



SESSION 3 OF 4

Procurement, Risk & Quality

Buying Right, Managing Risk, Building to Last



WELCOME

Quick Recap — Where We've Been

1

Feb 26

Getting Started Right

Funding agreements, eligibility, compliance calendar

2

Mar 26

Keeping Control

Scope, schedule & budget management

3

Apr 23

Procurement, Risk & Quality

Federal procurement, Davis-Bacon, BABA, risk

TODAY

4

May 21

Finishing Strong

Records, reporting & closeout

WELCOME

Today's Agenda

0–5 min

Welcome & Session 2 Recap

5–20 min

Federal Procurement Requirements

20–35 min

Davis-Bacon & Build America Buy America

35–50 min

Risk Management Fundamentals

50–55 min

Quality Management Basics

55–60 min

Funding Opportunities & Resources

60–90 min

Open Q&A

SECTION 1

Federal Procurement Requirements

2 CFR 200 Subpart D · competitive bidding · procurement documentation

Why Federal Procurement Rules Matter

Your local purchasing policy is NOT sufficient. Federal rules apply whenever funding-agreement dollars are spent.

Cost Disallowance

Non-compliant purchases may be denied reimbursement.

Audit Findings

Procurement violations are a top audit finding.

Repayment Required

You may be required to repay funding-agreement dollars.

Applies to ALL purchases made with funding-agreement dollars — construction, engineering, equipment, and services.

SECTION 1 | PROCUREMENT

Procurement Methods by Threshold

Federal thresholds under 2 CFR 200 (effective October 1, 2025). Always apply the more restrictive of federal or Oregon rules.

Up to \$15,000

Micro-purchase

No formal competition. Price must be reasonable. Distribute equitably among suppliers. (Davis-Bacon construction: \$2,000.)

\$15,001 – \$350,000

Small Purchase

Minimum two quotes from qualified sources. No formal bid. Document quotes and basis for selection.

Over \$350,000 (Construction)

Sealed Bid (IFB)

Public advertising required. Sealed bids opened publicly. Award to lowest responsive, responsible bidder.

Over \$350,000 (Prof. Svcs)

Competitive Proposals (RFP)

Published evaluation criteria. Written proposals evaluated. Award on best value — not just price.

CHECK YOUR AWARD: Some programs and Oregon's intermediate tier (\$25K–\$250K = 3 quotes) set tighter rules. Never split a purchase to stay under a threshold.

Procurement File — What to Keep

Every procurement needs a complete file. If it's not documented, it didn't happen.

✓ **Solicitation Document**

IFB, RFP, or quote request — keep the final version on file

✓ **Proof of Advertising**

Newspaper ad, ORPIN posting, or website — with dates

✓ **All Bids / Proposals**

Even rejected ones — note any received after deadline

✓ **Bid Tab / Eval Matrix**

Signed by evaluators; shows scoring or price comparison

✓ **Selection Rationale**

Award memo documenting the basis for selection

✓ **Executed Contract**

Signed by authorized officials; include all amendments

SECTION 2

Davis-Bacon & Build America Buy America

Prevailing wage · certified payroll · domestic content requirements

Davis-Bacon — Prevailing Wage Requirements

If your project involves federally-funded construction over \$2,000, Davis-Bacon applies.

Prevailing Wages

All laborers and mechanics must be paid the locally-prevailing wage rate for their classification.

Weekly Certified Payroll

Contractors submit certified payroll (Form WH-347) weekly — you collect and review every submission.

Wage Determinations

Obtain the current determination for your county and work type before bidding — embed it in bid documents.

Your Responsibility

You are responsible for contractor AND subcontractor compliance — flow requirements down in all contracts.

Davis-Bacon Compliance — Step by Step

1

Obtain Wage Determination

sam.gov or wages.dol.gov — by county & classification, before bidding

2

Include in Bid Documents

Attach as exhibit; require contractor acknowledgment in the bid form

3

Add Contract Clauses

Standard Davis-Bacon clauses per 29 CFR Part 5 — prime and all subs

4

Post Wages at Job Site

Keep current wage determination posted throughout construction

5

Collect Certified Payrolls

Weekly from all contractors/subs — DOL Form WH-347 or equivalent

6

Review & Retain Records

Document your review; retain for 3 years post-completion

Build America Buy America Act (BABA)

Applies to infrastructure projects funded under the Infrastructure Investment and Jobs Act (IIJA).

Iron & Steel

All manufacturing processes must occur in the United States.

Manufactured Products

Produced in the U.S. with 55%+ domestic component cost.

Construction Materials

Must be manufactured in the United States.

Confirm BABA applicability with your program officer before procurement begins. Waivers exist but require federal approval — request them early. Document country of origin for every major purchase.

BABA DOCUMENTATION: country-of-origin certificates · manufacturer declarations · waiver approvals · product submittals

SECTION 3

Risk Management Fundamentals

Identify · assess · respond · monitor

SECTION 3 | RISK

Understanding Project Risk

A risk is an uncertain event that, if it occurs, affects your project. Risks are not problems yet — they are potential problems. Manage them early.

Budget Risks

Price escalation · cost overruns · delayed reimbursements

Schedule Risks

Weather delays · permitting delays · supply chain issues

Capacity Risks

Staff turnover · key contact loss · contractor default

Compliance Risks

Missed reporting · procurement missteps · documentation gaps

SECTION 3 | RISK

The Simple Risk Register

A living document — update monthly during active phases. Start with your top 5 risks.

Risk Description	Like.	Impact	Priority	Response	Action / Owner
Contractor price escalation beyond budget	H	H	High	Mitigate	Add contingency; lock unit prices in contract
Key staff turnover mid-project	M	H	Med-H	Mitigate	Cross-train staff; document contacts & processes
Weather delays exceed float in schedule	M	M	Medium	Accept	Build float into schedule; track weekly
Permitting delay (land use, environmental)	L	H	Med-H	Avoid	Apply 90 days early; pre-meet with agency

TIP: Download the Risk Register Excel template from the RCAP resource website.

Risk Response Strategies

Avoid

Change the project plan to eliminate the risk entirely.

Best when: the risk is unacceptable and a feasible alternative exists.

Mitigate

Reduce the likelihood or impact before the risk occurs.

Best when: the risk cannot be eliminated but can be substantially reduced.

Transfer

Shift the financial impact — insurance, bonds, warranties.

Best when: cost-effective; the contractor is better positioned to manage it.

Accept

Acknowledge the risk; set aside contingency if warranted.

Best when: low priority, or response cost outweighs the risk impact.

ACTIVITY: CHAT WATERFALL

15% Solutions — What can you do right now?

Think about **ONE** risk you are facing on your current project. Type in the chat:

- (1) The risk
- (2) Likelihood — High, Medium, or Low
- (3) One action you could take right now to reduce it

Hold your answer until the facilitator says GO — then everyone posts at once!

15% Solutions: What can YOU do right now, within your existing authority, to reduce this risk?

SECTION 4

Quality Management Basics

Plan · control · close

SECTION 4 | QUALITY

Quality Management — Plan, Control, Close

Quality means consistently meeting the requirements in your funding agreement and project plans. Preventing rework is far cheaper than fixing it.

PLAN

- Define quality standards before work begins
- Identify inspection roles & responsibilities
- Include quality requirements in all specs & contracts
- Require a contractor Quality Control Plan before mobilization

CONTROL

- Conduct regular site inspections; document with photos
- Review and log all contractor submittals
- Issue written non-conformance notices — no verbal acceptance
- Verify corrective action before approving payment

CLOSE

- Walk site with contractor; create a signed punch list
- Collect warranties, as-builts, and O&M manuals
- Obtain Certificate of Substantial Completion
- Compile the complete quality file for retention

SECTION 4 | QUALITY

Quality Control — On the Ground

Never accept deficient work verbally. All non-conformances must be documented in writing and resolved before payment.

Inspect at Key Milestones

Pre-construction · foundation/rough-in · substantial completion · final walk.

Submittal Log

Track every submittal. Set a review turnaround time — and honor it.

Non-Conformance Notices

Put it in writing every time: deficiency, spec requirement, corrective action.

Payment Holds

Do not pay for work with unresolved non-conformances. Acceptance waives rights.

Punch List

Walk the site together. Do not release retainage until all items close.

Retain Quality Records

Inspection reports, photos, submittals, test results — keep 3+ years.

RESOURCES & FUNDING

Funding Opportunities for Your Community

Program	Best Fit For	Source	Cycle
USDA REDLG	Rural infrastructure improvements through utility intermediaries	USDA RD	Jun 30, 2026
USDA Community Facilities TA	TA grants for rural communities planning/managing public facilities	USDA RD	Rolling; SECD Jun 30
EDA Planning & Local TA	Planning & TA for economically-distressed communities (EDA Seattle)	EDA	Rolling
Oregon IFA / OBDD	Loans and TA for rural infrastructure (SPWF and related programs)	Business Oregon	Year-round — RDO
USDA SECD	Capacity-building for socially disadvantaged & veteran rural communities	USDA RD	FY2026 priority
2026 Farm Bill Programs	Watch for rural capacity programs from Farm Bill reauthorization	Federal	Emerging — watch

TIP: Connect with your Business Oregon Regional Development Officer or EDD partner about which programs fit your pipeline. Deadlines move — verify before applying.

RESOURCES

Key Resources & Reference Tools

Procurement Standards

2 CFR 200 Subpart D · ecfr.gov (Title 2, Part 200) · ORPIN:
oregon.gov/das

Davis-Bacon Compliance

Wage determinations: sam.gov, wages.dol.gov · WH-347
form: dol.gov/whd

BABA Requirements

OMB waiver portal: omb.gov · contact your program officer ·
keep origin records

Risk Register Template

Excel template on the RCAP resource website · TA:
Tiffany@CAPContractAlliance.com

All session materials are available on the RCAP resource website.

WRAP-UP

What's Next — Session 4

SESSION 4 OF 4

Finishing Strong: Records, Reporting & Closeout

May 21, 2026 | Same format | 90 minutes

Grant reporting requirements · record retention · project documentation · financial closeout · lessons learned

TODAY'S KEY TAKEAWAYS

- ✓ Match your procurement method to the purchase amount
- ✓ Davis-Bacon: obtain wage determinations before bidding
- ✓ BABA: confirm applicability before procurement begins
- ✓ Start your Risk Register now — update it monthly
- ✓ Document everything — if it isn't documented, it didn't happen

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Q&A

Type in chat or unmute to ask

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