

CUG CONSULTANT SELECTION FOR CERTIFIED LOCAL PUBLIC AGENCIES: OVERVIEW TRAINING

NOVEMBER 22, 2022

For project descriptions, see [Project Scenarios](#). For answer key, see page 4 of this document.

POLL QUESTIONS

1. Can you identify your agency's procurement resource?
 - Yes
 - No
 - Maybe
2. Based on the description for Project 1, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E
3. What elements of the description for Project 1 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - The project mostly involves planning work.
 - More than 50% of the work requires a licensed engineer or architect.
 - The project is for a specific transportation improvement.
4. Based on the description for Project 2, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E
5. What elements of the description for Project 2 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - Deliverables are plans and data.
 - The project involves design work for a specific public improvement project.
 - No engineering services required.
6. Based on the description for Project 3, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E
7. What elements of the description for Project 3 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - The project is for a specific transportation improvement.
 - The low cost of the project.
 - More than 50% of the work requires services of a licensed engineer.
8. Based on the description for Project 4, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E
9. What elements of the description for Project 4 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - The project is for a specific transportation improvement.

- The work is primarily planning-related work.
 - The work includes preliminary engineering.
10. Based on the description of Project 1, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)
 - Small Purchase
 - Intermediate
 - Informal
 - Formal
 11. Based on the description of Project 2, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)
 - Small Purchase
 - Intermediate
 - Informal
 - Formal
 12. Based on the description of Project 3, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)
 - Small Purchase
 - Intermediate
 - Informal
 - Formal
 13. Based on the description of Project 4, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)
 - Small Purchase
 - Intermediate
 - Informal
 - Formal
 14. Based on the description of Project 1, what DBE goal applies to the project?
 - No goal
 - 3%
 - 8.5%
 - Request special exception
 15. Based on the description of Project 2, what DBE goal applies to the project?
 - No goal
 - 3%
 - 8.5%
 - Request special exception
 16. Based on the description of Project 3, what DBE goal applies to the project?
 - No goal
 - 3%

- 8.5%
 - Request special exception
17. Based on the description of Project 4, what DBE goal applies to the project?
- No goal
 - 3%
 - 8.5%
 - Request special exception
18. True or False: You can determine the reasonableness of cost based only on a price analysis.
- True
 - False
19. True or False: You are required to complete the ODOT Record of Negotiations form for all Certified LPA federal-aid project.
- True
 - False
20. In what situations are Paid Summary Reports (PSRs) required?
- For any contract with subcontractors.
 - Only when there are committed DBE subcontractors.
 - Only when there are DBE subcontractors, even if there is no DBE goal.

ANSWER KEY

Green highlighted text indicates correct response.

1. Can you identify your agency's procurement resource?
 - Yes (if you answered no or maybe, we recommend finding out who your resource is by asking your agency certification liaison or reviewing the Key Staff form).
 - No
 - Maybe

2. Based on the description for Project 1, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E

3. What elements of the description for Project 1 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - The project mostly involves planning work.
 - More than 50% of the work requires a licensed engineer or architect.
 - The project is for a specific transportation improvement.

Rationale: Although the project involves planning work, the world work predominantly requires a licensed engineer and is for a specific transportation improvement project (not just a plan).

4. Based on the description for Project 2, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E
5. What elements of the description for Project 2 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)
 - Deliverables are plans and data.
 - The project involves design work for a specific public improvement project.
 - No engineering services required.

Rationale: This is a planning project that will not result in construction of a specific public improvement project.

6. Based on the description for Project 3, is the project likely to use A&E or non-A&E rules?
 - A&E
 - Non-A&E

7. What elements of the description for Project 3 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)

- The project is for a specific transportation improvement.
- The low cost of the project.
- More than 50% of the work requires services of a licensed engineer.

Rationale: Overall cost is not a factor in determining if A&E or non-A&E rules apply.

8. Based on the description for Project 4, is the project likely to use A&E or non-A&E rules?

- A&E
- Non-A&E

9. What elements of the description for Project 4 factored into your decision to apply A&E or non-A&E rules? (Select all that apply)

- The project is for a specific transportation improvement.
- The work is primarily planning-related work.
- The work includes preliminary engineering.

Rationale: This emergency repair project is for a specific improvement and requires services of a licensed engineer.

10. Based on the description of Project 1, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)

- Small Purchase
- Intermediate
- Informal
- Formal

Rationale: A&E rules apply, and the project cost estimate is \$200,000, which is below the \$250,000 threshold requiring formal procurement.

11. Based on the description of Project 2, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)

- Small Purchase
- Intermediate
- Informal
- Formal

Rationale: Although the cost estimate for this project is the same as for Project 1 (\$200,000), the threshold for formal procurement is lower for non-A&E procurements. For non-A&E procurements, formal procurement methods must be used for projects over \$150,000.

12. Based on the description of Project 3, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)

- Small Purchase
- Intermediate
- Informal
- Formal

Rationale: This is an A&E procurement under with a cost estimate under \$100,000. Note that the cost estimate is closing in on \$100,000, which may suggest it would be more appropriate to use informal (or formal) procurement methods if there is a risk the contract value will exceed \$100,000.

13. Based on the description of Project 4, is this a small purchase, intermediate, informal, or formal procurement? (Assuming your agency follows the same thresholds as the state)

- Small Purchase
- Intermediate
- Informal
- Formal

Rationale: This A&E procurement has a contract value well over \$250,000, meaning formal procurement rules apply.

14. Based on the description of Project 1, what DBE goal applies to the project?

- No goal
- 3%
- 8.5%
- Request special exception

Rationale: A&E rules apply, the project cost estimate is over \$100,000, and the project involves at least 3 distinct disciplines.

15. Based on the description of Project 2, what DBE goal applies to the project?

- No goal
- 3%
- 8.5%
- Request special exception

Rationale: The default goal for any non-A&E procurement is no goal.

16. Based on the description of Project 3, what DBE goal applies to the project?

- No goal
- 3%
- 8.5%
- Request special exception

Rationale: This is an A&E procurement, but it is single discipline, under \$100,000, and an emergency repair project. Any of those reasons would be sufficient to apply no goal.

17. Based on the description of Project 4, what DBE goal applies to the project?

- No goal
- 3%
- 8.5%
- Request special exception

Rationale: This is an A&E procurement with a cost over \$100,000 and more than 5 disciplines.

18. True or False: You can determine the reasonableness of cost based only on a price analysis.

- True
- False

Rationale: A price analysis can be part of determining cost reasonableness, but not the only consideration. Additionally, to consider a price analysis, the prices must have been subject to a prior reasonableness determination.

19. True or False: You are required to complete the ODOT Record of Negotiations form for all Certified LPA federal-aid project.

- True
- False

Rationale: While completing a Record of Negotiation is required for every contract negotiation (including amendments), Certified LPAs are not required to use the ODOT form.

20. In what situations are Paid Summary Reports (PSRs) required?

- For any contract with subcontractors.
- Only when there are committed DBE subcontractors.
- Only when there are DBE subcontractors, even if there is no DBE goal.

Rationale: Paid Summary Reports must be submitted to ODOT OCR for any contract with subcontractors. Whether the subcontractors are DBE or whether there is a DBE goal is not relevant in this situation.