



## UPPCC Approved Practice Test

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1	<p>One hour after bid opening, an elected official walks in with a Supplier and asks the Buyer to accept a late bid. How should the buyer proceed?</p> <ul style="list-style-type: none"><li>A. Accept the bid for consideration</li><li>B. Ask the Officer for input</li><li>C. Reject the bid</li><li>D. Time stamp and file the bid</li></ul>
2	<p>The best way to minimize the potential of a protest is to ensure:</p> <ul style="list-style-type: none"><li>A. there is fair and open competition.</li><li>B. the specifications supplied by the supplier are used in the bid.</li><li>C. the entity shares information obtained during the bid process.</li><li>D. there is only one response considered.</li></ul>
3	<p>A Buyer needs to find details about the entity's acquisition process. This information can be located in the entity's:</p> <ul style="list-style-type: none"><li>A. policy manual.</li><li>B. procedure manual.</li><li>C. vendor manual.</li><li>D. instruction manual.</li></ul>
4	<p>A former employee of a Supplier is now employed by an entity. Why would this employee be removed from a contracting process involving their former employer?</p> <ul style="list-style-type: none"><li>A. Unfair product knowledge</li><li>B. Perceived Conflict of Interest</li><li>C. Potential Conflict of Interest</li><li>D. General Conflict of Interest</li></ul>
5	<p>In the Procurement Officer's absence, the Buyer signs and processes all Purchase Orders without being directed to do so(PO). What type of authority protects the Supplier who completes the order?</p> <ul style="list-style-type: none"><li>A. Actual</li></ul>



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	<ul style="list-style-type: none"><li>B. Implied</li><li>C. Express</li><li>D. Apparent</li></ul>
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6	<p>When purchasing fifty new vehicles it is essential to evaluate the total cost of the vehicle. Which evaluation strategy should be utilized to evaluate the entire vehicle cost?</p> <ul style="list-style-type: none"><li>A. Price analysis</li><li>B. Cost analysis</li><li>C. Life Cycle Costing (LCC)</li><li>D. Ownership costing</li></ul>
7	<p>In addition to process saving, digital storage of procurement records and manuals on a shared site may lead to which of the following advantages?</p> <ul style="list-style-type: none"><li>A. Increased management access to procurement processes only</li><li>B. Greater public access and increased management access</li><li>C. Greater public access and reduced vendor response time</li><li>D. Reduced vendor response time only</li></ul>
8	<p>Measuring the results of the entity's efforts supporting a specific initiative, meeting entity goals and reduction in operating costs are examples of what type of performance measure?</p> <ul style="list-style-type: none"><li>A. Efficiency</li><li>B. Effectiveness</li><li>C. Workload imbalance</li><li>D. Output time reduction</li></ul>
9	<p>An entity purchases 20 desktop computers for administrative use. The computers are delivered on the date indicated in the Purchase Order (PO). During setup, which occurred approximately two weeks after delivery, four of the computers are defective. Procurement can file a claim based on which of the following?</p> <ul style="list-style-type: none"><li>A. Patent defect</li><li>B. Latent defect</li><li>C. Concealed loss</li><li>D. Liquidated damage</li></ul>

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10	<p>A bid is incorrectly addressed to the procurement department's previous location, and is not delivered until the day after the due date. Upon receipt of the bid the Buyer should:</p> <ul style="list-style-type: none"> <li>A. Reject as a late bid and return to the bidder unopened.</li> <li>B. open to see if the cost proposal is competitive.</li> <li>C. accept the bid and waive the delay as a minor informality.</li> <li>D. reject the bid as non-responsible.</li> </ul>
11	<p>The procurement department has identified the entity's purchasing needs for the upcoming year. In order to properly plan, the Buyer must identify the availability and price of the products for which they are planning to purchase. Which tool should the Buyer use to obtain this information?</p> <ul style="list-style-type: none"> <li>A. Demand analysis</li> <li>B. Market analysis</li> <li>C. Requirements analysis</li> <li>D. Supplier analysis</li> </ul>
12	<p>ABC construction contractor hires sub-contractors and purchases materials for the project. Neither the sub-contractors nor the material supplier received payment before the contractor flees the country. What type of bond would best protect these sub-contractors?</p> <ul style="list-style-type: none"> <li>A. Bid</li> <li>B. Fidelity</li> <li>C. Payment</li> <li>D. Performance</li> </ul>
13	<p>A Buyer is developing an Invitation for Bid/Tender for a product the entity has never purchased before. As part of the market survey, it is important to determine price:</p> <ul style="list-style-type: none"> <li>A. range.</li> <li>B. analysis.</li> <li>C. control.</li> <li>D. agreement.</li> </ul>



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14	<p>A Buyer receives a purchase requisition for a routine item. The end-user states on the requisition the item was needed two weeks ago and asks for an emergency exception. What is the best course of action?</p> <ul style="list-style-type: none"><li>A. Use the emergency purchase process</li><li>B. Discuss alternative ways to meet the end-users need in a timely manner</li><li>C. Contract with the supplier that supplied this item two years ago</li><li>D. Reject the request, advising the end-user to better schedule procurement needs</li></ul>
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15	<p>Prior to making a contract award, the Buyer is reviewing a Service Level Agreement (SLA) submitted by a software company for maintenance and discovers that one section of the terms and conditions is not acceptable. What is the first course of action for the Buyer in this situation?</p> <ul style="list-style-type: none"><li>A. Delete the unacceptable terms and conditions from the contract</li><li>B. Seek to contract with another vendor</li><li>C. Contact the supplier and endeavor to negotiate the terms and conditions</li><li>D. Proceed with the award and issue the Purchase Order (PO)</li></ul>
16	<p>The utilities department tells a Buyer that they had an emergency overnight and they ordered and received parts to repair a broken water main. What should the Buyer do?</p> <ul style="list-style-type: none"><li>A. Determine if an Invitation for Bid (IFB)/Invitation to Tender (ITT) should be issued</li><li>B. Call three vendors for price and availability</li><li>C. Ask the department to send a requisition with the specifications and suggested vendor</li><li>D. Ask the department to submit justification and documentation on the purchase</li></ul>
17	<p>A hurricane has devastated the infrastructure of the entire county. Under the standard Request for Proposal (RFP) boiler plate, what clause addresses a contractor's inability to provide goods or services normally expected?</p> <ul style="list-style-type: none"><li>A. Assignment</li><li>B. Indemnification</li><li>C. Force majeure</li><li>D. Liquidated damages</li></ul>
18	<p>Buyers can evaluate a supplier's financial information by searching:</p> <ul style="list-style-type: none"><li>A. a vendor's marketing materials.</li><li>B. a preferred vendors list.</li><li>C. a vendor selection survey.</li><li>D. credit reports &amp; ratings agencies.</li></ul>



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19	<p>In a firm fixed-price janitorial services solicitation, a supplier who qualifies a bid by stating that the price will be established each time the janitorial services are provided is considered:</p> <ul style="list-style-type: none"><li>A. responsive.</li><li>B. non-responsive.</li><li>C. responsible.</li><li>D. non-responsible.</li></ul>
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20	<p>A Buyer is preparing a Request for Proposal (RFP) for a large construction project. The buyer expects that the successful offeror will obtain goods and services from several sub-contractors. What is the best method to ensure that the sub-contractors will be paid by the primary contractor?</p> <ul style="list-style-type: none"><li>A. Require a bid bond.</li><li>B. Require a performance bond.</li><li>C. Assign the contract.</li><li>D. Require a payment bond.</li></ul>
21	<p>A contract is awarded to the lowest responsive and responsible bidder, who then tells the Buyer that they will not accept the award because their foreman quit last week. What type of bond in the requirements would serve as a safeguard in this situation?</p> <ul style="list-style-type: none"><li>A. Performance</li><li>B. Payment</li><li>C. Fidelity</li><li>D. Bid</li></ul>
22	<p>An entity needs to have repairs completed for the auto fleet without knowing all the contract requirements. The entity has a supplier for the parts and wants to enter into contract with this supplier. What type of contract is best suited to accomplish the needed auto fleet repair?</p> <ul style="list-style-type: none"><li>A. Cost plus fixed fee</li><li>B. Cost plus incentive</li><li>C. Firm fixed price</li><li>D. Time and materials (labor hours)</li></ul>
23	<p>What characteristic is the most beneficial for negotiators to possess in order to be effective during routine negotiations?</p> <ul style="list-style-type: none"><li>A. Ability to listen</li><li>B. High level of motivation</li><li>C. Good organizational skills</li><li>D. Excellent recall of numbers and other data</li></ul>





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24	<p>During negotiation sessions, the Buyer should ensure that:</p> <ul style="list-style-type: none"><li>A. notes are carefully edited prior to adjournment.</li><li>B. only agenda items are tracked and noted.</li><li>C. summaries are agreed to prior to adjournment.</li><li>D. the note taking task is rotated.</li></ul>



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25	<p>Mechanical equipment that a Buyer ordered Free on Board (F.O.B.) Origin, arrives with hidden damage and is stored at the construction site. The damage is not discovered for 45 days, and the project manager reports that the equipment is unusable to the buyer. In this situation, the buyer should:</p> <ul style="list-style-type: none"><li>A. start the process over to order new equipment</li><li>B. check the warranty and contact the supplier and discuss the issue</li><li>C. have a common carrier file a claim for replacement of the equipment</li><li>D. have the supplier file a claim to replace the equipment</li></ul>
26	<p>A contractor has not been performing and has failed to stock supplies numerous times. The end-user wants to terminate the contract. What should the buyer do?</p> <ul style="list-style-type: none"><li>A. Wait for the contract to end and reissue a solicitation</li><li>B. Contact the second lowest bidder on the contract</li><li>C. Issue a termination letter to the contractor</li><li>D. Issue a cure notice to the contractor</li></ul>
27	<p>A contractor contends that a buyer gave a verbal commitment allowing modification of their contract. The contractor's contention conflicts with which of the following?</p> <ul style="list-style-type: none"><li>A. Rule interpretation</li><li>B. Parol evidence</li><li>C. Apparent authority</li><li>D. Expressed authority</li></ul>
28	<p>A Buyer has purchased furniture and the contractor ships items that are of much higher quality than what was ordered. What action should the buyer take in this situation?</p> <ul style="list-style-type: none"><li>A. Terminate the contract immediately</li><li>B. Reject the furniture and send a cure notice</li><li>C. Send the furniture to the end-user as delivered</li><li>D. Call the contractor and work together to correct the problem</li></ul>
29	<p>In determining the level of inspection and testing appropriate for an incoming shipment, the Buyer should consider:</p>



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	<ul style="list-style-type: none"><li>A. method of delivery.</li><li>B. financing staff workload.</li><li>C. liquidated damages that have been assessed.</li><li>D. time available for testing activities.</li></ul>
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30	<p>If a contractor fails to deliver an order by the agreed upon delivery date, the contractor:</p> <ul style="list-style-type: none"><li>A. has a 10-day grace period.</li><li>B. is not entitled to advance payments.</li><li>C. has breached the contract and is in default.</li><li>D. notifies the Buyer in writing prior to delivery.</li></ul>
31	<p>A facility has contracted for cleaning services. Recently the quality of these services has fallen below the specifications and standards as stated in the contract. What suggestion should the Buyer provide to the facility's supervisor as the first step to resolving the issue with the contractor?</p> <ul style="list-style-type: none"><li>A. Terminate the contract for default.</li><li>B. Hire a new contractor to perform the services.</li><li>C. Attempt to resolve the issues with the contractor directly.</li><li>D. Allow the procurement department to resolve the issue with the contractor.</li></ul>
32	<p>An entity's legal department drafts contract language relating to the maximum number of days it will take the contractor to complete a new construction project. This contract element is known as:</p> <ul style="list-style-type: none"><li>A. consideration.</li><li>B. capacity.</li><li>C. offer and acceptance.</li><li>D. definitiveness.</li></ul>
33	<p>Which of the following situations is most likely to result in a unilateral modification to a contract?</p> <ul style="list-style-type: none"><li>A. An entity wants to add an additional location to a repair contract</li><li>B. An entity needs to change its contact information due to a change in personnel</li><li>C. A contractor requests to provide a like item due to a manufacturer change</li><li>D. A contractor requests a price increase according to the terms and conditions of a contract</li></ul>



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34	<p>A Buyer identifies a lack of written end-user evaluations regarding the performance of contractors with term contracts. What recommendation is most effective to ensure proper documentation of contract files?</p> <ul style="list-style-type: none"><li>A. Implement an automated system that permits end-users to provide essential information for purchases and contractor complaints</li><li>B. Forward correspondence on a one-time basis to all end-users requesting contractor performance information</li><li>C. Discontinue the use of term contracts for all end-users unable to provide contractor performance files</li><li>D. Establish a requirement that term contracts be supported by written documentation</li></ul>
35	<p>To ensure a contract can be terminated prior to the contract expiration date, the buyer should include language known as a Termination for:</p> <ul style="list-style-type: none"><li>A. Cause.</li><li>B. Judgment.</li><li>C. Convenience.</li><li>D. Authorization.</li></ul>
36	<p>A Buyer ordered a \$500,000 generator that shipped Free on Board (F.O.B.) Origin. The generator was destroyed in shipment. What actions should be taken to remedy this situation?</p> <ul style="list-style-type: none"><li>A. The contractor and entity must share the cost for replacement of the generator.</li><li>B. The contractor must file any claims and replace the generator.</li><li>C. The entity must file any claims and pay for the generator.</li><li>D. The shipping company must pay for replacement of the generator.</li></ul>
37	<p>49. A Buyer has been invited to join a vendor for lunch to discuss a contract. What is the best way for the Buyer to respond to this request?</p> <ul style="list-style-type: none"><li>A. Go for lunch but pay for their own meal</li><li>B. Decline the offer and invite the vendor to a meeting in the office</li><li>C. Refuse to talk to the vendor</li></ul>



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	D. Report the vendor to their manager
38	<p>The Buyer's brother works for ABC Contracting that just signed a contract with the public entity. Which situation now exists?</p> <p>A. Potential Conflict of Interest B. Actual Conflict of Interest C. Appearance of Conflict of Interest D. Implied Conflict of Interest</p>
39	<p>The team most likely to hold team members accountable, have their own organizational identity, be responsible for getting the work completed and for managing itself is called a:</p> <p>A. self-directed work team. B. functional work team. C. cross-functional work team. D. work specific team.</p>
40	<p>A Buyer is asked to talk about procurement at an annual conference with first-time conference attendees. The topic should get the attendees interested in the value of procurement. What type of presentation would be suitable?</p> <p>A. Identify threshold levels for contract solicitations B. Provide stories on some of the strangest procurements C. Provide an overview of "country neutral" policies and procedures D. Review governing procurement legislation</p>
41	<p>A Buyer would like to be considered for a promotion which requires experience in IT contracting. What approach might the Buyer take to acquire competency or knowledge of this commodity and/or service area?</p> <p>A. Shadow the existing IT contract Buyers B. Contact an IT cooperative contractor to discuss the ins and outs of IT contracting C. Read through entities existing IT contracts looking for learning opportunities D. Meet with supervisor to identify a specific development and training plan.</p>



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42	<p>A pandemic has required procurement staff to work remotely, and Suppliers are concerned with responding to a solicitation. What technological advances could be utilized?</p> <ul style="list-style-type: none"><li>A. Implement a process for bids to be sent to the Buyer's home</li><li>B. Implement an electronic bidding process</li><li>C. Implement a policy for bids to be emailed to the Buyer</li><li>D. Implement a practice for public bid openings in the parking lot</li></ul>
43	<p>A Buyer has completed the review process of all bids and is planning to make an award. What action should a Buyer take if prior to posting the official award notification, a bidder calls and asks who was awarded the bid?</p> <ul style="list-style-type: none"><li>A. Award the bid to the contractor already selected</li><li>B. Immediately cancel the bid and begin the process again</li><li>C. Advise the bidder when and where the results will be posted.</li><li>D. Post an addendum providing all bidders the same privileged information</li></ul>



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44	Knowledge gained through vendor, industry and public entity relationships can be used to advise management on such matters as:  A. the buyer's workload and the execution of contracts. B. client relationships and requirements. C. general market conditions and changes in material availability and prices. D. the number of contracts and POs to be issued in the upcoming fiscal year.
45	Under what condition is it advisable to accept delivery of a product substitution?  A. If it is absolutely necessary to have the material by a specified date. B. If the actual product costs more to ship. C. If the supplier mistakenly shipped the substitute product. D. If a competitor of the supplier also offers a substitute.
46	When faced with delinquent deliveries due to a common carrier strike, the Buyer may:  A. accept a substitution offered by the vendor. B. cancel the contract and place the order elsewhere. C. insist that the delivery date be met. D. explore an alternate transportation arrangement.
47	What is a primary advantage of the Procurement Card (pCard) program?  A. It is a payment method designed to increase costs. B. It is a payment method designed to reduce costs. C. It requires a bank to issue a Purchase Order (PO). D. It allows for largest amount of supplier flexibility.





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### ANSWER KEY

Question	Correct Answer
1	C
2	A
3	B
4	B
5	D
6	C
7	B
8	B
9	B
10	A
11	B
12	C
13	A
14	B
15	C
16	D
17	C
18	D
19	B
20	D
21	D
22	D
23	A
24	C

Question	Correct Answer
25	B
26	D
27	B
28	D
29	D
30	C
31	C
32	D
33	B
34	A
35	C
36	C
37	B
38	B
39	A
40	B
41	D
42	B
43	C
44	C
45	A
46	D
47	B

We hope you find this **FREE** resource valuable as one of the many tools available to assist you in preparation for the CPPB Exam. For other resources that are UPPCC



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Approved including Prep Guides, Prep Courses, Study Groups, and Self-Study Tools; please go to:

<https://uppcc.org/Resources/>

This is the **ONLY** link you should use to ensure you are accessing resources that are up to date and align with the [2025 UPPC CPPB Body of Knowledge & Competency](#) which is the competency framework for the exam. If you have any questions, please contact us at [certification@uppcc.org](mailto:certification@uppcc.org).