



## UPPCC Approved Practice Test

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1	<p>Which of the contract type below will help protect the entity from the variable cost of copper?</p> <ul style="list-style-type: none"><li>A. fixed firm price contract.</li><li>B. current market price contract.</li><li>C. cost plus contract.</li><li>D. sole source contract.</li></ul>
2	<p>The Procurement Officer reviewed enabling legislation to determine an appropriate course of action to revise procurement policy. After reading the relevant section several times, the Officer believes it is ambiguous. The Officer approaches legal counsel to:</p> <ul style="list-style-type: none"><li>A. identify and support needed action.</li><li>B. propose clarifications to the enabling legislation.</li><li>C. determine relevant facts and dictate appropriate action.</li><li>D. get advice on the correct action to take.</li></ul>
3	<p>The Procurement Officer is revising contractual language after an issue was discovered during an audit. The Officer is updating the contract to ensure both parties have the right to enforce contractual obligations and seek remedies if there is a breach. To accomplish this, the Officer should include:</p> <ul style="list-style-type: none"><li>A. Pre-award Contract Review.</li><li>B. Public Contract Law.</li><li>C. Letter Contract.</li><li>D. Mutual Enforcement and Remedies Clause.</li></ul>
4	<p>The Procurement Officers entity has no explicit preference laws, however, there is talk of enacting a local preference in the future. How should the Officer prepare for the potential change?</p> <ul style="list-style-type: none"><li>A. Wait until a formal request is made to the Procurement Officer</li><li>B. Implement the same policies and procedures in place at a neighboring entit</li><li>C. Review legislation and policies pertaining to local preference clauses in other jurisdictions.</li><li>D. Create a local preference in the evaluation criteria valued at 50%</li></ul>



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5	<p>The Procurement Officer is analyzing the benefits of an automated procurement system. the most significant benefit to procurement is:</p> <ul style="list-style-type: none"><li>A. communication.</li><li>B. team cooperation.</li><li>C. job satisfaction.</li><li>D. productivity.</li></ul>
6	<p>The Procurement Officer is conducting a post-award audit in response to a protest alleging the procurement was fundamentally flawed. The Officer is using the audit to:</p> <ul style="list-style-type: none"><li>A. ensure critical items are included in negotiation.</li><li>B. determine if a different procurement process would have been more effective.</li><li>C. safeguard against unethical buying practices.</li><li>D. review the Buyer's work and committees' justification to award.</li></ul>
7	<p>An entity is selected as the lead in a joint solicitation. Which of the following is the responsibility of the lead entity?</p> <ul style="list-style-type: none"><li>A. Add terms and conditions post award for participating entities</li><li>B. Administer contract pricing and renewals for participating entities</li><li>C. Audit invoices for participating entities</li><li>D. Inspect and receive goods for participating entities</li></ul>
8	<p>When the Procurement Officer undertakes an inventory simplification program, this will include</p> <ul style="list-style-type: none"><li>A. modifying the specifications and description of each item placed into inventory.</li><li>B. screening the inventory to determine which items should be eliminated or replaced.</li><li>C. Updating the inventory control program and methodology.</li><li>D. screening the inventory to determine a more streamlined approach to inventory control.</li></ul>



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9	<p>A new Procurement Officer has been hired and directed to review and update the policies. What approach should the Procurement Officer take ?</p> <ul style="list-style-type: none"><li>A. Draft minimal changes and limit revisions to obsolete references</li><li>B. Draft the policies in detail including all required documents and individuals contact</li><li>C. Draft a policy in clear language addressing general parameters</li><li>D. Draft the policies in legalese with references to enabling legislation</li></ul>
10	<p>The Procurement Officer for an entity has been notified of new legislation which will change the public posting/notice requirements. What are the first steps the Officer should do to implement the new requirements?</p> <ul style="list-style-type: none"><li>A. Ignore the requirement until directed to do so by their superior</li><li>B. Determine changes required to remain compliant</li><li>C. Immediately cease the current public posting processes</li><li>D. Request additional funding to accommodate additional work to implement requirements</li></ul>



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11	<p>An entity is issuing an RFP for a Private-Public Partnership (P3). The procurement department has never issued this type of RFP. How should the Procurement Officer ensure compliance with laws, policies and best practices?</p> <ul style="list-style-type: none"><li>A. Use current RFP document</li><li>B. Hire a consultant to manage process</li><li>C. Use another entity's document and process</li><li>D. Review applicable laws and regulations pertaining to P3</li></ul>
12	<p>Which type of procurement guidelines are easiest to revise?</p> <ul style="list-style-type: none"><li>A. Policies</li><li>B. Procedures</li><li>C. Statutes</li><li>D. Ordinances</li></ul> <p>Basic!</p>
13	<p>The Procurement Officer has received a public records request for all documents relating to a protested solicitation. When reviewing the documents, the Officer notices documents identified by a supplier as proprietary. How should the Officer proceed?</p> <ul style="list-style-type: none"><li>A. Review the entity's governing laws and policies to determine which documents should be disclosed</li><li>B. Disclose all the documents the Procurement Officer has identified as relevant</li><li>C. Remove the supplier documents marked proprietary and disclose remaining documents</li><li>D. Refuse to disclose any documents as there may be additional protected records</li></ul>
14	<p>When the Procurement Officer is developing a strategic plan, which of the following is one of the most crucial steps?</p> <ul style="list-style-type: none"><li>A. Identification and articulation of goals</li><li>B. Developing and implementing a budget</li><li>C. Hiring sufficient personnel to accomplish the mission</li><li>D. Training individuals on writing specifications</li></ul>



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15	<p>What type of audit will best determine the extent to which an entity has achieved program objectives, and evaluate the cost effectiveness.</p> <ul style="list-style-type: none"><li>A. Financial</li><li>B. Efficiency</li><li>C. Compliance</li><li>D. Performance</li></ul>
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16	<p>The Procurement Officer is seeking to implement a strategic sourcing program the primary goal should be</p> <ul style="list-style-type: none"><li>A. establishing a level playing field with the supplier community.</li><li>B. making continuous improvements within Procurement.</li><li>C. gaining autonomous authority over user departments.</li><li>D. eliminating monopolistic control within the supplier community.</li></ul>
17	<p>The Procurement Officer is developing efficiency measures for the department. This information is best represented by measuring the staff's ability to:</p> <ul style="list-style-type: none"><li>A. meet deadlines and other scheduled procurement activities.</li><li>B. complete tasks with limited assistance from supervisors.</li><li>C. research and draft specifications without assistance from end-users.</li><li>D. process procurements quickly.</li></ul>
18	<p>To maximize the continuity of operations when unstable markets exist, the Procurement Officer must consider:</p> <ul style="list-style-type: none"><li>A. whether long-term contracts are issued more frequently.</li><li>B. if sole-source contracts are more effective than competition.</li><li>C. the timing of purchases as an important component.</li><li>D. if standard off-the-shelf supply items are produced more regularly.</li></ul>
19	<p>External auditors perform the following task when conducting a procurement audit:</p> <ul style="list-style-type: none"><li>A. review every procurement transaction to ensure it meets standards.</li><li>B. submit a generalized report of findings.</li><li>C. select random sampling of procurement records to be reviewed.</li><li>D. interview all centralized and decentralized personnel.</li></ul>
20	<p>The Procurement Officer has been asked to strengthen the supplier base and increase competition. To accomplish this, the Procurement Officer should provide potential suppliers with entity's:</p> <ul style="list-style-type: none"><li>A. business procedures.</li></ul>



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	<ul style="list-style-type: none"><li>B. supplier database.</li><li>C. enabling authority.</li><li>D. supplier proposals.</li></ul>
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21	<p>Planning, staffing, organizing, directing, budgeting and coordinating are all functions of:</p> <ul style="list-style-type: none"> <li>A. finance.</li> <li>B. leadership.</li> <li>C. supervision.</li> <li>D. management.</li> </ul>
22	<p>Procurement Cards should be utilized when:</p> <ul style="list-style-type: none"> <li>A. items are available on contract for lower costs.</li> <li>B. in the absence of a competitive solicitations</li> <li>C. there is an emergency need and cost does not matter.</li> <li>D. policies allow to meet needs more effectively.</li> </ul>
23	<p>The primary objective of a specification standardization program. is?</p> <ul style="list-style-type: none"> <li>A. Procurement is simplified, and the transaction time is shorter</li> <li>B. The need for pre-bid and pre-proposal conferences are eliminated</li> <li>C. Specification development requires additional review and approval</li> <li>D. The results focus on physical, chemical, or quality characteristics</li> </ul>
24	<p>The Technology department is experiencing difficulty in finding staff who are knowledgeable in several different brands of computer hardware products. One way this can be rectified is by:</p> <ul style="list-style-type: none"> <li>A. developing a standardization program.</li> <li>B. writing more thorough product specifications.</li> <li>C. developing a better job description for technology staff.</li> <li>D. narrowing the supplier base.</li> </ul>
25	<p>The Procurement Officer is contracting for the purchase of fuel for the entity's fleet management department. Which of the following market environments would apply to the purchase?</p> <ul style="list-style-type: none"> <li>A. Imperfect competition</li> <li>B. Pure/perfect competition</li> </ul>

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	<p>C. Monopoly D. Imperfect monopoly competition</p>
26	<p>The Procurement Officer may call upon the bid bond in which of the following situations?</p> <p>A. To cover additional costs for material and labor change orders B. To offset damages or additional costs to issue a new solicitation C. To include payment for the cost of issuing the original solicitation D. To increase the contract total due to cost of living or local business tax</p>
27	<p>What would be the appropriate contract type to use for the purchase of natural gas?</p> <p>A. Firm Fixed Price B. Cost Plus Incentive Fee C. Fixed Price with Escalation D. Time and Materials</p>
28	<p>An entity contracts with a construction firm to build a new gymnasium. Upon completion of specific deliverables as specified in the contract, payments will be made to the contractor. This payment mechanism is referred to as:</p> <p>A. partial payments. B. completion payments. C. milestone payments. D. advance payments.</p>
29	<p>During the evaluation of an offeror's capacity to perform a project, it was discovered that they may not have the necessary equipment. What action should the Procurement Officer take next in this situation?</p> <p>A. Have the offeror sign an affidavit stating they have the necessary equipment B. Tour the offeror's facility to verify they have the necessary equipment C. Recommend award to the next responsible offeror D. Cancel the solicitation and resolicit in the future</p>



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30	<p>During the negotiation process the offeror replaces a key player. The replacement's actions run counter to what has been accomplished in the negotiations thus far. What is the most appropriate response by the Procurement Officer overseeing the negotiations?</p> <ul style="list-style-type: none"><li>A. Advise the offeror that their replacement is not prepared for the negotiation</li><li>B. Walk away and start over with another offeror</li><li>C. Ask the offeror to remove the replacement from the team</li><li>D. Request a session to cover the discussions and decisions to date</li></ul>
31	<p>An entity has awarded a construction project. Post award, the entity discovers the steel described in the bid specification is incorrect. What is the first action the Officer should take to cure the mistake?</p> <ul style="list-style-type: none"><li>A. Issue a change order to modify the contract</li><li>B. File a complaint with the engineering company</li><li>C. Enter negotiations to modify the contract and pricing</li><li>D. Cancel the contract, revise the specifications and reissue</li></ul>

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32	<p>The Procurement Officer is leading a negotiation for a Sole Source contract. What action should be taken when the discussions become heated and there is a deadlock?</p> <ul style="list-style-type: none"> <li>A. Call a recess to allow a cooling off period before resuming talks</li> <li>B. Bring in additional resources to support their position</li> <li>C. Continue discussions until both parties have voiced their opinions</li> <li>D. Advise the end-user they will have to discontinue use of the item</li> </ul>
33	<p>The lowest bid submitted on a new telephone system failed to include a copy of their audited financial statement, a mandatory requirement., The Procurement Officer who issued the bid MUST:</p> <ul style="list-style-type: none"> <li>A. waive the requirement.</li> <li>B. request the firm submit the financial statement immediately.</li> <li>C. ask the bid evaluation team to make a determination of responsiveness.</li> <li>D. exclude the firm's bid from consideration for award.</li> </ul>
34	<p>An entity purchases gaskets, indicated as proper fittings for their heating system which fail to perform when used. The entity can refuse to pay for the gaskets based on:</p> <ul style="list-style-type: none"> <li>A. misrepresentation .</li> <li>B. latent defects.</li> <li>C. gross mistakes amounting to fraud.</li> <li>D. implied warranty of merchantability.</li> </ul>
35	<p>The action of transferring interest from an original contractor to a successor may be accomplished through a:</p> <ul style="list-style-type: none"> <li>A. contract amendment.</li> <li>B. memorandum of understanding.</li> <li>C. novation agreement.</li> <li>D. formal notice.</li> </ul>
36	<p>A janitorial contractor consistently performs poorly in their daily duties. The contract permits monetary reductions for areas missed or not cleaned to specification. What action should the Officer take in this situation?</p>



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	<ul style="list-style-type: none"><li>A. Allow the contractor to continue to perform at the current performance standards accepting reduced payments as provided per the contract</li><li>B. Establish performance review meetings to address contract deficiencies</li><li>C. Amend the contract to remove those areas not properly cleaned and contract with another vendor to clean those areas</li><li>D. Cancel the contract with the current contractor for non-performance</li></ul>
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37	<p>A Procurement Officer is developing a solicitation for services. Which of the following provisions should be incorporated into the solicitation to ensure quality performance?</p> <ul style="list-style-type: none"> <li>A. Annual audit</li> <li>B. Performance bond</li> <li>C. ISO 9000 Certification</li> <li>D. Performance Assessment Plan</li> </ul>
38	<p>Before a Procurement Officer issues a notice of Termination for Default, they should first issue a:</p> <ul style="list-style-type: none"> <li>A. notice of liquidated damages.</li> <li>B. show cause notice.</li> <li>C. cure notice.</li> <li>D. non-performance notice.</li> </ul>
39	<p>What action should the Procurement Officer take if the close friend asks for an advance draft of the scope of a RFP?</p> <ul style="list-style-type: none"> <li>A. Give the friend the scope of the RFP as it will become public eventually</li> <li>B. Provide the information on how to find the entity's list of bid opportunities</li> <li>C. Give the friend a draft of the RFP and request comments</li> <li>D. Do not provide anything to the friend regarding the RFP</li> </ul>
40	<p>The entity is moving to a new building and none of the existing office furniture will be needed. Employees are requesting to take their office chairs home for their home offices. What should the Procurement Officer do first?</p> <ul style="list-style-type: none"> <li>A. Advise staff to request chairs in writing</li> <li>B. Review surplus policy</li> <li>C. Request warehouse research approximate value</li> <li>D. Immediately list on surplus auction website</li> </ul>
41	<p>To establish consistency, the Officer wants to standardize term contracts to a three-year initial term with two one-year renewals and change the threshold for requiring governing</p>



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	<p>board approval. Which of the following is most important to make this proposed change successful?</p> <ul style="list-style-type: none"><li>A. Implementing e-procurement</li><li>B. Emailing and meeting with procurement staff</li><li>C. Creating a clear standard procedure</li><li>D. Receiving executive support and sponsorship</li></ul>
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42	<p>A Procurement Officer has identified internal stakeholders are unaware of procurement policies and procedures resulting in additional work required from procurement staff. How should the Officer address this issue?</p> <ul style="list-style-type: none"><li>A. Provide procurement training to stakeholders on policies and procedures</li><li>B. Send stakeholders procurement policies and request compliance</li><li>C. Instruct Buyers to reject all procurement requests not in compliance</li><li>D. Provide stakeholders with written information on procurement requirements</li></ul>
43	<p>A Procurement Officer is asked to talk about procurement to newly elected City Council members. What information would be important to share?</p> <ul style="list-style-type: none"><li>A. Advise Council to not interfere, leave to the professionals</li><li>B. Acceptable purchasing card expenses</li><li>C. High level procurement policy information</li><li>D. Details on how training is budgeted</li></ul>
44	<p>Procurement Officer receives numerous complaints from staff concerning the difficulty of advancing in the department. To help alleviate this problem, the Procurement Officer should develop a:</p> <ul style="list-style-type: none"><li>A. career ladder program.</li><li>B. stricter evaluation program.</li><li>C. counseling program.</li><li>D. motivational program.</li></ul>
45	<p>A Procurement Officer has rewritten the policies and procedures to improve efficiency. How are the changes best shared with department staff?</p> <ul style="list-style-type: none"><li>A. provide a copy of the procedure manual</li><li>B. launch a retraining program.</li><li>C. Provide an opportunity to ask questions.</li><li>D. Host a series of department information sessions</li></ul>
46	<p>End users expressed concerns to the Procurement Officer regarding the level of service provided by a buyer. What is the first thing the Officer should do to address this situation?</p>



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	<ul style="list-style-type: none"><li>A. Terminate the employee for failing to meet expectations</li><li>B. Reassign the employee to a department with no customer interactions</li><li>C. Immediately put the employee on a performance improvement plan</li><li>D. Meet with the buyer to discuss performance and identify any challenges or issues</li></ul>
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### ANSWER KEY

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

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

We hope you find this FREE resource valuable as one of the many tools available to assist you in preparation for the CPPO Exam. For other resources that are UPPCC Approved including Prep Guides, Prep Courses, Study Groups, and Self-Study Tools; please go to:



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<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 CPPO 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).