



CHECKLIST

PRINCIPLES OF PUBLIC PROCUREMENT

Procurement Training Law ORS279A.159 requires staff who conduct a procurement to be adequately trained. Use this checklist to help determine if you need training.

Check the boxes below that apply to you:

- I have and exercise procurement authority over \$10,000 for my agency.
- I am a Procurement Contract Assistant, Procurement Contract Specialist, or State Procurement Analyst.

If you checked any of the above, stop here. You are responsible for conducting a procurement and must complete the Principles of Public Procurement Learning Event or have a valid Oregon Procurement Basic Certification by December 31, 2018.

Mark the tasks below that you perform, or have significant responsibility in:

- Developing procurement documents.
- Posting or publishing notices or awards.
- Negotiating contract terms.
- Resolving conflicts or protests.
- Writing amendments or change orders.

If you checked any of the above, contact your manager or Designated Procurement Officer (DPO) to discuss what training you may need to take.