

# Training at ODOT

## PROC 302: Contract Administration of Personal Services Contracts

The purpose of this training is to provide information and resources to empower ODOT (and local public agency) staff to achieve successful outcomes with contracts they administer while complying with procurement regulations and ODOT business practices.

### Target Audience

This training was developed for ODOT staff, however information is also relevant for local public agency staff who help administer ODOT contracts for A&E and Related Services.

### Dates and Location

Log into iLearnOregon and search the Learning Catalog for **PROC 302** (all words) click on course name (link) for list of class dates and locations. Most classes are taught in Salem, however there are exceptions.

### Fee

There is no course fee for this event.

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## How to Register

ODOT uses an on-line registration system called iLearnOregon to register people for training events. Go to page 3 for information about registering for classes in iLearnOregon.

## Cancellation Policy

Please cancel at least 2 working days prior to the event. To cancel your registration, log into iLearnOregon, search for the event, click on the "Cancel Enrollment" link.

## Contact Information

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## Other Training

For a listing of other training opportunities, visit **Training at ODOT** website, located at: <http://www.oregon.gov/ODOT/HWY/LGS/Pages/training2.aspx>.

# PROC 302

## Contract Administration of Personal Services Contracts

### Training Objectives

Upon completion of this training, participant will be able to:

- Define “contract administration” and other related terms.
- Describe roles and responsibilities for contract administration.
- Describe strategies to use during contract administration to promote successful completion of a contract.
- List documentation that must be kept in the contract file.

### Topics

- Definitions
- General Overview about Contract Administration
- Roles and Responsibilities
- Strategies for Success

### Prerequisites

None

### Who Should Attend

This training was developed for ODOT staff, however information is also relevant for local public agency staff who administer ODOT contracts for A&E and Related Services.



## Registering for ODOT Training

ODOT is now using iLearnOregon to register people in their training events. In order to enroll in classes, you must have an account in iLearnOregon.

To create an iLearnOregon account:

The first time you register for an event, you will be required to create an account.

[Click here to access iLearnOregon.](#)

1. At the iLearnOregon select Create New Account near the upper right of the screen.
2. A pop-up window will display directing you to enter all required fields (those marked with an \*) and that a confirmation email will be sent to you. Your Login ID should be at least six characters long, and must not contain any spaces. Click OK to continue to the User Information screen.
3. From the User Registration screen select *Not a State Employee*.
4. Complete the following information to create an account.
  - Enter your *full first and last name*.
  - Enter your *email address* where you would like training notification emails to be sent.
  - Enter text for your *login ID*. Your login must be at least 6 characters and cannot contain spaces or special characters such as /, @, or &.
  - For Job Title, leave it as (*None Selected*). The job titles in the drop down list come from the State's database and only apply to state employees.
  - For Organization, select **Other, Non State Employees – State of Oregon Public Partners – Transportation, Department of** from the drop down list. (State of Oregon Public Partners appears near the bottom of the list.)
  - For **Manager**, leave it as (*None Selected*).
5. Click *Submit*.
6. You will receive an email with instructions on how to confirm your account and a second email with your temporary password.

ODOT employees registering through iLearnOregon for the first time:

ODOT employees sign on the first time using their OR # for the Login ID and Password. After you have signed on for the first time, you can change your Login ID and Password in your iLearnOregon profile.

If you have enrolled in training through iLearnOregon before now, you may already have a different Login ID and Password. If you do not remember the ID and Password, you can request that information by clicking on "Forgot Login ID?"

To register for the training:

1. Click here to register: "[ODOT-PROC 302: Contract Administration of Personal Services Contracts](#)"
2. Sign into your account. This should take you directly into the course information.
3. Click on "Enroll" for the class date you want.

To see more information about training:

To see more detailed information about the section event (i.e. fee, instructor, location, etc), click on the information  icon.