



Oregon Procurement Intermediate 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

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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). Related KSAs are listed in groups called Question Groups. Each Question Group consists of the ORS, OAR Chapter 125, Oregon Procurement Manual (OPM), and training class that refer to the listed KSAs and form the basis for the exam questions. Essentially, this is what will be on the exam.

- ✓ The Knowledge, Skill, Ability (KSA) 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

Caution in using the Study Guide, the *OPBoK KSA elements* are the determining factor as to what you are responsible to know.

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.

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- 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
- 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	
01-01-02-01 Explain how strategic sourcing is used in the state procurement process	
ORS	
279A.015 Policy	
OAR	
125-246-0120	Policies
125-246-0170	Delegation of Authority
OPM	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	
Additional resources	

Knowledge, Skill, Ability	
01-04-01-03 Recognize areas in the procurement process posing high risks for ethical violations.	
01-04-01-04 Deduce proper ways to respond when confronted with a potential unethical situation	
ORS	
279A.015 Policy	
244 - Government Ethics	
OAR	
125-246-0120	Policies
125-246-0600	Ethics in Public Contracting; Policy
125-246-0605	Ethics; Selection and Award of Public Contracts
OPM	
Learning Event	
DAS PS Procurement Ethics	
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	
01-05-01-01 Discuss the roles and responsibilities of the Procurement Team	
01-05-01-02 Put together a procurement team to ensure a successful procurement	
ORS	
OAR	
125-247-0260	Competitive Sealed Proposals
125-247-0165	Practices Regarding Electronic Goods Procurement
OPM	
State of Oregon: Oregon procurement manual - Conduct market ...	
State of Oregon: Oregon procurement manual - Procurement planning	
State of Oregon: Oregon procurement manual - Develop evaluation ...	
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	
01-06-02-02 Develop and apply a risk management plan to identify, assess, and handle procurement-related risks.	
ORS	
279A.010 Definitions for Public Contracting Code	
279C.335 Competitive bidding; exceptions; exemptions	

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279C.525 Provisions concerning environmental and natural resources laws; remedies	
OAR	
125-246-0110	Definitions
125-246-0140	Procurement Authority
125-246-0333	Independent Contractors
125-246-0350	Approval of Personal Services Contracts
125-246-0351	Acquiring Services before Obtaining Requisite Approvals of a Personal Services Contract
125-247-0280	Emergency Procurements
125-249-0630	Findings, Notice and Hearing
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	
01-07-03-01 Define source selection methods to include:	
•Sole source procurement	
ORS	
279B.075 Sole-source procurements	
279A.165 Report concerning special procurements; requirement to maintain records	
OAR	
125-246-0170	Delegation of Authority
125-247-0275	Sole-Source Procurements
OPM	
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) 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:	
•Special procurement	
02-06-01-09 Discuss Preferential & Reciprocal Preferences	
ORS	
279A.260 Powers and duties of department; acquisitions by qualified donees; rules	
279B.075 Sole-source procurements	
279B.085 Special procurements	
279B.112 Personnel deployment disclosure; contents; preference for bidder or proposer that will employ more workers in state; rules; exception	
279B.135 Notice of intent to award	
279B.400 Protests and judicial review of approvals of special procurements	
279B.405 Protests and judicial review of solicitations	
279C.400 Competitive proposals; procedure	
OAR	
125-246-0110	Definitions
125-246-0170	Delegation of Authority
125-247-0270	Intermediate Procurements
125-247-0280	Emergency Procurements
125-247-0285	Special Procurements; Purpose and Application
125-247-0286	Special Procurements; Definitions
125-247-0287	Special Procurements; Request Procedures
125-247-0288	Special Procurements; by Rule
125-246-0310	Reciprocal Preferences
125-247-0600	Offer Evaluation and Award
OPM	
State of Oregon: Oregon procurement manual - Special Procurement	
State of Oregon: Oregon procurement manual - Buy Oregon	
Learning Event	

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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	
01-09-01-02 Identify potential sources of supply which are capable of meeting the Purchasing Agency's critical business requirements	
01-09-02-02 - Execute a Request for Information (RFI)	
ORS	
279A.015 Policy	
279B.010 Policy	
279C.335 Competitive bidding; exceptions; exemptions	
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.405 Requests for information, interest or qualifications; requirements for requests for proposals	
OAR	
125-246-0110	Definitions
125-246-0130	Application of the Code and Rules; Exceptions
125-246-0170	Delegation of Authority
125-246-0220	Governor's Policy Advisor for Economic and Business Equity
125-247-0200	Buy Decision and Methods of Source Selection
125-247-0296	Price Agreements and Mandatory Use Contracts
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	

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Additional resources

Knowledge, Skill, Ability	
01-10-01-02	Conduct a cost feasibility of procurement determination in writing when required.
01-10-02-01	Determine when a cost analysis is required.
01-10-02-02	Identify the criteria used in a cost analysis.
01-10-02-03	Develop a cost analysis based on identified criteria
01-10-02-04	Understand how union contractual obligations effect the cost analysis process
ORS	
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
279B.033	Contents of cost analysis; conditions under which procurement may proceed; exceptions
279B.036	Determination of feasibility of procurement
OAR	
125-246-0170	Delegation of Authority
25-246-0333	Independent Contractors
125-246-0335	Authority and Standards for Personal Services Contracts
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0185	Approval of Information Technology or Telecommunications Procurements
OPM	
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	
01-13-00-02	Identify and compose the evaluation criteria
01-13-00-03	Research common evaluation criteria for comparable good/service
01-13-00-04	Apply weighted rubric method to the evaluation criteria

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01-13-00-05 Assemble a draft list of an evaluation committee	
ORS	
279A.015 Policy.	
279A.140 State procurement of goods and services; rules	
279A.165 Report concerning special procurements; requirement to maintain records	
279A.200 Definitions for ORS 279A.200 to 279A.225	
279B.055 Competitive sealed bidding	
279B.060 Competitive sealed proposals	
279B.110 Responsibility of bidders and proposers	
279C.332 Definitions for ORS 279A.065, 279C.307, 279C.335, 279C.337 and 279C.380	
279C.355 Evaluation of public improvement projects not contracted by competitive bidding	
279C.410 Receipt of proposals; evaluation and award	
OAR	
125-246-0120	Policies
125-246-0310	Reciprocal Preferences
125-246-0318	Oregon Employment Preference
125-246-0322	Preference for Recycled Materials
125-246-0330	Supplier Requirements
125-246-0345	Procedures for Personal Services Contracts
125-247-0170	Life Cycle Costing
125-247-0255	Competitive Sealed Bidding
125-247-0260	Competitive Sealed Proposals
125-247-0430	Addenda to Solicitation Document
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
125-249-0145	Contracts for Oversight of Public Contracts
125-249-0380	Bid or Proposal Evaluation Criteria
125-249-0390	Offer Evaluation and Award; Determination of Responsibility
OPM	
State of Oregon: Oregon procurement manual - Develop evaluation ...	
State of Oregon: Oregon procurement manual - Procurement planning	
State of Oregon: Oregon procurement manual - Competitive Sealed ...	
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	

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DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR
DAS SPO - Demystifying Terms and Conditions
Additional resources

Knowledge, Skill, Ability	
02-01-05-01 Create and publish a solicitation for	
•A&E (architectural, engineering, photogrammetric mapping, transportation planning or land surveying)	
•A&E related services	
ORS	
279A.020 Organization of Public Contracting Code	
279A.140 State procurement of goods and services; rules	
279B.060 Competitive sealed proposals	
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.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.115 Direct contracts for services of consultants	
279C.120 Selection procedure for related services	
279C.125 Architectural, engineering, photogrammetric mapping, transportation planning and land surveying services selection process for local public improvements procured through state agency; rules.	
OAR	
125-246-0100	Application; Commentary; Federal Law Prevails
125-246-0110	Definitions
125-246-0120	Policies
125-246-0170	Delegation of Authority
125-248-0100	Application
125-248-0300	Contract Form; Prohibited Payment Methodology; Purchase Restrictions
125-248-0330	Special Contract Processes
125-249-0145	Contracts for Oversight of Public Contracts
OPM	
State of Oregon: Oregon procurement manual - Architectural and ...	

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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
Additional resources

Knowledge, Skill, Ability
02-01-06-01 Create and publish a Public Improvement solicitation
•Direct Appointment
ORS
279A.010 Definitions for Public Contracting Code.
279A.015 Policy.
279A.050 Procurement authority
279A.070 Rules
279A.205 Cooperative procurements authorized
279B.400 Protests and judicial review of approvals of special procurements
279B.405 Protests and judicial review of solicitations
279B.415 Judicial review of protests of contract award
279B.420 Judicial review of other violations
279C.100 Definitions for ORS 279C.100 to 279C.125
279C.125 Architectural, engineering, photogrammetric mapping, transportation planning and land surveying services selection process for local public improvements procured through state agency; rules
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.306 Administrative enforcement of least-cost policy for public improvements; procedure; civil action
279C.310 Limitation on contracting agency constructing public improvement
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
279C.350 Exemption procedure; appeal
279C.355 Evaluation of public improvement projects not contracted by competitive bidding
279C.360 Requirement for public improvement advertisements
279C.365 Requirements for solicitation documents and bids and proposals
279C.370 First-tier subcontractor disclosure

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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.380 Performance bond; payment bond; waiver of bonds	
279C.410 Receipt of proposals; evaluation and award	
279C.430 Prequalification of bidders; rules	
279C.440 Disqualification from consideration for award of contracts	
279C.470 Compensation for contractor on contract declared void by court; exceptions; applicability.	
279C.515 Conditions concerning payment of claims by public officers, payment to persons furnishing labor or materials and complaints	
279C.525 Provisions concerning environmental and natural resources laws; remedies.	
279C.527 Inclusion of amount for green energy technology or woody biomass energy technology in public improvement contract; written determination of appropriateness; exemptions and limitations	
279C.528 State Department of Energy requirements and specifications; record keeping requirements; rules.	
279C.533 Condition concerning employment of apprentices to perform percentage of work hours that workers in apprentice able occupations perform on public improvements	
279C.540 Maximum hours of labor on public contracts; holidays; exceptions; liability to workers; rules.	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
279C.580 Contractor’s relations with subcontractors	
279C.585 Authority to substitute undisclosed first-tier subcontractor; circumstances; rules	
OAR	
125-246-0110	Definitions
125-246-0120	Policies
125-246-0140	Procurement Authority
125-246-0170	Delegation of Authority
125-246-0365	ORS 190 Agreements (Intergovernmental)
125-246-0400	Cooperative Procurement; Purpose, Policy, and Definitions
125-247-0280	Emergency Procurements
125-248-0100	Application
125-248-0130	Applicable Selection Procedures; Pricing Information; Disclosure of Proposals; Conflicts of Interest
125-248-0200	Direct Appointment Procedure
125-248-0260	Two-Tiered Selection Procedure for Local Contracting Agency Public Improvement Projects
125-248-0330	Special Contract Processes
125-249-0110	Policies
125-249-0130	Competitive Bidding Requirement
125-249-0145	Contracts for Oversight of Public Contracts
125-249-0160	Intermediate Procurements; Competitive Quotes and Amendments
125-249-0200	Solicitation Documents; Required Provisions; Assignment or Transfer

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125-249-0210	Notice and Advertising Requirements; Posting
125-249-0290	Bid or Proposal Security
125-249-0310	Electronic Procurement
125-249-0460	Performance and Payment Security; Waiver
125-249-0630	Findings, Notice and Hearing
125-249-0360	First-Tier Subcontractors; Disclosure and Substitution; ITB
125-249-0370	Disqualification of Persons
125-249-0380	Bid or Proposal Evaluation Criteria
125-249-0390	Offer Evaluation and Award; Determination of Responsibility
125-249-0390	Offer Evaluation and Award; Determination of Responsibility
125-249-0430	Negotiation when Bids Exceed Cost Estimate
125-249-0440	Rejection of Offers
125-249-0460	Performance and Payment Security; Waiver
125-249-0600	Alternative Contracting Methods; Purpose
125-249-0610	Definitions for Alternative Contracting Methods
125-249-0620	Use of Alternative Contracting Methods
125-249-0640	Competitive Proposals; Procedure
125-249-0800	Required Contract Clauses
125-249-0810	Waiver of Delay Damages Against Public Policy
125-249-0910	Changes to the Work and Contract Amendments
OPM	
State of Oregon: Oregon procurement manual - Public Improvement ...	
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
02-01-12-01 Create and publish a request for qualification.
ORS
279B.060 Competitive sealed proposals.
279C.405 Requests for information, interest or qualifications; requirements for requests for proposals.

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OAR	
125-246-0110	Definitions
125-247-0550	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)
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	
DAS SPO - Demystifying Terms and Conditions	
Additional resources	

Knowledge, Skill, Ability	
02-03-01-01 Organize and facilitate a pre-offer conference	
02-03-02-01 Identify and apply statutes and rules regulating communications during the comment period	
ORS	
OAR	
125-247-0420	Pre-Offer Conferences
125-249-0240	Pre-Offer Conferences
OPM	
State of Oregon: Oregon procurement manual - Intermediate ...	
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	

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Knowledge, Skill, Ability	
02-04-03-02 Develop and execute addendums	
ORS	
279B.060 Competitive sealed proposals	
OAR	
125-246-0110	Definitions
125-247-0305	Public Notice of Solicitation Documents
125-247-0430	Addenda to Solicitation Document
125-247-0730	Protests and Judicial Review of Solicitations
125-249-0250	Addenda to Solicitation Documents
OPM	
State of Oregon: Oregon procurement manual - Intermediate ...	
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	
02-04-02-01 Describe the protest process	
02-04-02-02 Respond to a protest	
ORS	
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	
OAR	

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125-246-0170	Delegation of Authority
125-247-0260	Competitive Sealed Proposals
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
125-247-0610	Notice of Intent to Award
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
125-249-0260	Request for Clarification or Change; Solicitation Protests
125-249-0450	Protest of Contractor Selection, Contract Award
OPM	
State of Oregon: Oregon procurement manual - Protests	
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	
02-06-01-04	Give examples for facilitating evaluation committee meetings.
02-06-01-05	Plan all components of an effective evaluation committee
02-06-01-07	List all appropriate activities which may be performed during the evaluation process.
02-06-02-01	Perform an evaluation over all offeror responses appropriate to the procurement method
03-01-02-04	Translate contract expectations into evaluation criteria.
ORS	
279A.015 Policy	
279A.140 State procurement of goods and services; rules	

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279A.165 Report concerning special procurements; requirement to maintain records	
279A.200 Definitions for ORS 279A.200 to 279A.225	
279B.055 Competitive sealed bidding.	
279B.060 Competitive sealed proposals	
OAR	
125-247-0260	Competitive Sealed Proposals
125-247-0600	Offer Evaluation and Award
125-247-0165	Practices Regarding Electronic Goods Procurement
OPM	
State of Oregon: Oregon procurement manual - Develop evaluation ...	
State of Oregon: Oregon procurement manual - Competitive Sealed ...	
State of Oregon: Oregon procurement manual - Competitive Sealed ...	
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	
02-06-01-08 Describe how to determine Competitive Range	
ORS	
279B.060 Competitive sealed proposals	
279C.405 Requests for information, interest or qualifications; requirements for requests for proposals.	
279C.410 Receipt of proposals; evaluation and award	
OAR	
125-246-0110	Definitions
125-247-0260	Competitive Sealed Proposals
125-247-0630	Availability of Award Decisions
125-249-0120	Definitions
OPM	

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State of Oregon: Oregon procurement manual - Terms and definitions	
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	
02-06-01-11 Define and explain steps to debar a supplier	
ORS	
279A.010 Definitions for Public Contracting Code	
279A.110 Discrimination in subcontracting prohibited; remedies	
279B.110 Responsibility of bidders and proposers	
279B.130 Debarment of prospective bidders and proposers	
279B.425 Review of prequalification and debarment decisions	
OAR	
125-246-0110	Definitions
125-246-0314	Disabled Veterans Preference
125-246-0615	Nonretaliation
125-247-0575	Debarment of Prospective Offerors
125-247-0760	Review of Prequalification and Debarment Decisions
OPM	
State of Oregon: Oregon procurement manual - Programs for ...	
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	

Oregon Procurement Intermediate Certification Study Guide

Knowledge, Skill, Ability	
02-07-03-01 Analyze and compare offerors' bids or proposals to determine best value.	
02-07-01-01 Define and examine life cycle costing methods.	
02-07-02-01 Analyze techniques to evaluate price and life cycle cost data.	
ORS	
279A.015 Policy	
184.423 Findings and goals regarding sustainability	
OAR	
125-246-0110	Definitions
125-246-0120	Policies
125-246-0320	Recycling; Definitions
125-247-0170	Life Cycle Costing
125-247-0500	Responsibility of Offerors
125-247-0600	Offer Evaluation and Award
125-246-0120	Policies
125-247-0288	Special Procurements; by Rule
OPM	
State of Oregon: Oregon procurement manual - Sustainable ...	
State of Oregon: Oregon procurement manual - DAS Statewide Price ...	
State of Oregon: Oregon procurement manual - Develop specifications	
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	
02-08-01-03 Practice negotiating contracts.	
02-08-01-04 Differentiate between what can and cannot be negotiated under the Constitution, the statutes, rules, and policies of Oregon	
02-08-01-05 Explain roles and responsibilities of a negotiation team.	
02-08-01-06 Develop a negotiation plan/strategy.	

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02-08-01-07 Give examples of documenting negotiation details in accordance with public contracting code.	
ORS	
279A.157 State contracting agency use of contract form, contract template or solicitation template; exceptions and exemptions; rules	
279B.020 Maximum hours of labor on public contracts; holidays; exceptions; liability to workers; rules	
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.335 Competitive bidding; exceptions; exemptions	
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	
125-246-0110	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
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0260	Competitive Sealed Proposals
125-247-0270	Intermediate Procurements
125-247-0275	Sole-Source Procurements
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)
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
125-249-0630	Findings, Notice and Hearing
OPM	
State of Oregon: Oregon procurement manual - Competitive Sealed ...	
State of Oregon: Oregon procurement manual - Document ...	

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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
Additional resources

Knowledge, Skill, Ability	
02-10-01-04 Discuss best practices to minimize a protest.	
ORS	
OAR	
OPM	
State of Oregon: Oregon procurement manual - Protests	
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	
02-11-02-01 Process Personal Services contracts to include:	
•A&E (architectural, engineering, photogrammetric mapping, transportation planning or land surveying)	
•A&E related services	
ORS	
279A.140 State procurement of goods and services; rules	
279B.060 Competitive sealed proposals	
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	

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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.115 Direct contracts for services of consultants	
279C.125 Architectural, engineering, photogrammetric mapping, transportation planning and land surveying services selection process for local public improvements procured through state agency; rules.	
279A.140 State procurement of goods and services; rules	
279B.060 Competitive sealed proposals	
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.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	
OAR	
125-246-0100	Application; Commentary; Federal Law Prevails
125-246-0110	Definitions
125-246-0120	Policies
125-246-0170	Delegation of Authority
125-248-0100	Application
125-248-0300	Contract Form; Prohibited Payment Methodology; Purchase Restrictions
125-248-0330	Special Contract Processes
125-249-0145	Contracts for Oversight of Public Contracts
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	

Oregon Procurement Intermediate Certification Study Guide

Knowledge, Skill, Ability	
02-11-03-01 Create and execute the following contracts:	
<ul style="list-style-type: none"> •Construction contract other than public improvements such as Emergency work, Minor alteration or ordinary repair or maintenance necessary to preserve a public improvement •Public Works contracts 	
ORS	
279C.320 Contracts for construction other than public improvements	
279A.010 Definitions for Public Contracting Code	
279A.050 Procurement authority	
279C.365 Requirements for solicitation documents and bids and proposals	
279C.600 Right of action on payment bond or public works bond of contractor or subcontractor; notice of claim	
279C.610 Action on contractor's public works bond or payment bond; time limitation	
279C.800 Definitions for ORS 279C.800 to 279C.870	
279C.807 Workforce diversity for public works projects	
279C.827 Division of public works project; applicability of prevailing wage rate to divided projects	
279C.830 Provisions concerning prevailing rate of wage in specifications, contracts and subcontracts; applicability of prevailing wage; bond	
279C.835 Notifying commissioner of public works contract subject to prevailing wage; payment of fee	
279C.836 Public works bond; rules	
279C.840 Payment of prevailing rate of wage; posting of rates and fringe benefit plan provisions	
279C.845 Certified statements regarding payment of prevailing rates of wage; retainage.	
279C.850 Inspection to determine whether prevailing rate of wage being paid; civil action for failure to pay prevailing rate of wage or overtime	
279C.855 Liability for violations.	
279C.860 Ineligibility for public works contracts for failure to pay or post notice of prevailing rates of wage; certified payroll reports to commissioner	
OAR	
125-249-0140	Contracts for Construction Other Than Public Improvements
125-246-0110	Definitions
125-249-0815	BOLI Public Works Bond
125-249-0860	Public Works Contracts
OPM	
State of Oregon: Oregon procurement manual - Public Improvement ...	
State of Oregon: Oregon procurement manual - Public works	
Learning Event	
DAS PS - Principles of Public Procurement WEBINAR	
DAS PS - Principles of Public Procurement IN CLASS	

Oregon Procurement Intermediate Certification Study Guide

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	
02-11-04-02 Interpret advice, recommendations and legal counsel that resulted in a public contract.	
ORS	
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	
OAR	
125-246-0110	Definitions
125-246-0135	Solicitation Templates; Contract Forms and Templates; Accountability for Advice (Director Verification)
125-246-0140	Procurement Authority
125-246-0220	Governor's Policy Advisor for Economic and Business Equity
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	

Knowledge, Skill, Ability	
03-01-02-03 Integrate risk management practices into contract administration.	
ORS	
279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules	

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OAR	
125-246-0140	Procurement Authority
125-246-0350	Approval of Personal Services Contracts
OPM	
State of Oregon: Oregon procurement manual - Contract ...	
State of Oregon: Oregon procurement manual - Procurement planning	
State of Oregon: Oregon procurement manual - Contract ...	
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 PS - Contract Administration Training Certificate	
Additional resources	
Contracts and risk assessment overview – DAS Risk Management	

Knowledge, Skill, Ability	
03-01-02-05 Define completion and acceptance criteria.	
03-01-02-06 Propose schedule/timeline to complete milestones and deliverables.	
ORS	
279B.055 Competitive sealed bidding.	
279B.115 Qualified products lists	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.120 Selection procedure for related services	
279C.320 Contracts for construction other than public improvements.	
279C.332 Definitions for ORS 279A.065, 279C.307, 279C.335, 279C.337 and 279C.380	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
OAR	
125-246-0110	Definitions
125-246-0330	Supplier Requirements
125-247-0288	Special Procurements; by Rule
OPM	

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State of Oregon: Oregon procurement manual - Contract Closeout
State of Oregon: Oregon procurement manual - Develop specifications
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	
03-02-03-01 Develop and execute a plan which evaluates contractor performance.	
03-01-02-02 Follow CAP to determine next steps in contract completion.	
03-02-04-01 Implement communication plan with contractor.	
ORS	
279A.015 Policy	
279A.140 State procurement of goods and services; rules	
279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules	
279A.225 Protests and disputes	
279B.033 Contents of cost analysis; conditions under which procurement may proceed; exceptions	
279B.055 Competitive sealed bidding	
279B.060 Competitive sealed proposals	
279B.110 Responsibility of bidders and proposers	
279B.220 Conditions concerning payment, contributions, liens, withholding	
279C.375 Award and execution of contract; determination of responsibility of bidder; bonds; impermissible exclusions	
279C.380 Performance bond; payment bond; waiver of bonds.	
279C.505 Conditions concerning payment, contributions, liens, withholding, drug testing	
279C.580 Contractor's relations with subcontractors	
279C.600 Right of action on payment bond or public works bond of contractor or subcontractor; notice of claim	
279C.625 Joint liability when payment bond not executed. If	
279C.580 Contractor's relations with subcontractors	
OAR	
125-246-0110	Definitions
125-246-0140	Procurement Authority

Oregon Procurement Intermediate Certification Study Guide

125-246-0165	Delegation Policy and Procedures
125-246-0321	Recycling Policy
125-246-0333	Independent Contractors
125-246-0576	Payment Authorization for Cost Overruns for Services Contracts
125-248-0120	List of Interested Consultants; Performance Record
125-249-0460	Performance and Payment Security; Waiver
OPM	
Contract Administration Plan (CAP)	
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	
03-02-03-05	List all statutory requirements and <u>monitor</u> contractor compliance.
03-02-05-01	Identify differences between contractor performance and contract terms and conditions.
03-02-06-01	Monitor program <u>budget</u> expenditures
03-02-07-01	Recognize emerging problems in a public contract.
03-05-02-01	Compare contract progress against contract schedule.
ORS	
279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.120 Selection procedure for related services	
279C.330 "Findings" defined	
279C.335 Competitive bidding; exceptions; exemptions	
279C.110 Selection procedure for consultants to provide services; compensation; applicability	
279C.120 Selection procedure for related services	
OAR	
125-246-0140	Procurement Authority
125-246-0170	Delegation of Authority

Oregon Procurement Intermediate Certification Study Guide

125-249-0145	Contracts for Oversight of Public Contracts
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	
DAS SPO - Demystifying Terms and Conditions	
Additional resources	

Knowledge, Skill, Ability	
03-02-07-03 Recommend solutions to disputes, problems, and risks in a public contract.	
03-02-06-02 Describe process to respond to budget irregularity	
03-02-03-04 Describe and apply dispute resolution methods.	
ORS	
279A.225 Protests and disputes	
279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules	
279C.315 Waiver of damages for unreasonable delay by contracting agency against public policy	
279C.570 Prompt payment policy; progress payments; retainage; interest; exception; settlement of compensation disputes	
279C.580 Contractor's relations with subcontractors	
279C.650 "Labor dispute" defined	
279C.655 Extension and compensation when work suspended	
OAR	
125-246-0110	Definitions
125-246-0140	Procurement Authority
125-246-0360	Purchases Through Federal Programs
125-246-0580	Dispute Resolution
OPM	

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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	
Additional resources	

Knowledge, Skill, Ability	
03-02-02-02 Develop change orders for contracts.	
ORS	
279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules	
279C.355 Evaluation of public improvement projects not contracted by competitive bidding	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
OAR	
125-246-0140	Procurement Authority
125-247-0280	Emergency Procurements
OPM	
State of Oregon: Oregon procurement manual - Change orders	
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	
03-02-03-01 Develop and execute a plan which evaluates contractor performance.	
03-02-03-03 Explain the remedy process to handle a performance deficiency.	

Oregon Procurement Intermediate Certification Study Guide

ORS	
279A.010 Definitions for Public Contracting Code	
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	
279A.110 Discrimination in subcontracting prohibited; remedies	
279B.400 Protests and judicial review of approvals of special procurements	
279B.420 Judicial review of other violations	
279C.120 Selection procedure for related services	
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.306 Administrative enforcement of least-cost policy for public improvements; procedure; civil action	
279C.320 Contracts for construction other than public improvements	
279C.525 Provisions concerning environmental and natural resources laws; remedies	
279C.580 Contractor's relations with subcontractors	
OAR	
125-246-0110	Definitions
125-246-0120	Policies
125-246-0140	Procurement Authority
125-246-0165	Delegation Policy and Procedures
125-246-0170	Delegation of Authority
125-246-0330	Supplier Requirements
125-246-0333	Independent Contractors
125-246-0576	Payment Authorization for Cost Overruns for Services Contracts
125-247-0280	Emergency Procurements
125-247-0500	Responsibility of Offerors
125-247-0550	Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ)
125-248-0120	List of Interested Consultants; Performance Record
125-249-0460	Performance and Payment Security; Waiver
OPM	

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State of Oregon: Oregon procurement manual - Programs for ...
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	
03-05-01-02 Collect and organize necessary documentation for a financial audit.	
ORS	
279C.310 Limitation on contracting agency constructing public improvement.	
OAR	
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 ...	
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
04-01-01-02 Verify project completion using CAP, punch list, or similar process.
04-01-01-03 Translate contract expectations into evaluation criteria.

Oregon Procurement Intermediate Certification Study Guide

ORS	
OAR	
OPM	
State of Oregon: Oregon procurement manual - Contract Closeout	
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	
04-03-01-01 Identify areas for improved contract administration.	
04-03-01-02 Summarize practices that were effective for contract administration.	
04-03-01-03 Compile findings for contract file.	
04-03-01-04 Contrast contract goals with contract outcomes.	
04-03-01-05 Explain ending process in closeout meeting.	
ORS	
OAR	
125-246-0110	Definitions
125-246-0353	Reporting Requirements for Personal Services Contracts
125-246-0400	Cooperative Procurement; Purpose, Policy, and Definitions
125-246-0556	Procurement Files
125-246-0570	Reinstatement of Expired Contract; Retroactive Approval of Existing Contract
125-246-0576	Payment Authorization for Cost Overruns for Services Contracts
125-246-0635	Authorized Agency and Provider Communications
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0270	Intermediate Procurements
125-247-0280	Emergency Procurements
125-247-0288	Special Procurements; by Rule
125-247-0305	Public Notice of Solicitation Documents

Oregon Procurement Intermediate Certification Study Guide

125-247-0600	Offer Evaluation and Award
125-247-0610	Notice of Intent to Award
125-247-0630	Availability of Award Decisions
125-247-0691	Brand Name or Equal Specification
125-247-0805	Amendments to Contracts and Price Agreements
OPM	
State of Oregon: Oregon procurement manual - Contract Closeout	
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	
DAS PS - Contract Administration Training Certificate	
Additional resources	
Knowledge, Skill, Ability	
Recognize when IT purchases must be treated differently than other procurements	
Discern which oversight process should be used in common types of IT purchases	
Know how to find or negotiate software licenses	
Reference web or print resources to aid in IT procurements	
Utilize applicable statute/rules to guide IT Procurements	
ORS	
279A.050 Procurement authority	
279A.075 Delegation	
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	
OAR	
125-246-0100	Application; Commentary; Federal Law Prevails
125-246-0110	Definitions
125-247-0110	Feasibility Determination, Cost Analysis and Department Report
125-247-0185	Approval of Information Technology or Telecommunications Procurements

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OPM
State of Oregon: Oregon procurement manual - Information ...
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