



Provided by DAS PS Training

Oregon Procurement Basic Certification Study Guide

Getting Started

The OPBC certification program is designed to provide the Oregon Public Procurement Professional with the knowledge, skills and abilities necessary to conduct procurements with the following characteristics:

- Simple or routine solicitations
- Simple or routine contract administration
- Templated contracts
- Amendments for time and dollars
- Minimal risk: visibility or multiple factors
- Simple analysis, planning, problem spotting, unknowns, changes, and conflicts

Tips on taking the Test

- Review the contents of this guide, starting with the Knowledge, Skill, Ability (KSA) statement(s). These are from the Oregon Procurement Body of Knowledge (OPBoK) and are your key to “What do I need to know” for certification.
- The OPBoK serves as the outline for the content of the certification exams, the OPBoK also serves as an excellent guidance document for choosing appropriate education and exam preparation activities.
 - ✓ The first step in any preparation process is to first review the current OPBoK and assess personal areas of strength and weakness.
 - ✓ Exam questions are designed to test you on the OPBoK as it relates to the role of a procurement professional.
- The exam consists primarily of recall questions with a few situational questions.
 - ✓ Recall questions simply ask a candidate to recall a simple fact or piece of knowledge such as a definition.
- Exam questions are derived from the references which speak to the Knowledge, Skill, Ability (KSA) statement(s) from the OPBoK. This guide relies on 4 in particular:
 - ✓ Oregon Revised Statute (ORS)
 - ✓ Oregon Administrative Rule (OAR) – OAR 125 is the primary one
 - ✓ Oregon Procurement Manual (OPM)
 - ✓ DAS PS training

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- Keep in mind that the certification test is based on a broad body of knowledge in the field of Oregon public procurement, representing a variety of positions within the profession. You may be an expert in your specific job role, but you should consider all other positions that are included in the profession when preparing for testing.
- Approach the certification exam and respond to questions based on procurement practices as addressed in the references and NOT respond to questions based on “how things are done” at your current government entity, which may or may not be in accordance with the stated reference material.
- If possible, study with someone else who will be taking the test. 3 to 4 people is best to keep the focus and prevent slippage into personal conversations.
- Try to study where you will not be distracted frequently.
- Get a good night of sleep the night before the exam.
- If you are ill – do not take the exam, ask to be rescheduled.
- Eat breakfast or lunch – but do not eat a huge fatty meal that diverts the body’s energy to the stomach for digestion. Eat simple foods and do not take in too much caffeine.
- Relax before the test – take several deep breaths with your eyes closed and exhale slowly. Tension causes a restriction of blood to the brain – this replaces lost oxygen and helps you think more clearly.
- Remember:
 - ✓ Glasses
 - ✓ A watch
 - ✓ Turn OFF cell phones etc.

Using the Study Guide

The study guide breaks down each OPBoK element into the KSAs (Knowledge, Skill, and Ability), ORS, OAR Chapter 125, Oregon Procurement Manual (OPM), and training class that refer to the listed OPBoK element and form the basis for the exam questions. Essentially, this is what will be on the exam.

- ✓ The Knowledge, Skill, Ability element(s)
Ex. 01-01-01-01 Initiate a requisition for needed goods or services.

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- ✓ The ORS citation – The ORS citation(s) that relate(s) to the KSA. You can view the by opening the ORS and performing a word search. For this example I used the word "Requisition". See [DAS PS Procurement Rules](#) in iLearn for how to search.
- ✓ The OAR citation - The OAR Chapter 125 citation(s) that relate(s) to the KSA. You get this by opening the OAR and performing a word search. For this example I used the word "Requisition".
- ✓ The Oregon Procurement Manual (OPM) citation link
- ✓ The DAS PS learning event where the element is discussed

Taking The Test

- Read the test before putting pencil to paper
- Read each question carefully
- Skip questions that puzzle you and move on – answer them at the end
- Beware of answering always or never – those are almost always the wrong answers
- There is no one letter (a b c d) that is most often the right answer
- Your first pick of an answer is usually correct
- Try to eliminate two answers as wrong first, then select the answer that is most true as the correct response from the remaining two
- Read every answer even if you think you have spotted the right answer at first glance!!!
- Use the rest of the test as a tool – there may be hints as to the correct answer someplace else in the test
- The test consist of 100 multiple-choice, True/False questions covering the Basic certification level Knowledge, Skills and Abilities (KSA) identified in the Oregon Procurement Body of Knowledge (OPBoK).
- For multiple-choice questions, you will be presented with four (4) options of which only one option is correct.
- You will be afforded a total of 3.0 hours in which to complete the 100-question test.
 - ✓ Candidates who do not finish the exam in the allotted 3.0 hours will not be given a refund.
- Read each question carefully, we're not trying to be tricky
- For fill-in multiple choice, fill-in each answer choice to see which makes the statement true

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- Passing is 80% correct (You can miss 20)

What to Bring to the Exam

- You are advised to limit the number of personal items brought into the center. You may, and are encouraged to bring:
 - ✓ Hydration
 - ✓ Snacks
 - ✓ Sweater or jacket, we don't have control over the room environment
- Everything necessary to complete the exam will be given to you at the exam

After the test

- Post-exam we will evaluate test taker scores to ensure the validity of each exam question. Questions which exceed a preset standard for error will be reviewed and a decision made whether to include the question in the final tabulation of results.
- Those who do not achieve a passing score will be notified of his/her score and will receive a diagnostic report showing their performance in each of the 37 question groups that comprise the exam.

The test results are valid for five (5) years at which time you will be required to retake the exam in order to maintain valid exam result.

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OPBoK Element Study References

Knowledge, Skill, Ability	
01-01-01-01 Initiate a requisition for needed goods or services.	
ORS	
279A.140 State procurement of goods and services; rules	
OAR	
OPM	
https://www.oregon.gov/das/Procurement/Pages/ReqstSvcs.aspx	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
-	
Knowledge, Skill, Ability	
01-01-01-02 List and briefly describe the different types of goods and services	
ORS	
279A.010 Definitions for Public Contracting Code	
279A.020 Organization of Public Contracting Code	
279A.050 Procurement authority	
279A.055 Personal services contracts	
279A.070 Rules	
279A.100 Affirmative action; limited competition permitted	
279A.120 Preference for Oregon goods and services; nonresident bidders	
279A.125 Preference for recycled materials	
279A.128 Preference for goods fabricated or processed within state or services performed within state	
279A.140 State procurement of goods and services	
279A.150 Procurement of goods containing recycled polyethylene material	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279B.025 Procurement practices regarding recyclable and reusable goods.	

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279B.030 Demonstration that procurement will cost less than performing service with contracting agency's own personnel and resources or that performing service is not feasible; exemptions; analysis for procurement related to information technology; rules	
279B.040 Prohibition on accepting bid or proposal from contractor that advised or assisted contracting agency to develop specifications or solicitation documents; exceptions	
279B.055 Competitive sealed bidding	
279B.060 Competitive sealed proposals	
279B.075 Sole-source procurements	
279B.115 Qualified products lists	
279B.200 Definitions for ORS 279B.200 to 279B.240.	
279B.215 Brand name or equal specification; brand name specification	
279B.270 State contracting agencies to use recovered resources and recycled materials; notice to prospective contractors	
279C.100 Definitions for ORS 279C.100 to 279C.125	
279C.115 Direct contracts for services of consultants	
279C.120 Selection procedure for related services	
279C.320 Contracts for construction other than public improvements	
OAR 125	
125-246-0100	Application; Commentary; Federal Law Prevails
125-246-0110	Definitions
125-246-0120	Policies
125-246-0321	Recycling Policy
125-246-0322	Preference for Recycled Materials
125-246-0800	Selling or Leasing Supplies and Services; Policy; Applicability; Methods
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0165	Practices Regarding Electronic Goods Procurement
125-247-0170	Life Cycle Costing
125-247-0275	Sole-Source Procurements
125-247-0600	Offer Evaluation and Award
125-247-0691	Offer Evaluation and Award
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
OPM	
Requesting procurement services	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	

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Additional resources	
Knowledge, Skill, Ability	
01-02-01-01 Explain the hierarchy of laws, rules and policies.	
01-02-01-02 Identify and interpret the key statutes and rules governing procurements for agencies under DAS procurement authority	
01-02-01-03 Cite the Oregon Revised Statutes (ORS) and Administrative Rules (OAR) correctly.	
ORS	
279A.010 Definitions for Public Contracting Code	
279A.015 Policy	
279A.020 Organization of Public Contracting Code	
279A.025 Application of Public Contracting Code	
279A.030 Federal law prevails in case of conflict	
279A.065 Model rules generally; applicability to contracting agencies.	
OAR 125	
125-246-0100	Application; Commentary; Federal Law Prevails
125-247-0010	Policies
125-247-0100	Applicability
125-248-0100	Application
125-249-0100	Application; Federal Override; Effective Date
125-249-0110	Policies
OPM	
Learning Event	
DAS PS Procurement Rules	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Principles of Public Procurement WEBINAR	
Uniform Commercial Code - Articles adopted by Oregon	
State of Oregon law library	
Oregon Constitution	
2018 summary of rule changes	
Oregon Laws	
Additional resources	
Knowledge, Skill, Ability	
01-02-02-01 Locate and search applicable Statutes and Rules to determine procurement authority.	
01-02-02-02 Describe procurement authority delegation and application	

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ORS	
279A.010 Definitions for Public Contracting Code	
279A.025 Application of Public Contracting Code	
279A.050 Procurement authority.	
279A.055 Personal services contracts	
279A.060 Local contract review boards	
279A.065 Model rules generally; applicability to contracting agencies	
279A.070 Rules	
279A.075 Delegation	
279A.140 State procurement of goods and services; rules	
279B.075 Sole-source procurements.	
279C.100 Definitions for ORS 279C.100 to 279C.125.	
OAR 125	
125-246-0110	Definitions
125-246-0130	Application of the Code and Rules; Exceptions
125-246-0140	Procurement Authority
125-246-0165	Delegation Policy and Procedures (signature authority)
125-246-0150	Applicability of These Rules to Agencies
125-246-0165	Delegation Policy and Procedures
125-246-0170	Delegation of Authority
125-246-0350	Approval of Personal Services Contracts
125-246-0555	Contract Administration; General Provisions
125-247-0200	Buy Decision and Methods of Source Selection
125-248-0100	Application
OPM	
State of Oregon: Oregon procurement manual - Determine authority	
State of Oregon: Oregon procurement manual - Procurement planning	
Learning Event	
DAS PS Procurement Rules	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Procurement authority in public entities - NIGP	
Knowledge, Skill, Ability	

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01-03-01-01 Identify and apply rules and actions that encourage fair and open competition	
01-03-01-02 Describe prohibited anti-competitive behaviors and actions	
01-04-01-01 Discuss the role ethical behavior plays in procurement.	
01-04-01-02 Identify and interpret the key statutes and rules related to procurement ethics	
01-01-01-05 Summarize ethical expectations of customers and suppliers	
ORS	
279A.015 Policy	
279A.015 Policy	
279A.100 Affirmative action; limited competition permitted	
279A.142 Limitation of competition	
279B.055 Competitive sealed bidding	
279B.060 Competitive sealed proposals	
279B.040 Prohibition on accepting bid or proposal from contractor that advised or assisted contracting agency to develop specifications or solicitation documents; exceptions	
279B.075 Sole-source procurements	
279B.080 Emergency procurements	
279B.205 Specifications to encourage reasonable competition.	
279B.215 Brand name or equal specification; brand name specification	
279B.405 Protests and judicial review of solicitations	
OAR 125	
125-246-0120	Policies
125-246-0600	Ethics in Public Contracting; Policy
125-246-0605	Ethics; Selection and Award of Public Contracts
125-246-0110	Definitions
125-246-0165	Delegation Policy and Procedures
125-246-0200	Affirmative Action; Limited Competition Permitted
125-246-0314	Disabled Veterans Preference
125-247-0010	Policies
125-247-0270	Intermediate Procurements
125-247-0280	Emergency Procurements
125-247-0288	Special Procurements; by Rule
125-247-0430	Addenda to Solicitation Document
OPM	
State of Oregon: Oregon procurement manual - Introduction	
State of Oregon: Oregon procurement manual - Procurement overview	
Learning Event	
DAS PS Procurement Ethics	

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DAS PS Procurement Rules	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
ORS Chapter 244	
Knowledge, Skill, Ability	
01-06-01-01 Define Scope of Work	
01-06-01-01 Define Statement of Work	
01-06-01-01 Define Specification	
01-06-01-02 Identify Critical Business requirements for the procurement	
01-06-01-03 Consult and collaborate with identified stakeholders to develop the scope of work	
01-06-01-04 Prepare a scope of work	
01-12-02-01 Collaborate with stakeholders to write a specification	
01-12-01-01 Create a Statement of Work utilizing the DAS-PS template	
01-12-01-02 Use effective business writing techniques	
ORS	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279B.040 Prohibition on accepting bid or proposal from contractor that advised or assisted contracting agency to develop specifications or solicitation documents; exceptions	
279B.055 Competitive sealed bidding.	
279B.060 Competitive sealed proposals	
279B.210 Policy; development of specifications	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.120 Selection procedure for related services	
279C.332 Definitions for ORS 279A.065, 279C.307, 279C.335, 279C.337 and 279C.380	
279C.337 Procurement of constructions manager/general contractor services	
OAR 125	
125-246-0110	Definitions
125-246-0570	Statement of Expired Contract; Retroactive Approval of Existing Contract
125-247-0288	Special Procurements; by Rule
OPM	
Develop specifications	
Requesting procurement services	

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Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
DAS SPO - Writing a Statement of Work	
Additional resources	
Knowledge, Skill, Ability	
01-06-02-01 Define and describe how risk influences purchasing decisions	
01-06-02-03 Use risk assessment insurance tool to calculate insurance requirements.	
01-06-02-04 Explain how diversifying purchase options can lower risk.	
01-06-02-05 Identify the components of the risk management process.	
ORS	
279A.010 Definitions for Public Contracting Code	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279C.335 Competitive bidding; exceptions; exemptions	
OAR 125	
125-246-0110	Definitions
125-246-0140	Procurement Authority
125-247-0280	Emergency Procurements
OPM	
State of Oregon: Oregon procurement manual - Conduct market ...	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
DAS Risk Management	
Knowledge, Skill, Ability	
01-07-01-01 Define procurement sources to include:	
<ul style="list-style-type: none"> • Interagency Agreement 	
<ul style="list-style-type: none"> • Intergovernmental Agreement 	

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•Cooperative procurement
•ORS 190 Agreement
•Buy Decision
•Surplus Property
•Certified QRF program vendors
•Inmate labor
•Statewide
•COBID program vendors
01-07-01-02 Identify the key statutes and rules governing procurement sources
ORS
190
279A.200 Definitions for ORS 279A.200 to 279A.225
279A.205 Cooperative procurements authorized
279A.210 Joint cooperative procurements
279A.215 Permissive cooperative procurements
279A.220 Interstate cooperative procurements
OAR 125
125-246-0170 Delegation of Authority
125-247-0200 Buy Decision and Methods of Source Selection
OPM
Surplus Property
Determine procurement method
Learning Event
DAS PS - Principles of Public Procurement WEBINAR
DAS PS - Principles of Public Procurement IN CLASS
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR
Additional resources
Buy Decision Priority Checklist (OAR125-247-0200(1)(2))
Knowledge, Skill, Ability
01-07-01-01 Identify the key statutes and rules governing preferred contract sources
ORS
279A.100 Affirmative action; limited competition permitted.
279A.120 Preference for Oregon goods and services; nonresident bidders.

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279A.125 Preference for recycled materials	
279A.128 Preference for goods fabricated or processed within state or services performed within state	
279A.130 Preference for exceeding Buy America requirements for transit projects; rules	
279B.055 Competitive sealed bidding.	
279B.112 Personnel deployment disclosure; contents; preference for bidder or proposer that will employ more workers in state; rules; exception	
OPM	
125-246-0110	Definitions
125-246-0200	Affirmative Action; Limited Competition Permitted
125-246-0300	Preference for Oregon Supplies and Services
125-246-0310	Reciprocal Preferences
125-246-0314	Disabled Veterans Preference
125-246-0318	Oregon Employment Preference
125-246-0319	Federally Funded Transit Projects — Preference for Exceeding Federal Buy America Requirements
125-246-0321	Recycling Policy
125-246-0322	Preference for Recycled Materials
125-246-0323	Recycled Paper and Paper Products
125-246-0324	Recycling: Food Service and Food Packaging
125-247-0260	Competitive Sealed Proposals
125-247-0600	Offer Evaluation and Award
OPM	
State of Oregon: Oregon procurement manual - Programs for ...	
State of Oregon: Oregon procurement manual - Qualified ...	
State of Oregon: Oregon procurement manual - Sustainable ...	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
01-07-03-01 Define source selection methods to include:	
<ul style="list-style-type: none"> •Competitive Sealed Bid •Competitive Sealed Proposal •Small procurement 	

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•Intermediate procurements	
•Emergency Procurement	
•Sole Source	
•Special	
01-07-03-02 Identify the key statutes and rules governing source selection methods	
01-07-03-03 Explain the different procurement thresholds	
01-07-03-05 Outline a process for selecting an appropriate procurement method for a specific procurement	
01-07-03-04 Identify the benefits and drawbacks to each of the procurement sources	
01-07-03-06 Determine the appropriate procurement source	
ORS	
279A.025 Application of Public Contracting Code	
279B.050 Methods of source selection	
279B.055 Competitive sealed bidding	
279B.060 Competitive sealed proposals	
279B.065 Small procurements	
279B.070 Intermediate procurements	
279B.075 Sole-source procurements	
279B.080 Emergency procurements	
279B.085 Special procurements	
OAR 125	
125-246-0130	Application of the Code and Rules; Exceptions
125-247-0200	Buy Decision and Methods of Source Selection
125-247-0300	Procurement Process; Applicability of General Rules to Methods of Source Selection
125-247-0200	Buy Decision and Methods of Source Selection
-	
OPM	
State of Oregon: Oregon procurement manual - Determine procurement method	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	

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01-09-01-01 Define Market Research	
01-09-01-03 Document all market research activities	
01-09-01-04 Perform a Best Value Analysis on a Price Agreement	
01-09-02-01 Recognize appropriate communication with vendors, suppliers and contractors.	
ORS	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279B.055 Competitive sealed bidding	
279C.405 Requests for information, interest or qualifications; requirements for requests for proposals	
279A.015 Policy	
279B.010 Policy	
279C.330 "Findings" defined	
279C.335 Competitive bidding; exceptions; exemptions	
OAR 125	
125-246-0110	Definitions
125-247-0010	Policies
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0200	Buy Decision and Methods of Source Selection
125-247-0275	Sole-Source Procurements
125-247-0287	Special Procurements; Request Procedures
125-247-0288	Special Procurements; by Rule
125-247-0600	Offer Evaluation and Award
125-249-0630	Findings, Notice and Hearing
OPM	
State of Oregon: Oregon procurement manual - Develop specifications	
State of Oregon: Oregon procurement manual - Conduct market ...	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
01-10-01-01 Understand when a cost feasibility of procurement determination is required.	

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ORS	
279B.036 Determination of feasibility of procurement.	
OAR 125	
125-246-0170	Delegation of Authority
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
OPM	
State of Oregon: Oregon procurement manual - Procurement planning	
State of Oregon: Oregon procurement manual - Determine authority	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
01-11-01-01 Describe the different types of contracts to include:	
•Fixed price	
•Lump-sum	
•Cost Reimbursement	
•Time and Materials	
•Multiple Award	
01-11-01-02 Determine appropriate contract type	
01-11-01-03 Identify legal and regulatory restrictions that apply to contract type	
01-11-01-04 List the features needed in the solicitation documents for each type of contract	
02-11-03-01 Create and execute the following contracts:	
•Fixed price	
•Lump-sum	
•Cost Reimbursement	
•Time and Materials	
•Multiple Award	
OPM	
State of Oregon: Oregon procurement manual - Procurement planning	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	

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DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
01-11-02-01 Identify and interpret laws and rules on hiring independent contractors	
03-02-10-04 Maintain Contractor's Independent status	
ORS	
279B.036 Determination of feasibility of procurement	
OAR 125	
125-246-0333	Independent Contractors
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0500	Responsibility of Offerors
OPM	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
State of Oregon - Oregon Independent Contractors	
Knowledge, Skill, Ability	
02-06-01-02 Describe the role of the evaluation committee.	
02-06-01-03 Explain the responsibilities of an evaluation committee member.	
02-06-01-06 Explain how to obtain clarification of bids or proposals.	
ORS	
279B.005 Definitions	
279B.060 Competitive sealed proposals	
OAR 125	
125-247-0600	Offer Evaluation and Award
125-247-0165	Practices Regarding Electronic Goods Procurement

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OPM	
State of Oregon: Oregon procurement manual - Develop evaluation strategy	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
01-14-01-01 Identify and interpret laws and rules outlining the required records to be retained in the procurement file	
01-14-02-01 Organize and maintain appropriate documentation that meet the auditing requirements	
01-14-03-01 Select type and location of procurement file	
03-05-01-01 Recognize items subject to audit and review.	
ORS	
192.005 Definitions	
279B.070 Intermediate procurements.	
279C.310 Limitation on contracting agency constructing public improvement.	
OAR 125	
125-246-0556	Procurement Files
125-247-0270	Intermediate Procurements
125-246-0140	Procurement Authority
125-246-0165	Delegation Policy and Procedures
125-246-0350	Approval of Personal Services Contracts
125-249-0880	Records Maintenance; Right to Audit Records
OPM	
State of Oregon: Oregon procurement manual - Document management	
State of Oregon: Oregon procurement manual - Contract Closeout	
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DAS PS Contract Closeout
DAS PS Introduction to Contract Administration
Additional resources
General Records Retention Schedules
166-300-0025 Financial Records
Secretary of State Audits
Knowledge, Skill, Ability
02-01-01-01 Use appropriate DOJ and DAS approved template to develop solicitation documents
•ITB
•RFP
•RFQ
02-01-01-02 State the roles and responsibilities of stakeholders in developing the solicitation documents.
02-01-01-03 Analyze the required content for solicitation documents
02-09-01-02 Explain the process of documenting an award determination.
02-10-01-01 Discuss the process for issuing a notice of intent to award.
02-10-02-01 Perform posting an award.
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279A.200 Definitions for ORS 279A.200 to 279A.225
279B.040 Prohibition on accepting bid or proposal from contractor that advised or assisted contracting agency to develop specifications or solicitation documents; exc
279B.050 Methods of source selection.
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279B.130 Debarment of prospective bidders and proposers
279B.135 Notice of intent to award
279B.400 Protests and judicial review of approvals of special procurements
279B.410 Protests of contract award
279C.110 Selection procedure for consultants to provide services; compensation; applicability
279C.300 Policy on competition
279C.332 Definitions for ORS 279A.065, 279C.307, 279C.335, 279C.337 and 279C.380.
279C.335 Competitive bidding; exceptions; exemptions
279C.340 Contract negotiations
279C.345 Specifications for contracts; exemptions

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279C.375 Award and execution of contract; determination of responsibility of bidder; bonds; impermissible exclusions	
279C.400 Competitive proposals; procedure	
279C.410 Receipt of proposals; evaluation and award	
279C.414 Requirements for competitive quotes	
279C.440 Disqualification from consideration for award of contracts	
279A.050 Procurement authority	
279A.140 State procurement of goods and services; rules	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules.	
279A.165 Report concerning special procurements; requirement to maintain records	
279A.200 Definitions for ORS 279A.200 to 279A.225	
279A.225 Protests and disputes.	
279B.005 Definitions	
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279B.200 Definitions for ORS 279B.200 to 279B.240	
279B.205 Specifications to encourage reasonable competition	
279B.210 Policy; development of specifications	
279B.215 Brand name or equal specification; brand name specification	
279B.405 Protests and judicial review of solicitations	
279C.365 Requirements for solicitation documents and bids and proposals	
279C.335 Competitive bidding; exceptions; exemptions.	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
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125-246-0135	Solicitation Templates; Contract Forms and Templates; Accountability for Advice (Director Verification)
125-246-0140	Procurement Authority
125-246-0170	Delegation of Authority
125-246-0210	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
125-246-0635	Authorized Agency and Provider Communications
125-247-0170	Life Cycle Costing
125-247-0255	Competitive Sealed Bidding
125-247-0260	Competitive Sealed Proposals
125-247-0270	Intermediate Procurements

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125-247-0288	Special Procurements; by Rule
125-247-0296	Price Agreements and Mandatory Use Contracts
125-247-0305	Public Notice of Solicitation Documents
125-247-0330	E-Procurement
125-247-0430	Addenda to Solicitation Document
125-247-0600	Offer Evaluation and Award
125-247-0630	Availability of Award Decisions
125-247-0670	Disposition of Offers if Solicitation Cancelled
125-247-0690	Policy; Appearance of Contractor Advantage
125-247-0691	Brand Name or Equal Specification
125-247-0730	Protests and Judicial Review of Solicitations
125-248-0250	Solicitation Cancellation, Delay or Suspension; Rejection of All Proposals or Responses; Consultant Responsibility for Costs
125-246-0110	Definitions
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125-247-0805	Amendments to Contracts and Price Agreements
125-248-0330	Special Contract Processes
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02-01-02-02 Interpret and apply terms and conditions	
02-01-02-03 Understand the need for caution when negotiating terms and conditions	
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279A.050 Procurement authority	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279B.055 Competitive sealed bidding	
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279C.405 Requests for information, interest or qualifications; requirements for requests for proposals	
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125-247-0288	Special Procurements; by Rule
125-247-0550	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)

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125-247-0805	Amendments to Contracts and Price Agreements
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02-01-03-01 Recognize when to contact the Attorney General's office for legal review	
02-01-04-01 Explain the legal sufficiency process	
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279A.140 State procurement of goods and services; rules.	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279A.161 Review and verification of advice and recommendations concerning procurements; delegation	
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125-246-0351	Acquiring Services before Obtaining Requisite Approvals of a Personal Services Contract
125-246-0360	Purchases Through Federal Programs
125-247-0270	Intermediate Procurements
125-247-0275	Sole-Source Procurements
125-247-0288	Special Procurements; by Rule
125-247-0691	Brand Name or Equal Specification
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Chapter 291 State Financial Administration	
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02-04-01-01 Describe the process offerors are required to follow when submitting offers	
02-04-01-02 Explain how to handle late offers, modifications and withdrawals	
02-05-02-01 Respond to late offers, modification and withdrawals	
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279B.060 Competitive sealed proposals.	
279B.070 Intermediate procurements	

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279B.080 Emergency procurements	
279B.085 Special procurements	
279B.140 Price agreements	
279B.200 Definitions for ORS 279B.200 to 279B.240	
279B.405 Protests and judicial review of solicitations	
279C.337 Procurement of constructions manager/general contractor services	
279A.010 Definitions for Public Contracting Code	
279A.065 Model rules generally; applicability to contracting agencies	
279B.060 Competitive sealed proposals.	
279C.580 Contractor’s relations with subcontractors.	
279B.055 Competitive sealed bidding.	
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125-247-0340	Reverse Auctions
125-247-0440	Pre-Closing Modification or Withdrawal of Offers
125-247-0460	Late Offers, Late Withdrawals, and Late Modifications
125-249-0320	Pre-Closing Modification or Withdrawal of Offers
125-249-0340	Late Bids, Late Withdrawals and Late Modifications
125-247-0280	Emergency Procurements
125-247-0430	Addenda to Solicitation Document
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125-246-0210	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
125-246-0220	Governor’s Policy Advisor for Economic and Business Equity
125-246-0310	Reciprocal Preferences
125-246-0314	Disabled Veterans Preference
125-246-0318	Oregon Employment Preference
125-246-0321	Recycling Policy
125-246-0322	Preference for Recycled Materials
125-246-0556	Procurement Files
125-247-0170	Life Cycle Costing
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125-247-0450	Receipt, Opening, and Recording of Offers
125-247-0460	Late Offers, Late Withdrawals, and Late Modifications
125-247-0490	Extension of Time for Acceptance of Offer
125-247-0500	Responsibility of Offerors
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125-247-0600	Offer Evaluation and Award
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125-247-0630	Availability of Award Decisions
125-247-0650	Rejection of All Offers
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02-04-02-01 Describe the protest process	
02-10-01-03 Define and explain protesting period revisions and handling of protests.	
02-06-01-10 Define and explain how to determine whether a contractor is debarred	
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279A.165 Report concerning special procurements; requirement to maintain records	
279A.225 Protests and disputes	
279B.400 Protests and judicial review of approvals of special procurements	
279B.405 Protests and judicial review of solicitations	
279B.410 Protests of contract award	
279B.415 Judicial review of protests of contract award.	
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125-246-0170	Delegation of Authority
125-247-0260	Competitive Sealed Proposals

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125-247-0270	Intermediate Procurements
125-247-0275	Sole-Source Procurements
125-247-0287	Special Procurements; Request Procedures
125-247-0430	Addenda to Solicitation Document
125-247-0575	Debarment of Prospective Offerors
125-247-0630	Availability of Award Decisions
125-247-0700	Protests and Judicial Review of Special Procurements
125-247-0710	Protests and Judicial Review of Sole-Source Procurements
125-247-0720	Protests and Judicial Review of Multiple-Tiered and Multistep Solicitations
125-247-0730	Protests and Judicial Review of Solicitations
125-247-0731	Protests and Judicial Review of Qualified Products List Decisions
125-247-0740	Protests and Judicial Review of Contract Award
125-248-0240	Protest Procedures
125-246-0110	Definitions
125-246-0314	Disabled Veterans Preference
125-246-0615	Nonretaliation

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[DAS PS - Fundamentals of Procurement \(\\$10,000 to \\$150,000\) WEBINAR](#)

Additional resources

[BOLI Debarment List](#)

Knowledge, Skill, Ability

02-05-01-01 Identify and interpret statues and rules governing the receiving, opening and recoding of sealed responses.

ORS

279A.010 Definitions for Public Contracting Code

279B.005 Definitions

279B.060 Competitive sealed proposals

279B.410 Protests of contract award

279C.410 Receipt of proposals; evaluation and award

279A.010 Definitions for Public Contracting Code

279B.005 Definitions

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279B.110 Responsibility of bidders and proposers	
279C.410 Receipt of proposals; evaluation and award	
279B.110 Responsibility of bidders and proposers	
279B.115 Qualified products lists.	
279C.107 Public disclosure of contents of proposals for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services; treatment of trade secrets and confidential information	
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125-247-0600	Offer Evaluation and Award
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125-247-0450	Receipt, Opening, and Recording of Offers Evaluation and Award
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125-247-0500	Responsibility of Offerors
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125-249-0120	Definitions
125-249-0330	Receipt, Opening and Recording of Offers; Confidentiality of Offers
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02-05-01-02 Explain the difference between responsive and responsible
02-05-01-03 Determine responsiveness
02-06-01-01 Determine offeror is responsible
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279A.165 Report concerning special procurements; requirement to maintain records
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279B.120 Prequalification of prospective bidders and proposers
279B.410 Protests of contract award
279C.335 Competitive bidding; exceptions; exemptions.
279B.055 Competitive sealed bidding.
279B.060 Competitive sealed proposals.
279B.070 Intermediate procurements.
279B.125 Application for prequalification
279B.130 Debarment of prospective bidders and proposers
279B.005 Definitions
279B.060 Competitive sealed proposals
279B.410 Protests of contract award
279C.305 Least-cost policy for public improvements; requirement to file list of planned projects and estimated costs and to identify projects contracting agency intends to complete with own personnel and resources; required analysis; exceptions
279C.370 First-tier subcontractor disclosure
279C.410 Receipt of proposals; evaluation and award
279A.010 Definitions for Public Contracting Code
279B.005 Definitions
279B.110 Responsibility of bidders and proposers
279C.305 Least-cost policy for public improvements; requirement to file list of planned projects and estimated costs and to identify projects contracting agency intends to complete with own personnel and resources; required analysis; exceptions
279C.340 Contract negotiations
279C.375 Award and execution of contract; determination of responsibility of bidder; bonds; impermissible exclusions
279C.410 Receipt of proposals; evaluation and award
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279B.115 Qualified products lists.
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125-248-0330	Special Contract Processes
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125-247-0288	Special Procurements; by Rule
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02-01-05-01 Create and publish a solicitation for Personal Services	
02-11-02-01 Identify those services as designated by the state contracting agencies as Personal Services	
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279A.055 Personal services contracts	
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279A.128 Preference for goods fabricated or processed within state or services performed within state	
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279B.235 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits	
279C.100 Definitions for ORS 279C.100 to 279C.125	
279C.105 Contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying and related services; procedures	
279C.125 Architectural, engineering, photogrammetric mapping, transportation planning and land surveying services selection process for local public improvements procured through state agency; rules	
279C.307 Limitations in procurement of personal services; exception	
279C.520 Condition concerning hours of labor; compliance with pay equity provisions; employee discussions of rate of pay or benefits	
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125-246-0210	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
125-246-0321	Recycling Policy
125-246-0335	Authority and Standards for Personal Services Contracts
125-246-0345	Procedures for Personal Services Contracts
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279B.060 Competitive sealed proposals	
279B.085 Special procurements.	
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DAS Statewide Policy - 107-009-0020-PO	
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02-02-02-01 Document procurement functions in ORPIN	

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02-05-03-02 Identify and apply the statues and rules on appropriate communication with suppliers during comment period	
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279B.115 Qualified products lists	
279C.107 Public disclosure of contents of proposals for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services; treatment of trade secrets and confidential information	
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DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
ORS 192 Records; Public Reports and Meetings	
Knowledge, Skill, Ability	
02-08-01-01 Describe effective contract negotiation strategies to maximize performance and minimize risk.	
02-08-01-02 Identify and interpret statues and laws around procurement negotiation.	
ORS	
279B.060 Competitive sealed proposals.	
279B.075 Sole-source procurements	
279C.107 Public disclosure of contents of proposals for architectural, engineering, photogrammetric mapping, transportation planning or land surveying services; treatment of trade secrets and confidential information.	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.120 Selection procedure for related services	
279C.306 Administrative enforcement of least-cost policy for public improvements; procedure; civil action	
279C.340 Contract negotiations	
279C.405 Requests for information, interest or qualifications; requirements for requests for proposals	
279C.410 Receipt of proposals; evaluation and award	
OAR 125	
125-246-0110	Definitions
125-246-0170	Delegation of Authority
125-246-0365	ORS 190 Agreements (Intergovernmental)
125-246-0556	Procurement Files
125-246-0635	Authorized Agency and Provider Communications
125-247-0260	Competitive Sealed Proposals
125-247-0270	Intermediate Procurements
125-247-0275	Sole-Source Procurements
125-247-0288	Special Procurements; by Rule

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125-247-0550	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)
125-247-0600	Offer Evaluation and Award
125-249-0120	Definitions
125-249-0420	Negotiation With Bidders Prohibited
125-249-0430	Negotiation when Bids Exceed Cost Estimate
OPM	
State of Oregon: Oregon procurement manual - Procurement planning	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
02-10-01-02 State the requirements of public access to procurement files.	
ORS	
OAR 125	
125-246-0110	Definitions
125-247-0610	Notice of Intent to Award
125-247-0630	Availability of Award Decisions
125-249-0395	Notice of Intent to Award
125-249-0400	Documentation of Award; Availability of Award Decisions
OPM	
State of Oregon: Oregon procurement manual - Procurement overview	
Learning Event	
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DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Records Retention Schedules	

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ORS 192 — Records; Public Reports and Meetings	
Knowledge, Skill, Ability	
02-11-01-01 Utilize Ordering Instruments to include Purchase Orders, Work Orders	
ORS	
OAR 125	
125-246-0110	Definitions
125-246-0170	Delegation of Authority
125-247-0805	Amendments to Contracts and Price Agreements
125-247-0620	Documentation of Award
OPM	
State of Oregon: Oregon procurement manual - Document ...	
State of Oregon: Oregon procurement manual - Work Order Contracts	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS	
DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
02-11-05-01 Plan an effective kick-off meeting.	
03-01-01-01 Identify stakeholders to include in a kick-off meeting.	
03-01-01-02 Identify materials necessary for a successful kick-off meeting.	
ORS	
OAR 125	
OPM	
State of Oregon: Oregon procurement manual - Contract ...	
State of Oregon: Oregon procurement manual - Procurement overview	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	

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DAS PS Administering Contracts and Managing Vendors	
DAS PS Develop a Contract Administration Plan (CAP)	
Additional resources	
Contract Administration Plan (CAP)	
Knowledge, Skill, Ability	
03-01-02-01 Describe elements of a CAP.	
03-01-02-02 Relate and interpret elements of CAP to stakeholders.	
ORS	
OAR 125	
OPM	
State of Oregon: Oregon procurement manual - Contract ...	
State of Oregon: Oregon procurement manual - Procurement overview	
State of Oregon: Oregon procurement manual - Procurement overview	
Learning Event	
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Additional resources	
Contract Administration Plan (CAP)	
Knowledge, Skill, Ability	
03-02-01-01 Identify the need for an amendment	
03-02-01-02 Draft an amendment	
03-02-01-03 Explain the difference between amendment, change order and addendum.	
03-02-02-01 Define and identify the need for change orders	
ORS	
279C.380 Performance bond; payment bond; waiver of bonds	
279C.355 Evaluation of public improvement projects not contracted by competitive bidding	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
OAR 125	
125-246-0110	Definitions

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125-246-0140	Procurement Authority
125-246-0170	Delegation of Authority
125-246-0330	Supplier Requirements
125-246-0345	Procedures for Personal Services Contracts
125-246-0353	Reporting Requirements for Personal Services Contracts
125-246-0556	Procurement Files
125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
125-246-0635	Authorized Agency and Provider Communications
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0265	Small Procurements
125-247-0270	Intermediate Procurements
125-247-0280	Emergency Procurements
125-247-0287	Special Procurements; Request Procedures
125-247-0288	Special Procurements; by Rule
125-247-0710	Protests and Judicial Review of Sole-Source Procurements
125-247-0805	Amendments to Contracts and Price Agreements
125-248-0300	Contract Form; Prohibited Payment Methodology; Purchase Restrictions
125-248-0340	Contract Amendments
125-249-0160	Intermediate Procurements; Competitive Quotes and Amendments
125-249-0910	Changes to the Work and Contract Amendments
OPM	
State of Oregon: Oregon procurement manual - Amendments	
State of Oregon: Oregon procurement manual - Change orders	
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Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS Administering Contracts and Managing Vendors	
DAS PS Develop a Contract Administration Plan (CAP)	
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Additional resources	
Knowledge, Skill, Ability	
03-02-08-02 Recognize when and how to terminate a contract.	
ORS	
279A.107 Certification as disadvantaged business enterprise, minority-owned business, woman-owned business, business that service-disabled veteran owns or emerging small business during term of public contract; exceptions	
279B.055 Competitive sealed bidding	

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279B.060 Competitive sealed proposals	
279B.140 Price agreements	
279C.380 Performance bond; payment bond; waiver of bonds	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.410 Receipt of proposals; evaluation and award	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
OAR 125	
125-246-0110	Definitions
125-246-0140	Procurement Authority
125-246-0170	Delegation of Authority
125-247-0810	Termination of Price Agreements
125-248-0310	Expired or Terminated Contracts; Reinstatement
125-248-0340	Contract Amendments
125-249-0160	Intermediate Procurements; Competitive Quotes and Amendments
125-249-0900	Contract Suspension; Termination Procedures
OPM	
State of Oregon: Oregon procurement manual - Amendments	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
DAS PS Administering Contracts and Managing Vendors	
DAS PS Develop a Contract Administration Plan (CAP)	
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Additional resources	
Contract Administration Plan (CAP)	
Knowledge, Skill, Ability	
04-02-01-01 Conduct closeout meeting/debriefing meeting.	
04-02-01-02 Ensure all property is returned.	
04-02-01-03 Make final payment and collect any signatures required.	
04-02-01-04 Assemble complete contract document file for final review and retention.	
04-01-02-02 Retain all contract documents including communication with contractors, amendments, disciplinary actions, etc.	
04-02-01-03 Know the retention schedule for your contract files.	
ORS	
279B.055 Competitive sealed bidding.	
279B.060 Competitive sealed proposals.	

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279C.307 Limitations in procurement of personal services; exception	
279C.320 Contracts for construction other than public improvements	
279C.340 Contract negotiations	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
279C.534 Advisory committee for monitoring implementation of apprenticeship condition in public improvement contracts	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
279C.355 Evaluation of public improvement projects not contracted by competitive bidding	
OAR 125	
125-246-0110	Definitions
125-249-0850	Final Inspection
125-246-0110	Definitions
125-249-0850	Final Inspection
125-247-0480	Time for Authorized Agency Acceptance
125-249-0410	Time for Authorized Agency Acceptance; Extension
125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
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OPM	
State of Oregon: Oregon procurement manual - Contract Closeout	
State of Oregon: Oregon procurement manual - Develop specifications	
State of Oregon: Oregon procurement manual - Procurement planning	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
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DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR	
Additional resources	
Knowledge, Skill, Ability	
03-04-01-01 Analyze invoices for accuracy and errors per contract terms	
03-04-01-02 Explain invoice payment process	
03-04-02-01 Monitor budget with a payment log.	
ORS	
279C PROMPT PAYMENT PILOT PROGRAM	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	

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279C.515 Conditions concerning payment of claims by public officers, payment to persons furnishing labor or materials and complaints	
279C.560 Form of retainage; procedures for holding and payment	
279B.055 Competitive sealed bidding.	
279B.060 Competitive sealed proposals	
279B.220 Conditions concerning payment, contributions, liens, withholding	
OAR 125	
125-246-0110	Definitions
125-246-0170	Delegation of Authority
125-246-0351	Acquiring Services before Obtaining Requisite Approvals of a Personal Services Contract
125-246-0360	Purchases Through Federal Programs
125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
125-246-0576	Payment Authorization for Cost Overruns for Services Contracts
125-248-0300	Contract Form; Prohibited Payment Methodology; Purchase Restrictions
125-249-0830	Contractor Progress Payments
125-249-0890	Authorized Agency Payment for Unpaid Labor or Supplies
OPM	
State of Oregon: Oregon procurement manual - Contract ...	
Learning Event	
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DAS PS - Principles of Public Procurement IN CLASS	
DAS PS Administering Contracts and Managing Vendors	
DAS PS Develop a Contract Administration Plan (CAP)	
Additional resources	
Knowledge, Skill, Ability	
03-03-01-01 Conduct inspections and accept or reject deliverables.	
04-01-01-01 Compare contractor report to deliverables completed.	
04-01-02-01 Determine storage method/location.	
ORS	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
OAR 125	
125-246-0110	Definitions

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125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
125-249-0850	Final Inspection
125-247-0480	Time for Authorized Agency Acceptance
125-249-0410	Time for Authorized Agency Acceptance; Extension
125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
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