



# Oregon Procurement Intermediate Certification Study Guide



Provided by DAS PS Training

## Oregon Procurement Intermediate Certification Study Guide

### Getting Started

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

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

### Tips on taking the Test

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

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

### Using the Study Guide

The study guide breaks down each OPBoK element into the KSAs (Knowledge, Skill, and Ability). 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 |                         |
| <b>ORS</b>                                                                          |                         |
| 279A.015 Policy                                                                     |                         |
| <b>OAR</b>                                                                          |                         |
| <a href="#">125-246-0120</a>                                                        | Policies                |
| <a href="#">125-246-0170</a>                                                        | Delegation of Authority |
| <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>                  |                         |
| <b>Additional resources</b>                                                         |                         |

| 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   |                                                 |
| <b>ORS</b>                                                                                       |                                                 |
| 279A.015 Policy                                                                                  |                                                 |
| 244 - Government Ethics                                                                          |                                                 |
| <b>OAR</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 |
| <b>OPM</b>                                                                                       |                                                 |
| <b>Learning Event</b>                                                                            |                                                 |
| <a href="#">DAS PS Procurement Ethics</a>                                                        |                                                 |
| <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>                                                           |
|                                                                                       |

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|---------------------------------------------------------------------------------------|--------------------------------------------------|
| <b>Knowledge, Skill, Ability</b>                                                      |                                                  |
| 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        |                                                  |
| <b>ORS</b>                                                                            |                                                  |
| <b>OAR</b>                                                                            |                                                  |
| <a href="#">125-247-0260</a>                                                          | Competitive Sealed Proposals                     |
| <a href="#">125-247-0165</a>                                                          | Practices Regarding Electronic Goods Procurement |
| <b>OPM</b>                                                                            |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Conduct market ...</a>       |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>     |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Develop evaluation ...</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>                                                           |                                                  |
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|-----------------------------------------------------------------------------------------------------------------|--|
| <b>Knowledge, Skill, Ability</b>                                                                                |  |
| 01-06-02-02 Develop and apply a risk management plan to identify, assess, and handle procurement-related risks. |  |
| <b>ORS</b>                                                                                                      |  |
| 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     |                                                                                         |
| <b>OAR</b>                                                                            |                                                                                         |
| <a href="#">125-246-0110</a>                                                          | Definitions                                                                             |
| <a href="#">125-246-0140</a>                                                          | Procurement Authority                                                                   |
| <a href="#">125-246-0333</a>                                                          | Independent Contractors                                                                 |
| <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="#">125-247-0280</a>                                                          | Emergency Procurements                                                                  |
| <a href="#">125-249-0630</a>                                                          | Findings, Notice and Hearing                                                            |
| <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>                     |                                                                                         |
| <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>                                                           |                                                                                         |

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|----------------------------------------------------------------------------------|--------------------------|
| <b>Knowledge, Skill, Ability</b>                                                 |                          |
| 01-07-03-01 Define source selection methods to include:                          |                          |
| •Sole source procurement                                                         |                          |
| <b>ORS</b>                                                                       |                          |
| 279B.075 Sole-source procurements                                                |                          |
| 279A.165 Report concerning special procurements; requirement to maintain records |                          |
| <b>OAR</b>                                                                       |                          |
| <a href="#">125-246-0170</a>                                                     | Delegation of Authority  |
| <a href="#">125-247-0275</a>                                                     | Sole-Source Procurements |
| <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>               |                          |



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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>  |
| <b>Additional resources</b>                                                           |
|                                                                                       |

| <b>Knowledge, Skill, Ability</b>                                                                                                               |                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 01-07-03-01 Define source selection methods to include:                                                                                        |                                               |
| •Special procurement                                                                                                                           |                                               |
| 02-06-01-09 Discuss Preferential & Reciprocal Preferences                                                                                      |                                               |
|                                                                                                                                                |                                               |
| <b>ORS</b>                                                                                                                                     |                                               |
| 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                                                                                                      |                                               |
|                                                                                                                                                |                                               |
| <b>OAR</b>                                                                                                                                     |                                               |
| <a href="#">125-246-0110</a>                                                                                                                   | Definitions                                   |
| <a href="#">125-246-0170</a>                                                                                                                   | Delegation of Authority                       |
| <a href="#">125-247-0270</a>                                                                                                                   | Intermediate Procurements                     |
| <a href="#">125-247-0280</a>                                                                                                                   | Emergency Procurements                        |
| <a href="#">125-247-0285</a>                                                                                                                   | Special Procurements; Purpose and Application |
| <a href="#">125-247-0286</a>                                                                                                                   | Special Procurements; Definitions             |
| <a href="#">125-247-0287</a>                                                                                                                   | Special Procurements; Request Procedures      |
| <a href="#">125-247-0288</a>                                                                                                                   | Special Procurements; by Rule                 |
| <a href="#">125-246-0310</a>                                                                                                                   | Reciprocal Preferences                        |
| <a href="#">125-247-0600</a>                                                                                                                   | Offer Evaluation and Award                    |
|                                                                                                                                                |                                               |
| <b>OPM</b>                                                                                                                                     |                                               |
| <a href="#">State of Oregon: Oregon procurement manual - Special Procurement</a>                                                               |                                               |
| <a href="#">State of Oregon: Oregon procurement manual - Buy Oregon</a>                                                                        |                                               |
|                                                                                                                                                |                                               |
| <b>Learning Event</b>                                                                                                                          |                                               |

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|---------------------------------------------------------------------------------------|
| <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>                                                           |
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|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <b>Knowledge, Skill, Ability</b>                                                                                                     |                                                            |
| 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)                                                                                |                                                            |
|                                                                                                                                      |                                                            |
| <b>ORS</b>                                                                                                                           |                                                            |
| 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                               |                                                            |
|                                                                                                                                      |                                                            |
| <b>OAR</b>                                                                                                                           |                                                            |
| <a href="#">125-246-0110</a>                                                                                                         | Definitions                                                |
| <a href="#">125-246-0130</a>                                                                                                         | Application of the Code and Rules; Exceptions              |
| <a href="#">125-246-0170</a>                                                                                                         | Delegation of Authority                                    |
| <a href="#">125-246-0220</a>                                                                                                         | Governor's Policy Advisor for Economic and Business Equity |
| <a href="#">125-247-0200</a>                                                                                                         | Buy Decision and Methods of Source Selection               |
| <a href="#">125-247-0296</a>                                                                                                         | Price Agreements and Mandatory Use Contracts               |
|                                                                                                                                      |                                                            |
| <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>                                                 |                                                            |
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| <b>Additional resources</b> |
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|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Knowledge, Skill, Ability</b>                                                                                                                                                |                                                                       |
| 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                                                                                       |                                                                       |
|                                                                                                                                                                                 |                                                                       |
| <b>ORS</b>                                                                                                                                                                      |                                                                       |
| 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                                                                                                                            |                                                                       |
|                                                                                                                                                                                 |                                                                       |
| <b>OAR</b>                                                                                                                                                                      |                                                                       |
| <a href="#">125-246-0170</a>                                                                                                                                                    | Delegation of Authority                                               |
| <a href="#">25-246-0333</a>                                                                                                                                                     | Independent Contractors                                               |
| <a href="#">125-246-0335</a>                                                                                                                                                    | Authority and Standards for Personal Services Contracts               |
| <a href="#">125-247-0110</a>                                                                                                                                                    | Feasibility Determination, Cost Analysis and Department Report        |
| <a href="#">125-247-0185</a>                                                                                                                                                    | Approval of Information Technology or Telecommunications Procurements |
|                                                                                                                                                                                 |                                                                       |
| <b>OPM</b>                                                                                                                                                                      |                                                                       |
| <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>                                                                                            |                                                                       |
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| <b>Additional resources</b>                                                                                                                                                     |                                                                       |
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|-----------------------------------------------------------------------------|--|
| <b>Knowledge, Skill, Ability</b>                                            |  |
| 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                             |                                                                                                                                  |
| <b>ORS</b>                                                                               |                                                                                                                                  |
| 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                                      |                                                                                                                                  |
| <b>OAR</b>                                                                               |                                                                                                                                  |
| <a href="#">125-246-0120</a>                                                             | Policies                                                                                                                         |
| <a href="#">125-246-0310</a>                                                             | Reciprocal Preferences                                                                                                           |
| <a href="#">125-246-0318</a>                                                             | Oregon Employment Preference                                                                                                     |
| <a href="#">125-246-0322</a>                                                             | Preference for Recycled Materials                                                                                                |
| <a href="#">125-246-0330</a>                                                             | Supplier Requirements                                                                                                            |
| <a href="#">125-246-0345</a>                                                             | Procedures for Personal Services Contracts                                                                                       |
| <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="#">125-247-0430</a>                                                             | Addenda to Solicitation Document                                                                                                 |
| <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="#">125-249-0145</a>                                                             | Contracts for Oversight of Public Contracts                                                                                      |
| <a href="#">125-249-0380</a>                                                             | Bid or Proposal Evaluation Criteria                                                                                              |
| <a href="#">125-249-0390</a>                                                             | Offer Evaluation and Award; Determination of Responsibility                                                                      |
| <b>OPM</b>                                                                               |                                                                                                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Develop evaluation ...</a>      |                                                                                                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>        |                                                                                                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Competitive Sealed ...</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>    |                                                                                                                                  |

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|--------------------------------------------------------------------------------------|
| <a href="#">DAS PS - Fundamentals of Procurement (\$10,000 to \$150,000) WEBINAR</a> |
| <a href="#">DAS SPO - Demystifying Terms and Conditions</a>                          |
| <b>Additional resources</b>                                                          |
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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| <b>Knowledge, Skill, Ability</b>                                                                                                                                                                                         |                                                                      |
| 02-01-05-01 Create and publish a solicitation for                                                                                                                                                                        |                                                                      |
| <ul style="list-style-type: none"> <li>•A&amp;E (architectural, engineering, photogrammetric mapping, transportation planning or land surveying)</li> <li>•A&amp;E related services</li> </ul>                           |                                                                      |
|                                                                                                                                                                                                                          |                                                                      |
| <b>ORS</b>                                                                                                                                                                                                               |                                                                      |
| 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.                  |                                                                      |
|                                                                                                                                                                                                                          |                                                                      |
| <b>OAR</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="#">125-246-0170</a>                                                                                                                                                                                             | Delegation of Authority                                              |
| <a href="#">125-248-0100</a>                                                                                                                                                                                             | Application                                                          |
| <a href="#">125-248-0300</a>                                                                                                                                                                                             | Contract Form; Prohibited Payment Methodology; Purchase Restrictions |
| <a href="#">125-248-0330</a>                                                                                                                                                                                             | Special Contract Processes                                           |
| <a href="#">125-249-0145</a>                                                                                                                                                                                             | Contracts for Oversight of Public Contracts                          |
|                                                                                                                                                                                                                          |                                                                      |
| <b>OPM</b>                                                                                                                                                                                                               |                                                                      |
| <a href="#">State of Oregon: Oregon procurement manual - Architectural and ...</a>                                                                                                                                       |                                                                      |
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## Oregon Procurement Intermediate Certification Study Guide

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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>  |
|                                                                                       |
| <b>Additional resources</b>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                                                                                                     |
| 02-01-06-01 Create and publish a Public Improvement solicitation                                                                                                                                                                                     |
| •Direct Appointment                                                                                                                                                                                                                                  |
| <b>ORS</b>                                                                                                                                                                                                                                           |
| 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                                                                                                                                                                                                         |

## Oregon Procurement Intermediate Certification Study Guide

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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                                                                                                      |                                                                                                      |
| <b>OAR</b>                                                                                                                                                                                       |                                                                                                      |
| <a href="#">125-246-0110</a>                                                                                                                                                                     | Definitions                                                                                          |
| <a href="#">125-246-0120</a>                                                                                                                                                                     | Policies                                                                                             |
| <a href="#">125-246-0140</a>                                                                                                                                                                     | Procurement Authority                                                                                |
| <a href="#">125-246-0170</a>                                                                                                                                                                     | Delegation of Authority                                                                              |
| <a href="#">125-246-0365</a>                                                                                                                                                                     | ORS 190 Agreements (Intergovernmental)                                                               |
| <a href="#">125-246-0400</a>                                                                                                                                                                     | Cooperative Procurement; Purpose, Policy, and Definitions                                            |
| <a href="#">125-247-0280</a>                                                                                                                                                                     | Emergency Procurements                                                                               |
| <a href="#">125-248-0100</a>                                                                                                                                                                     | Application                                                                                          |
| <a href="#">125-248-0130</a>                                                                                                                                                                     | Applicable Selection Procedures; Pricing Information; Disclosure of Proposals; Conflicts of Interest |
| <a href="#">125-248-0200</a>                                                                                                                                                                     | Direct Appointment Procedure                                                                         |
| <a href="#">125-248-0260</a>                                                                                                                                                                     | Two-Tiered Selection Procedure for Local Contracting Agency Public Improvement Projects              |
| <a href="#">125-248-0330</a>                                                                                                                                                                     | Special Contract Processes                                                                           |
| <a href="#">125-249-0110</a>                                                                                                                                                                     | Policies                                                                                             |
| <a href="#">125-249-0130</a>                                                                                                                                                                     | Competitive Bidding Requirement                                                                      |
| <a href="#">125-249-0145</a>                                                                                                                                                                     | Contracts for Oversight of Public Contracts                                                          |
| <a href="#">125-249-0160</a>                                                                                                                                                                     | Intermediate Procurements; Competitive Quotes and Amendments                                         |
| <a href="#">125-249-0200</a>                                                                                                                                                                     | Solicitation Documents; Required Provisions; Assignment or Transfer                                  |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">125-249-0210</a>                                                          | Notice and Advertising Requirements; Posting                |
| <a href="#">125-249-0290</a>                                                          | Bid or Proposal Security                                    |
| <a href="#">125-249-0310</a>                                                          | Electronic Procurement                                      |
| <a href="#">125-249-0460</a>                                                          | Performance and Payment Security; Waiver                    |
| <a href="#">125-249-0630</a>                                                          | Findings, Notice and Hearing                                |
| <a href="#">125-249-0360</a>                                                          | First-Tier Subcontractors; Disclosure and Substitution; ITB |
| <a href="#">125-249-0370</a>                                                          | Disqualification of Persons                                 |
| <a href="#">125-249-0380</a>                                                          | Bid or Proposal Evaluation Criteria                         |
| <a href="#">125-249-0390</a>                                                          | Offer Evaluation and Award; Determination of Responsibility |
| <a href="#">125-249-0390</a>                                                          | Offer Evaluation and Award; Determination of Responsibility |
| <a href="#">125-249-0430</a>                                                          | Negotiation when Bids Exceed Cost Estimate                  |
| <a href="#">125-249-0440</a>                                                          | Rejection of Offers                                         |
| <a href="#">125-249-0460</a>                                                          | Performance and Payment Security; Waiver                    |
| <a href="#">125-249-0600</a>                                                          | Alternative Contracting Methods; Purpose                    |
| <a href="#">125-249-0610</a>                                                          | Definitions for Alternative Contracting Methods             |
| <a href="#">125-249-0620</a>                                                          | Use of Alternative Contracting Methods                      |
| <a href="#">125-249-0640</a>                                                          | Competitive Proposals; Procedure                            |
| <a href="#">125-249-0800</a>                                                          | Required Contract Clauses                                   |
| <a href="#">125-249-0810</a>                                                          | Waiver of Delay Damages Against Public Policy               |
| <a href="#">125-249-0910</a>                                                          | Changes to the Work and Contract Amendments                 |
| <b>OPM</b>                                                                            |                                                             |
| <a href="#">State of Oregon: Oregon procurement manual - Public Improvement ...</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

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.



## Oregon Procurement Intermediate Certification Study Guide

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| <b>OAR</b>                                                                            |                                                                                                                                  |
| <a href="#">125-246-0110</a>                                                          | Definitions                                                                                                                      |
| <a href="#">125-247-0550</a>                                                          | Prequalification of Prospective Offerors, Pre-negotiation of Contract Terms and Conditions, and Request for Qualifications (RFQ) |
|                                                                                       |                                                                                                                                  |
| <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>  |                                                                                                                                  |
| <a href="#">DAS SPO - Demystifying Terms and Conditions</a>                           |                                                                                                                                  |
| <b>Additional resources</b>                                                           |                                                                                                                                  |
|                                                                                       |                                                                                                                                  |

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| <b>Knowledge, Skill, Ability</b>                                                                      |                       |
| 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 |                       |
|                                                                                                       |                       |
| <b>ORS</b>                                                                                            |                       |
|                                                                                                       |                       |
| <b>OAR</b>                                                                                            |                       |
| <a href="#">125-247-0420</a>                                                                          | Pre-Offer Conferences |
| <a href="#">125-249-0240</a>                                                                          | Pre-Offer Conferences |
|                                                                                                       |                       |
| <b>OPM</b>                                                                                            |                       |
| <a href="#">State of Oregon: Oregon procurement manual - Intermediate ...</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>                                                                           |                       |
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## Oregon Procurement Intermediate Certification Study Guide

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

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">125-246-0170</a>                                                          | Delegation of Authority                                                     |
| <a href="#">125-247-0260</a>                                                          | Competitive Sealed Proposals                                                |
| <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="#">125-247-0610</a>                                                          | Notice of Intent to Award                                                   |
| <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                              |
| <a href="#">125-248-0240</a>                                                          | Protest Procedures                                                          |
| <a href="#">125-249-0260</a>                                                          | Request for Clarification or Change; Solicitation Protests                  |
| <a href="#">125-249-0450</a>                                                          | Protest of Contractor Selection, Contract Award                             |
|                                                                                       |                                                                             |
| <b>OPM</b>                                                                            |                                                                             |
| <a href="#">State of Oregon: Oregon procurement manual - Protests</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>  |                                                                             |
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| <b>Additional resources</b>                                                           |                                                                             |
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| <b>Knowledge, Skill, Ability</b>                                                                   |
| 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.                              |
|                                                                                                    |
| <b>ORS</b>                                                                                         |
| 279A.015 Policy                                                                                    |
| 279A.140 State procurement of goods and services; rules                                            |

## Oregon Procurement Intermediate Certification Study Guide

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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                                                 |                                                  |
| <b>OAR</b>                                                                            |                                                  |
| <a href="#">125-247-0260</a>                                                          | Competitive Sealed Proposals                     |
| <a href="#">125-247-0600</a>                                                          | Offer Evaluation and Award                       |
| <a href="#">125-247-0165</a>                                                          | Practices Regarding Electronic Goods Procurement |
| <b>OPM</b>                                                                            |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Develop evaluation ...</a>   |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Competitive Sealed ...</a>   |                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Competitive Sealed ...</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                                                                               |                                 |
|---------------------------------------------------------------------------------------------------------|---------------------------------|
| 02-06-01-08 Describe how to determine Competitive Range                                                 |                                 |
| <b>ORS</b>                                                                                              |                                 |
| 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                                                     |                                 |
| <b>OAR</b>                                                                                              |                                 |
| <a href="#">125-246-0110</a>                                                                            | Definitions                     |
| <a href="#">125-247-0260</a>                                                                            | Competitive Sealed Proposals    |
| <a href="#">125-247-0630</a>                                                                            | Availability of Award Decisions |
| <a href="#">125-249-0120</a>                                                                            | Definitions                     |
| <b>OPM</b>                                                                                              |                                 |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">State of Oregon: Oregon procurement manual - Terms and definitions</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>                                                      |                                                    |
| 02-06-01-11 Define and explain steps to debar a supplier                              |                                                    |
| <b>ORS</b>                                                                            |                                                    |
| 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                           |                                                    |
| <b>OAR</b>                                                                            |                                                    |
| <a href="#">125-246-0110</a>                                                          | Definitions                                        |
| <a href="#">125-246-0314</a>                                                          | Disabled Veterans Preference                       |
| <a href="#">125-246-0615</a>                                                          | Nonretaliation                                     |
| <a href="#">125-247-0575</a>                                                          | Debarment of Prospective Offerors                  |
| <a href="#">125-247-0760</a>                                                          | Review of Prequalification and Debarment Decisions |
| <b>OPM</b>                                                                            |                                                    |
| <a href="#">State of Oregon: Oregon procurement manual - Programs for ...</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>                                                           |                                                    |

## 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.            |                               |
|                                                                                       |                               |
| <b>ORS</b>                                                                            |                               |
| 279A.015 Policy                                                                       |                               |
| 184.423 Findings and goals regarding sustainability                                   |                               |
|                                                                                       |                               |
| <b>OAR</b>                                                                            |                               |
| <a href="#">125-246-0110</a>                                                          | Definitions                   |
| <a href="#">125-246-0120</a>                                                          | Policies                      |
| <a href="#">125-246-0320</a>                                                          | Recycling; Definitions        |
| <a href="#">125-247-0170</a>                                                          | Life Cycle Costing            |
| <a href="#">125-247-0500</a>                                                          | Responsibility of Offerors    |
| <a href="#">125-247-0600</a>                                                          | Offer Evaluation and Award    |
| <a href="#">125-246-0120</a>                                                          | Policies                      |
| <a href="#">125-247-0288</a>                                                          | Special Procurements; by Rule |
|                                                                                       |                               |
| <b>OPM</b>                                                                            |                               |
| <a href="#">State of Oregon: Oregon procurement manual - Sustainable ...</a>          |                               |
| <a href="#">State of Oregon: Oregon procurement manual - DAS Statewide Price ...</a>  |                               |
| <a href="#">State of Oregon: Oregon procurement manual - Develop specifications</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>                                                           |                               |
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| Knowledge, Skill, Ability                                                                                                               |  |
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| 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.                                                                                        |  |

## Oregon Procurement Intermediate Certification Study Guide

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| 02-08-01-07 Give examples of documenting negotiation details in accordance with public contracting code.                                                                                                                 |                                                                                                                                  |
| <b>ORS</b>                                                                                                                                                                                                               |                                                                                                                                  |
| 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                                                                                                                                                                      |                                                                                                                                  |
| <b>OAR</b>                                                                                                                                                                                                               |                                                                                                                                  |
| <a href="#">125-246-0110</a>                                                                                                                                                                                             | Definitions                                                                                                                      |
| <a href="#">125-246-0170</a>                                                                                                                                                                                             | Delegation of Authority                                                                                                          |
| <a href="#">125-246-0365</a>                                                                                                                                                                                             | ORS 190 Agreements (Intergovernmental)                                                                                           |
| <a href="#">125-246-0556</a>                                                                                                                                                                                             | Procurement Files                                                                                                                |
| <a href="#">125-246-0635</a>                                                                                                                                                                                             | Authorized Agency and Provider Communications                                                                                    |
| <a href="#">125-247-0110</a>                                                                                                                                                                                             | Feasibility Determination, Cost Analysis and Department Report                                                                   |
| <a href="#">125-247-0260</a>                                                                                                                                                                                             | Competitive Sealed Proposals                                                                                                     |
| <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="#">125-247-0550</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="#">125-249-0120</a>                                                                                                                                                                                             | Definitions                                                                                                                      |
| <a href="#">125-249-0420</a>                                                                                                                                                                                             | Negotiation With Bidders Prohibited                                                                                              |
| <a href="#">125-249-0430</a>                                                                                                                                                                                             | Negotiation when Bids Exceed Cost Estimate                                                                                       |
| <a href="#">125-249-0630</a>                                                                                                                                                                                             | Findings, Notice and Hearing                                                                                                     |
| <b>OPM</b>                                                                                                                                                                                                               |                                                                                                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Competitive Sealed ...</a>                                                                                                                                      |                                                                                                                                  |
| <a href="#">State of Oregon: Oregon procurement manual - Document ...</a>                                                                                                                                                |                                                                                                                                  |

## Oregon Procurement Intermediate Certification Study Guide

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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>  |
| <b>Additional resources</b>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                      |
| 02-10-01-04 Discuss best practices to minimize a protest.                             |
| <b>ORS</b>                                                                            |
| <b>OAR</b>                                                                            |
| <b>OPM</b>                                                                            |
| <a href="#">State of Oregon: Oregon procurement manual - Protests</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>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                                               |
| 02-11-02-01 Process Personal Services contracts to include:                                                                                                                                    |
| <ul style="list-style-type: none"> <li>•A&amp;E (architectural, engineering, photogrammetric mapping, transportation planning or land surveying)</li> <li>•A&amp;E related services</li> </ul> |
| <b>ORS</b>                                                                                                                                                                                     |
| 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                                         |



## Oregon Procurement Intermediate Certification Study Guide

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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                                                                                                                            |                                                                      |
| <b>OAR</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="#">125-246-0170</a>                                                                                                                                                                                             | Delegation of Authority                                              |
| <a href="#">125-248-0100</a>                                                                                                                                                                                             | Application                                                          |
| <a href="#">125-248-0300</a>                                                                                                                                                                                             | Contract Form; Prohibited Payment Methodology; Purchase Restrictions |
| <a href="#">125-248-0330</a>                                                                                                                                                                                             | Special Contract Processes                                           |
| <a href="#">125-249-0145</a>                                                                                                                                                                                             | Contracts for Oversight of Public Contracts                          |
| <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>                                                                                                                                                                                              |                                                                      |

## Oregon Procurement Intermediate Certification Study Guide

| <b>Knowledge, Skill, Ability</b>                                                                                                                                                                                                                               |                                                           |
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| 02-11-03-01 Create and execute the following contracts:                                                                                                                                                                                                        |                                                           |
| <ul style="list-style-type: none"> <li>•Construction contract other than public improvements such as Emergency work, Minor alteration or ordinary repair or maintenance necessary to preserve a public improvement</li> <li>•Public Works contracts</li> </ul> |                                                           |
| <b>ORS</b>                                                                                                                                                                                                                                                     |                                                           |
| 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                                                                                                     |                                                           |
| <b>OAR</b>                                                                                                                                                                                                                                                     |                                                           |
| <a href="#">125-249-0140</a>                                                                                                                                                                                                                                   | Contracts for Construction Other Than Public Improvements |
| <a href="#">125-246-0110</a>                                                                                                                                                                                                                                   | Definitions                                               |
| <a href="#">125-249-0815</a>                                                                                                                                                                                                                                   | BOLI Public Works Bond                                    |
| <a href="#">125-249-0860</a>                                                                                                                                                                                                                                   | Public Works Contracts                                    |
| <b>OPM</b>                                                                                                                                                                                                                                                     |                                                           |
| <a href="#">State of Oregon: Oregon procurement manual - Public Improvement ...</a>                                                                                                                                                                            |                                                           |
| <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>                                                                                                                                                                                             |                                                           |

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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>  |
| <b>Additional resources</b>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                                                                     |                                                                                                         |
| 02-11-04-02 Interpret advice, recommendations and legal counsel that resulted in a public contract.                                  |                                                                                                         |
| <b>ORS</b>                                                                                                                           |                                                                                                         |
| 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</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="#">125-246-0220</a>                                                                                                         | Governor’s Policy Advisor for Economic and Business Equity                                              |
|                                                                                                                                      |                                                                                                         |
| <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>                                                                                                          |                                                                                                         |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                          |  |
| 03-01-02-03 Integrate risk management practices into contract administration.                                                                                             |  |
| <b>ORS</b>                                                                                                                                                                |  |
| 279A.159 Education and training or experience requirements for persons that conduct procurements or administer contracts for state contracting agencies; deadlines; rules |  |

## Oregon Procurement Intermediate Certification Study Guide

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| <b>OAR</b>                                                                            |                                         |
| <a href="#">125-246-0140</a>                                                          | Procurement Authority                   |
| <a href="#">125-246-0350</a>                                                          | Approval of Personal Services Contracts |
| <b>OPM</b>                                                                            |                                         |
| <a href="#">State of Oregon: Oregon procurement manual - Contract ...</a>             |                                         |
| <a href="#">State of Oregon: Oregon procurement manual - Procurement planning</a>     |                                         |
| <a href="#">State of Oregon: Oregon procurement manual - <b>Contract ...</b></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>  |                                         |
| <a href="#">DAS PS - Contract Administration Training Certificate</a>                 |                                         |
| <b>Additional resources</b>                                                           |                                         |
| <a href="#">Contracts and risk assessment overview</a> – DAS Risk Management          |                                         |

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| <b>Knowledge, Skill, Ability</b>                                                                                       |                               |
| 03-01-02-05 Define completion and acceptance criteria.                                                                 |                               |
| 03-01-02-06 Propose schedule/timeline to complete milestones and deliverables.                                         |                               |
| <b>ORS</b>                                                                                                             |                               |
| 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 |                               |
| <b>OAR</b>                                                                                                             |                               |
| <a href="#">125-246-0110</a>                                                                                           | Definitions                   |
| <a href="#">125-246-0330</a>                                                                                           | Supplier Requirements         |
| <a href="#">125-247-0288</a>                                                                                           | Special Procurements; by Rule |
| <b>OPM</b>                                                                                                             |                               |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">State of Oregon: Oregon procurement manual - Contract Closeout</a>        |
| <a href="#">State of Oregon: Oregon procurement manual - Develop specifications</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>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                          |                       |
| 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.                                                                                                                 |                       |
|                                                                                                                                                                           |                       |
| <b>ORS</b>                                                                                                                                                                |                       |
| 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                                                                                                                       |                       |
|                                                                                                                                                                           |                       |
| <b>OAR</b>                                                                                                                                                                |                       |
| <a href="#">125-246-0110</a>                                                                                                                                              | Definitions           |
| <a href="#">125-246-0140</a>                                                                                                                                              | Procurement Authority |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">125-246-0165</a>                                                          | Delegation Policy and Procedures                               |
| <a href="#">125-246-0321</a>                                                          | Recycling Policy                                               |
| <a href="#">125-246-0333</a>                                                          | Independent Contractors                                        |
| <a href="#">125-246-0576</a>                                                          | Payment Authorization for Cost Overruns for Services Contracts |
| <a href="#">125-248-0120</a>                                                          | List of Interested Consultants; Performance Record             |
| <a href="#">125-249-0460</a>                                                          | Performance and Payment Security; Waiver                       |
| <b>OPM</b>                                                                            |                                                                |
| <a href="#">Contract Administration Plan (CAP)</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>                                                           |                                                                |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                          |                                                                                        |
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| 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.                                   |
| <b>ORS</b>                                                                                                                                                                |                                                                                        |
| 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                                                                                                                         |                                                                                        |
| <b>OAR</b>                                                                                                                                                                |                                                                                        |
| <a href="#">125-246-0140</a>                                                                                                                                              | Procurement Authority                                                                  |
| <a href="#">125-246-0170</a>                                                                                                                                              | Delegation of Authority                                                                |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">125-249-0145</a>                                                          | Contracts for Oversight of Public Contracts |
| <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>  |                                             |
| <a href="#">DAS SPO - Demystifying Terms and Conditions</a>                           |                                             |
| <b>Additional resources</b>                                                           |                                             |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                          |                                    |
| 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.                                                                                                                |                                    |
| <b>ORS</b>                                                                                                                                                                |                                    |
| 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                                                                                                                   |                                    |
| <b>OAR</b>                                                                                                                                                                |                                    |
| <a href="#">125-246-0110</a>                                                                                                                                              | Definitions                        |
| <a href="#">125-246-0140</a>                                                                                                                                              | Procurement Authority              |
| <a href="#">125-246-0360</a>                                                                                                                                              | Purchases Through Federal Programs |
| <a href="#">125-246-0580</a>                                                                                                                                              | Dispute Resolution                 |
| <b>OPM</b>                                                                                                                                                                |                                    |
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## Oregon Procurement Intermediate Certification Study Guide

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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>  |
| <b>Additional resources</b>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                                                                                                          |                        |
| 03-02-02-02 Develop change orders for contracts.                                                                                                                          |                        |
|                                                                                                                                                                           |                        |
| <b>ORS</b>                                                                                                                                                                |                        |
| 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                                                                                         |                        |
|                                                                                                                                                                           |                        |
| <b>OAR</b>                                                                                                                                                                |                        |
| <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 - Change orders</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>                                                                                                                                               |                        |
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| <b>Knowledge, Skill, Ability</b>                                               |  |
| 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.     |  |
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## Oregon Procurement Intermediate Certification Study Guide

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| <b>ORS</b>                                                                                                                                                                                                                                           |                                                                                                                                  |
| 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                                                                                                                                                                                                  |                                                                                                                                  |
| <b>OAR</b>                                                                                                                                                                                                                                           |                                                                                                                                  |
|                                                                                                                                                                                                                                                      |                                                                                                                                  |
| <a href="#">125-246-0110</a>                                                                                                                                                                                                                         | Definitions                                                                                                                      |
| <a href="#">125-246-0120</a>                                                                                                                                                                                                                         | Policies                                                                                                                         |
| <a href="#">125-246-0140</a>                                                                                                                                                                                                                         | Procurement Authority                                                                                                            |
| <a href="#">125-246-0165</a>                                                                                                                                                                                                                         | Delegation Policy and Procedures                                                                                                 |
| <a href="#">125-246-0170</a>                                                                                                                                                                                                                         | Delegation of Authority                                                                                                          |
| <a href="#">125-246-0330</a>                                                                                                                                                                                                                         | Supplier Requirements                                                                                                            |
| <a href="#">125-246-0333</a>                                                                                                                                                                                                                         | Independent Contractors                                                                                                          |
| <a href="#">125-246-0576</a>                                                                                                                                                                                                                         | Payment Authorization for Cost Overruns for Services Contracts                                                                   |
| <a href="#">125-247-0280</a>                                                                                                                                                                                                                         | Emergency Procurements                                                                                                           |
| <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="#">125-248-0120</a>                                                                                                                                                                                                                         | List of Interested Consultants; Performance Record                                                                               |
| <a href="#">125-249-0460</a>                                                                                                                                                                                                                         | Performance and Payment Security; Waiver                                                                                         |
|                                                                                                                                                                                                                                                      |                                                                                                                                  |
| <b>OPM</b>                                                                                                                                                                                                                                           |                                                                                                                                  |

## Oregon Procurement Intermediate Certification Study Guide

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| <a href="#">State of Oregon: Oregon procurement manual - Programs for ...</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>                                                           |
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| <b>Knowledge, Skill, Ability</b>                                                      |                                             |
| 03-05-01-02 Collect and organize necessary documentation for a financial audit.       |                                             |
| <b>ORS</b>                                                                            |                                             |
| 279C.310 Limitation on contracting agency constructing public improvement.            |                                             |
| <b>OAR</b>                                                                            |                                             |
| <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 ...</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>                                                           |                                             |
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| <b>Knowledge, Skill, Ability</b>                                                 |  |
| 04-01-01-02 Verify project completion using CAP, punch list, or similar process. |  |
| 04-01-01-03 Translate contract expectations into evaluation criteria.            |  |
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## Oregon Procurement Intermediate Certification Study Guide

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| <b>ORS</b>                                                                            |  |
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| <b>OAR</b>                                                                            |  |
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| <b>OPM</b>                                                                            |  |
| <a href="#">State of Oregon: Oregon procurement manual - Contract Closeout</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>                                                           |  |
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| <b>Knowledge, Skill, Ability</b>                                                 |                                                                              |
| 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.                          |                                                                              |
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| <b>ORS</b>                                                                       |                                                                              |
|                                                                                  |                                                                              |
| <b>OAR</b>                                                                       |                                                                              |
| <a href="#">125-246-0110</a>                                                     | Definitions                                                                  |
| <a href="#">125-246-0353</a>                                                     | Reporting Requirements for Personal Services Contracts                       |
| <a href="#">125-246-0400</a>                                                     | Cooperative Procurement; Purpose, Policy, and Definitions                    |
| <a href="#">125-246-0556</a>                                                     | Procurement Files                                                            |
| <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="#">125-246-0635</a>                                                     | Authorized Agency and Provider Communications                                |
| <a href="#">125-247-0110</a>                                                     | Feasibility Determination, Cost Analysis and Department Report               |
| <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="#">125-247-0305</a>                                                     | Public Notice of Solicitation Documents                                      |

## Oregon Procurement Intermediate Certification Study Guide

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| <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="#">125-247-0691</a>                                                                                                                                                                                                                                    | Brand Name or Equal Specification                                     |
| <a href="#">125-247-0805</a>                                                                                                                                                                                                                                    | Amendments to Contracts and Price Agreements                          |
| <b>OPM</b>                                                                                                                                                                                                                                                      |                                                                       |
| <a href="#">State of Oregon: Oregon procurement manual - Contract Closeout</a>                                                                                                                                                                                  |                                                                       |
| <a href="#">State of Oregon: Oregon <b>procurement</b> 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>                                                                                                                                                                            |                                                                       |
| <a href="#">DAS PS - Contract Administration Training Certificate</a>                                                                                                                                                                                           |                                                                       |
| <b>Additional resources</b>                                                                                                                                                                                                                                     |                                                                       |
| <b>Knowledge, Skill, Ability</b>                                                                                                                                                                                                                                |                                                                       |
| 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                                                                                                                                                                                                       |                                                                       |
| <b>ORS</b>                                                                                                                                                                                                                                                      |                                                                       |
| 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                                                                                   |                                                                       |
| <b>OAR</b>                                                                                                                                                                                                                                                      |                                                                       |
| <a href="#">125-246-0100</a>                                                                                                                                                                                                                                    | Application; Commentary; Federal Law Prevails                         |
| <a href="#">125-246-0110</a>                                                                                                                                                                                                                                    | Definitions                                                           |
| <a href="#">125-247-0110</a>                                                                                                                                                                                                                                    | Feasibility Determination, Cost Analysis and Department Report        |
| <a href="#">125-247-0185</a>                                                                                                                                                                                                                                    | Approval of Information Technology or Telecommunications Procurements |

## Oregon Procurement Intermediate Certification Study Guide

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| <b>OPM</b>                                                                            |
| <a href="#">State of Oregon: Oregon procurement manual - Information ...</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>                                                           |
|                                                                                       |