

State Services Division

State Procurement Office
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Salem, OR 97301

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Training Team

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INSTRUCTIONS

Submit this form to apply for your OPAC certificate once you complete your final report and presentation.

Visit our website for OPAC information.

<http://www.oregon.gov/DAS/SSD/SPO/index.page>

Phone: 503 378-4663

Oregon Procurement Advanced Certification

OPAC: Application for Certification Form

Section 1 Eligibility Requirements

- I completed my DAS-SPO approved independent work-study project.
- I completed my final project report and presentation on _____.

Section 2 Your Contact Information

Name: _____
(First) (Middle) (Last)

Agency: _____

Department: _____

Official Position Title: _____ Work Phone No.: _____

Business Address: _____ City: _____

State: _____ Zip Code: _____ E-Mail: _____

Description of Procurement Duties: _____

Section 3 Payment Information

OPAC Application Fee: \$50.00

Payment method: Agency #: _____

Invoice (ODOT only): _____

BT #: _____

Check #: _____

Payment Card (SPOTS) Credit Card #: _____

Expiration Date: _____

Name & address on payment card: _____

Section 4 Three Years of Procurement-Related Work Experience

You must document at least three years of contracting experience by providing verification from the employer(s) you list below **OR** by having your current supervisor verify your experience.

Dates of Employment (From – To)	Title/Position Or Job Description	Organization	PRINT Contact Information (Name, Phone #)

By my signature, I am verifying the applicant has at least three years procurement experience as listed above.

Supervisor Signature: _____ Date: _____

Section 5 Applicant Affirmation Statement

I certify that the information I have provided is correct. I understand that any misrepresentations or incorrect information provided to DAS-State Procurement Office can result in disqualification of my eligibility for certification.

Applicant Signature: _____ Date: _____



State Procurement Office
Achieving Results Together