



# Oregon Procurement Basic Certification Study Guide



**Provided by DAS PS Training**

### 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

## Oregon Procurement Basic Certification Study Guide

- 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

## **Oregon Procurement Basic Certification Study Guide**

- 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.

## Oregon Procurement Basic Certification Study Guide

### OPBoK Element Study References

Knowledge, Skill, Ability	
01-01-01-01 Initiate a requisition for needed goods or services.	
<b>ORS</b>	
279A.140 State procurement of goods and services; rules	
<b>OAR</b>	
<b>OPM</b>	
<a href="https://www.oregon.gov/das/Procurement/Pages/ReqstSvcs.aspx">https://www.oregon.gov/das/Procurement/Pages/ReqstSvcs.aspx</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
-	
Knowledge, Skill, Ability	
01-01-01-02 List and briefly describe the different types of goods and services	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0100</a>	Application; Commentary; Federal Law Prevails
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0120</a>	Policies
<a href="#">125-246-0321</a>	Recycling Policy
<a href="#">125-246-0322</a>	Preference for Recycled Materials
<a href="#">125-246-0800</a>	Selling or Leasing Supplies and Services; Policy; Applicability; Methods
<a href="#">125-247-0110</a>	Feasibility Determination, Cost Analysis and Department Report
<a href="#">125-247-0165</a>	Practices Regarding Electronic Goods Procurement
<a href="#">125-247-0170</a>	Life Cycle Costing
<a href="#">125-247-0275</a>	Sole-Source Procurements
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<a href="#">125-247-0691</a>	Offer Evaluation and Award
<a href="#">125-247-0110</a>	Feasibility Determination, Cost Analysis and Department Report
<b>OPM</b>	
<a href="#">Requesting procurement services</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	

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<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
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.	
<b>OAR 125</b>	
<a href="#">125-246-0100</a>	Application; Commentary; Federal Law Prevails
<a href="#">125-247-0010</a>	Policies
<a href="#">125-247-0100</a>	Applicability
<a href="#">125-248-0100</a>	Application
<a href="#">125-249-0100</a>	Application; Federal Override; Effective Date
<a href="#">125-249-0110</a>	Policies
<b>OPM</b>	
<b>Learning Event</b>	
<a href="#">DAS PS Procurement Rules</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">Uniform Commercial Code - Articles adopted by Oregon</a>	
<a href="#">State of Oregon law library</a>	
<a href="#">Oregon Constitution</a>	
<a href="#">2018 summary of rule changes</a>	
<a href="#">Oregon Laws</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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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<b>ORS</b>	
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.	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0130</a>	Application of the Code and Rules; Exceptions
<a href="#">125-246-0140</a>	Procurement Authority
<a href="#">125-246-0165</a>	Delegation Policy and Procedures (signature authority)
<a href="#">125-246-0150</a>	Applicability of These Rules to Agencies
<a href="#">125-246-0165</a>	Delegation Policy and Procedures
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-246-0350</a>	Approval of Personal Services Contracts
<a href="#">125-246-0555</a>	Contract Administration; General Provisions
<a href="#">125-247-0200</a>	Buy Decision and Methods of Source Selection
<a href="#">125-248-0100</a>	Application
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Determine authority</a>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>	
<b>Learning Event</b>	
<a href="#">DAS PS Procurement Rules</a>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">Procurement authority in public entities - NIGP</a>	
<b>Knowledge, Skill, Ability</b>	

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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	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0120</a>	Policies
<a href="#">125-246-0600</a>	Ethics in Public Contracting; Policy
<a href="#">125-246-0605</a>	Ethics; Selection and Award of Public Contracts
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0165</a>	Delegation Policy and Procedures
<a href="#">125-246-0200</a>	Affirmative Action; Limited Competition Permitted
<a href="#">125-246-0314</a>	Disabled Veterans Preference
<a href="#">125-247-0010</a>	Policies
<a href="#">125-247-0270</a>	Intermediate Procurements
<a href="#">125-247-0280</a>	Emergency Procurements
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<a href="#">125-247-0430</a>	Addenda to Solicitation Document
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Introduction</a>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement overview</a>	
<b>Learning Event</b>	
<a href="#">DAS PS Procurement Ethics</a>	

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<a href="#">DAS PS Procurement Rules</a>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">ORS Chapter 244</a>	
<b>Knowledge, Skill, Ability</b>	
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	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0570</a>	Statement of Expired Contract; Retroactive Approval of Existing Contract
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<b>OPM</b>	
<a href="#">Develop specifications</a>	
<a href="#">Requesting procurement services</a>	

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<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<a href="#">DAS SPO - Writing a Statement of Work</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0140</a>	Procurement Authority
<a href="#">125-247-0280</a>	Emergency Procurements
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Conduct market ...</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">DAS Risk Management</a>	
<b>Knowledge, Skill, Ability</b>	
01-07-01-01 Define procurement sources to include:	
<ul style="list-style-type: none"> <li>•Interagency Agreement</li> </ul>	
<ul style="list-style-type: none"> <li>•Intergovernmental Agreement</li> </ul>	

## Oregon Procurement Basic Certification Study Guide

•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	
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-247-0200</a>	Buy Decision and Methods of Source Selection
OPM	
<a href="#">Surplus Property</a>	
<a href="#">Determine procurement method</a>	
Learning Event	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
Additional resources	
<a href="#">Buy Decision Priority Checklist (OAR125-247-0200(1)(2))</a>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0200</a>	Affirmative Action; Limited Competition Permitted
<a href="#">125-246-0300</a>	Preference for Oregon Supplies and Services
<a href="#">125-246-0310</a>	Reciprocal Preferences
<a href="#">125-246-0314</a>	Disabled Veterans Preference
<a href="#">125-246-0318</a>	Oregon Employment Preference
<a href="#">125-246-0319</a>	Federally Funded Transit Projects — Preference for Exceeding Federal Buy America Requirements
<a href="#">125-246-0321</a>	Recycling Policy
<a href="#">125-246-0322</a>	Preference for Recycled Materials
<a href="#">125-246-0323</a>	Recycled Paper and Paper Products
<a href="#">125-246-0324</a>	Recycling: Food Service and Food Packaging
<a href="#">125-247-0260</a>	Competitive Sealed Proposals
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Programs for ...</a>	
<a href="#">State of Oregon: Oregon procurement manual - Qualified ...</a>	
<a href="#">State of Oregon: Oregon procurement manual - Sustainable ...</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
01-07-03-01 Define source selection methods to include:	
•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	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0130</a>	Application of the Code and Rules; Exceptions
<a href="#">125-247-0200</a>	Buy Decision and Methods of Source Selection
<a href="#">125-247-0300</a>	Procurement Process; Applicability of General Rules to Methods of Source Selection
<a href="#">125-247-0200</a>	Buy Decision and Methods of Source Selection
-	
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Determine procurement method</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	

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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.	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-247-0010</a>	Policies
<a href="#">125-247-0110</a>	Feasibility Determination, Cost Analysis and Department Report
<a href="#">125-247-0200</a>	Buy Decision and Methods of Source Selection
<a href="#">125-247-0275</a>	Sole-Source Procurements
<a href="#">125-247-0287</a>	Special Procurements; Request Procedures
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<a href="#">125-249-0630</a>	Findings, Notice and Hearing
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Develop specifications</a>	
<a href="#">State of Oregon: Oregon procurement manual - Conduct market ...</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
01-10-01-01 Understand when a cost feasibility of procurement determination is required.	



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<b>ORS</b>	
279B.036 Determination of feasibility of procurement.	
<b>OAR 125</b>	
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-247-0110</a>	Feasibility Determination, Cost Analysis and Department Report
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>	
<a href="#">State of Oregon: Oregon procurement manual - Determine authority</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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	
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	

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<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
01-11-02-01 Identify and interpret laws and rules on hiring independent contractors	
03-02-10-04 Maintain Contractor's Independent status	
<b>ORS</b>	
279B.036 Determination of feasibility of procurement	
<b>OAR 125</b>	
<a href="#">125-246-0333</a>	Independent Contractors
<a href="#">125-247-0110</a>	Feasibility Determination, Cost Analysis and Department Report
<a href="#">125-247-0500</a>	Responsibility of Offerors
<b>OPM</b>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">State of Oregon - Oregon Independent Contractors</a>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
279B.005 Definitions	
279B.060 Competitive sealed proposals	
<b>OAR 125</b>	
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<a href="#">125-247-0165</a>	Practices Regarding Electronic Goods Procurement

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<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Develop evaluation strategy</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
192.005 Definitions	
279B.070 Intermediate procurements.	
279C.310 Limitation on contracting agency constructing public improvement.	
<b>OAR 125</b>	
<a href="#">125-246-0556</a>	Procurement Files
<a href="#">125-247-0270</a>	Intermediate Procurements
<a href="#">125-246-0140</a>	Procurement Authority
<a href="#">125-246-0165</a>	Delegation Policy and Procedures
<a href="#">125-246-0350</a>	Approval of Personal Services Contracts
<a href="#">125-249-0880</a>	Records Maintenance; Right to Audit Records
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Document management</a>	
<a href="#">State of Oregon: Oregon procurement manual - Contract Closeout</a>	
<a href="#">State of Oregon: Oregon procurement manual - Contract ...</a>	
<a href="#">State of Oregon: Oregon procurement manual - Document ...</a>	
<a href="#">State of Oregon: Procurement - Procurement Services staff</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	

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<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>
<a href="#">DAS PS Contract Closeout</a>
<a href="#">DAS PS Introduction to Contract Administration</a>
<b>Additional resources</b>
<a href="#">General Records Retention Schedules</a>
<a href="#">166-300-0025 Financial Records</a>
<a href="#">Secretary of State Audits</a>
<b>Knowledge, Skill, Ability</b>
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.
<b>ORS</b>
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.
279B.055 Competitive sealed bidding
279B.060 Competitive sealed proposals
279B.065 Small procurements
279B.070 Intermediate procurements
279B.085 Special procurements
279B.100 Cancellation, rejection, delay of invitations for bids or requests for proposals
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	
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.100 Cancellation, rejection, delay of invitations for bids or requests for proposals	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0135</a>	Solicitation Templates; Contract Forms and Templates; Accountability for Advice (Director Verification)
<a href="#">125-246-0140</a>	Procurement Authority
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-246-0210</a>	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
<a href="#">125-246-0635</a>	Authorized Agency and Provider Communications
<a href="#">125-247-0170</a>	Life Cycle Costing
<a href="#">125-247-0255</a>	Competitive Sealed Bidding
<a href="#">125-247-0260</a>	Competitive Sealed Proposals
<a href="#">125-247-0270</a>	Intermediate Procurements

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<a href="#"><u>125-247-0288</u></a>	Special Procurements; by Rule
<a href="#"><u>125-247-0296</u></a>	Price Agreements and Mandatory Use Contracts
<a href="#"><u>125-247-0305</u></a>	Public Notice of Solicitation Documents
<a href="#"><u>125-247-0330</u></a>	E-Procurement
<a href="#"><u>125-247-0430</u></a>	Addenda to Solicitation Document
<a href="#"><u>125-247-0600</u></a>	Offer Evaluation and Award
<a href="#"><u>125-247-0630</u></a>	Availability of Award Decisions
<a href="#"><u>125-247-0670</u></a>	Disposition of Offers if Solicitation Cancelled
<a href="#"><u>125-247-0690</u></a>	Policy; Appearance of Contractor Advantage
<a href="#"><u>125-247-0691</u></a>	Brand Name or Equal Specification
<a href="#"><u>125-247-0730</u></a>	Protests and Judicial Review of Solicitations
<a href="#"><u>125-248-0250</u></a>	Solicitation Cancellation, Delay or Suspension; Rejection of All Proposals or Responses; Consultant Responsibility for Costs
<a href="#"><u>125-246-0110</u></a>	Definitions
<a href="#"><u>125-246-0170</u></a>	Delegation of Authority
<a href="#"><u>125-246-0210</u></a>	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
<a href="#"><u>125-246-0314</u></a>	Disabled Veterans Preference
<a href="#"><u>125-246-0345</u></a>	Procedures for Personal Services Contracts
<a href="#"><u>125-246-0365</u></a>	ORS 190 Agreements (Intergovernmental)
<a href="#"><u>125-246-0556</u></a>	Procurement Files
<a href="#"><u>125-246-0605</u></a>	Ethics; Selection and Award of Public Contracts
<a href="#"><u>125-246-0635</u></a>	Authorized Agency and Provider Communications
<a href="#"><u>125-247-0170</u></a>	Life Cycle Costing
<a href="#"><u>125-247-0255</u></a>	Competitive Sealed Bidding
<a href="#"><u>125-247-0260</u></a>	Competitive Sealed Proposals
<a href="#"><u>125-247-0265</u></a>	Small Procurements
<a href="#"><u>125-247-0275</u></a>	Sole-Source Procurements
<a href="#"><u>125-247-0280</u></a>	Emergency Procurements
<a href="#"><u>125-247-0500</u></a>	Responsibility of Offerors
<a href="#"><u>125-247-0600</u></a>	Offer Evaluation and Award
<a href="#"><u>125-247-0610</u></a>	Notice of Intent to Award
<a href="#"><u>125-247-0620</u></a>	Documentation of Award
<a href="#"><u>125-247-0630</u></a>	Availability of Award Decisions
<a href="#"><u>125-247-0690</u></a>	Policy; Appearance of Contractor Advantage
<a href="#"><u>125-247-0805</u></a>	Amendments to Contracts and Price Agreements
<a href="#"><u>125-248-0330</u></a>	Special Contract Processes
<a href="#"><u>125-249-0390</u></a>	Offer Evaluation and Award; Determination of Responsibility
<a href="#"><u>125-249-0395</u></a>	Notice of Intent to Award
<a href="#"><u>125-249-0400</u></a>	Documentation of Award; Availability of Award Decisions

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<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement overview</a>	
<a href="#">State of Oregon: Oregon procurement manual - Determine ...</a>	
<a href="#">State of Oregon: Oregon procurement manual - Intermediate ...</a>	
<a href="#">Competitive Sealed Proposal (RFP)</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">Verbal/written request for quote</a>	
<b>Knowledge, Skill, Ability</b>	
02-01-02-01 Define contract terms and conditions	
02-01-02-02 Interpret and apply terms and conditions	
02-01-02-03 Understand the need for caution when negotiating terms and conditions	
<b>ORS</b>	
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	
279B.060 Competitive sealed proposals	
279C.337 Procurement of constructions manager/general contractor services	
279C.405 Requests for information, interest or qualifications; requirements for requests for proposals	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0140</a>	Procurement Authority
<a href="#">125-246-0345</a>	Procedures for Personal Services Contracts
<a href="#">125-246-0360</a>	Purchases Through Federal Programs
<a href="#">125-246-0605</a>	Ethics; Selection and Award of Public Contracts
<a href="#">125-246-0635</a>	Authorized Agency and Provider Communications
<a href="#">125-247-0255</a>	Competitive Sealed Bidding
<a href="#">125-247-0260</a>	Competitive Sealed Proposals
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<a href="#">125-247-0550</a>	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)

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<a href="#">125-247-0805</a>	Amendments to Contracts and Price Agreements
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Develop specifications</a>	
<a href="#">State of Oregon: Oregon procurement manual - Contract ...</a>	
<b>Learning Event</b>	
<a href="#">DAS SPO - Demystifying Terms and Conditions</a>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0345</a>	Procedures for Personal Services Contracts
<a href="#">125-246-0350</a>	Approval of Personal Services Contracts
<a href="#">125-246-0351</a>	Acquiring Services before Obtaining Requisite Approvals of a Personal Services Contract
<a href="#">125-246-0360</a>	Purchases Through Federal Programs
<a href="#">125-247-0270</a>	Intermediate Procurements
<a href="#">125-247-0275</a>	Sole-Source Procurements
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<a href="#">125-247-0691</a>	Brand Name or Equal Specification
<a href="#">125-247-0805</a>	Amendments to Contracts and Price Agreements
<b>OPM</b>	
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<a href="#">State of Oregon: Oregon procurement manual - ORS 190 Agreement</a>	
<b>Learning Event</b>	
<a href="#">DAS SPO - Demystifying Terms and Conditions</a>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<a href="#">Chapter 137 Division 45 REVIEW OF PUBLIC CONTRACTS</a>	
<a href="#">Chapter 291 State Financial Administration</a>	
<b>Knowledge, Skill, Ability</b>	
02-05-03-01 Define Trade services	
<b>ORS</b>	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Public works</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
ORPIN report on Active Contracts	
<b>Knowledge, Skill, Ability</b>	
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	
<b>ORS</b>	
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.	
<b>OAR 125</b>	
<a href="#">125-247-0340</a>	Reverse Auctions
<a href="#">125-247-0440</a>	Pre-Closing Modification or Withdrawal of Offers
<a href="#">125-247-0460</a>	Late Offers, Late Withdrawals, and Late Modifications
<a href="#">125-249-0320</a>	Pre-Closing Modification or Withdrawal of Offers
<a href="#">125-249-0340</a>	Late Bids, Late Withdrawals and Late Modifications
<a href="#">125-247-0280</a>	Emergency Procurements
<a href="#">125-247-0430</a>	Addenda to Solicitation Document
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0210</a>	Subcontracting to and Contracting with Emerging Small Businesses; Disqualification
<a href="#">125-246-0220</a>	Governor’s Policy Advisor for Economic and Business Equity
<a href="#">125-246-0310</a>	Reciprocal Preferences
<a href="#">125-246-0314</a>	Disabled Veterans Preference
<a href="#">125-246-0318</a>	Oregon Employment Preference
<a href="#">125-246-0321</a>	Recycling Policy
<a href="#">125-246-0322</a>	Preference for Recycled Materials
<a href="#">125-246-0556</a>	Procurement Files
<a href="#">125-247-0170</a>	Life Cycle Costing
<a href="#">125-247-0255</a>	Competitive Sealed Bidding
<a href="#">125-247-0287</a>	Special Procurements; Request Procedures
<a href="#">125-247-0288</a>	Special Procurements; by Rule
<a href="#">125-247-0305</a>	Public Notice of Solicitation Documents
<a href="#">125-247-0330</a>	E-Procurement
<a href="#">125-247-0340</a>	Reverse Auctions
<a href="#">125-247-0400</a>	Offer Preparation
<a href="#">125-247-0410</a>	Offer Submission
<a href="#">125-247-0420</a>	Pre-Offer Conferences

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<a href="#">125-247-0450</a>	Receipt, Opening, and Recording of Offers
<a href="#">125-247-0460</a>	Late Offers, Late Withdrawals, and Late Modifications
<a href="#">125-247-0490</a>	Extension of Time for Acceptance of Offer
<a href="#">125-247-0500</a>	Responsibility of Offerors
<a href="#">125-247-0550</a>	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)
<a href="#">125-247-0600</a>	Offer Evaluation and Award
<a href="#">125-247-0610</a>	Notice of Intent to Award
<a href="#">125-247-0630</a>	Availability of Award Decisions
<a href="#">125-247-0650</a>	Rejection of All Offers
<a href="#">125-247-0670</a>	Disposition of Offers if Solicitation Cancelled
<a href="#">125-247-0730</a>	Protests and Judicial Review of Solicitations
<b>OPM</b>	
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<b>Learning Event</b>	
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<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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	
<b>ORS</b>	
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.	
<b>OAR 125</b>	
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-247-0260</a>	Competitive Sealed Proposals

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<a href="#">125-247-0270</a>	Intermediate Procurements
<a href="#">125-247-0275</a>	Sole-Source Procurements
<a href="#">125-247-0287</a>	Special Procurements; Request Procedures
<a href="#">125-247-0430</a>	Addenda to Solicitation Document
<a href="#">125-247-0575</a>	Debarment of Prospective Offerors
<a href="#">125-247-0630</a>	Availability of Award Decisions
<a href="#">125-247-0700</a>	Protests and Judicial Review of Special Procurements
<a href="#">125-247-0710</a>	Protests and Judicial Review of Sole-Source Procurements
<a href="#">125-247-0720</a>	Protests and Judicial Review of Multiple-Tiered and Multistep Solicitations
<a href="#">125-247-0730</a>	Protests and Judicial Review of Solicitations
<a href="#">125-247-0731</a>	Protests and Judicial Review of Qualified Products List Decisions
<a href="#">125-247-0740</a>	Protests and Judicial Review of Contract Award
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02-05-01-03 Determine responsiveness
02-06-01-01 Determine offeror is responsible
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279A.010 Definitions for Public Contracting Code
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.
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279B.070 Intermediate procurements.
279B.125 Application for prequalification
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279C.340 Contract negotiations
279C.375 Award and execution of contract; determination of responsibility of bidder; bonds; impermissible exclusions
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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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279C.105 Contracts for architectural, engineering, photogrammetric mapping, transportation planning or land surveying and related services; procedures	
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02-05-03-01 Define and manage confidential information	
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02-08-01-01 Describe effective contract negotiation strategies to maximize performance and minimize risk.	
02-08-01-02 Identify and interpret statutes and laws around procurement negotiation.	
<b>ORS</b>	
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	
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02-10-01-02 State the requirements of public access to procurement files.	
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02-11-01-01 Utilize Ordering Instruments to include Purchase Orders, Work Orders	
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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.	
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03-01-02-01 Describe elements of a CAP.	
03-01-02-02 Relate and interpret elements of CAP to stakeholders.	
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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	
<b>ORS</b>	
279C.380 Performance bond; payment bond; waiver of bonds	
279C.355 Evaluation of public improvement projects not contracted by competitive bidding	
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03-02-08-02 Recognize when and how to terminate a contract.	
<b>ORS</b>	
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	
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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.	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-249-0850</a>	Final Inspection
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-249-0850</a>	Final Inspection
<a href="#">125-247-0480</a>	Time for Authorized Agency Acceptance
<a href="#">125-249-0410</a>	Time for Authorized Agency Acceptance; Extension
<a href="#">125-246-0570</a>	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
-	
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Contract Closeout</a>	
<a href="#">State of Oregon: Oregon procurement manual - Develop specifications</a>	
<a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) IN CLASS</a>	
<a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
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	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions
<a href="#">125-246-0170</a>	Delegation of Authority
<a href="#">125-246-0351</a>	Acquiring Services before Obtaining Requisite Approvals of a Personal Services Contract
<a href="#">125-246-0360</a>	Purchases Through Federal Programs
<a href="#">125-246-0570</a>	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
<a href="#">125-246-0576</a>	Payment Authorization for Cost Overruns for Services Contracts
<a href="#">125-248-0300</a>	Contract Form; Prohibited Payment Methodology; Purchase Restrictions
<a href="#">125-249-0830</a>	Contractor Progress Payments
<a href="#">125-249-0890</a>	Authorized Agency Payment for Unpaid Labor or Supplies
<b>OPM</b>	
<a href="#">State of Oregon: Oregon procurement manual - Contract ...</a>	
<b>Learning Event</b>	
<a href="#">DAS PS - Principles of Public Procurement WEBINAR</a>	
<a href="#">DAS PS - Principles of Public Procurement IN CLASS</a>	
<a href="#">DAS PS Administering Contracts and Managing Vendors</a>	
<a href="#">DAS PS Develop a Contract Administration Plan (CAP)</a>	
<b>Additional resources</b>	
<b>Knowledge, Skill, Ability</b>	
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.	
<b>ORS</b>	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
<b>OAR 125</b>	
<a href="#">125-246-0110</a>	Definitions

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<a href="#">125-246-0570</a>	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
<a href="#">125-249-0850</a>	Final Inspection
<a href="#">125-247-0480</a>	Time for Authorized Agency Acceptance
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<b>Additional resources</b>	