

LAP Professional Service CBT

Welcome

Welcome to the Florida Department of Transportation (FDOT) Local Agency Program (LAP) Professional Services Procurement Computer Based Training (CBT). To begin select the start button or press SHIFT +N on your keyboard. This training may contain interactive material. An alternate version is available on the resources page.

Overview

The purpose of this training is to provide LAP participants with the critical requirements necessary to follow the applicable state and federal regulations that govern professional services procurement.

A Local Agency may procure consultant services for a variety of tasks related to the delivery of LAP projects including, but not limited to: planning; project development and environment (PD&E); preparation of design plans, specifications and estimates; and construction engineering inspection (CEI).

The Department must ensure that when a Local Agency seeks Federal-Aid reimbursement for consultant services, the Local Agency is in compliance with the procedures in the LAP Manual (FDOT Topic No. 525-010-300), Section 287.055 Florida Statutes (F.S.) or the Consultants' Competitive Negotiations Act (CCNA), Chapter 23 of the Code of Federal Regulations part 172, the Federal Brooks Act (Chapter 40 of the United States Code parts 1101-1104) and other applicable federal and state regulations.

The Local Agency shall use the LAP Checklist for Federally Funded Professional Services Contracts (Form No. 525-010-49) and may use the Department's Acquisition of Professional Services Procedures (Topic 375-030-002) as references for developing procurement procedures for LAP projects.

Chapter 18 of the LAP Manual identifies the most common federal and state requirements for professional services procurement and contract award. The chapter, nor the Checklist, nor this CBT are inclusive of all state and local laws, requirements, or policies. Where state law and federal law are in conflict, the Local Agency should follow the most restrictive requirement, except in cases where the state or local requirement is in direct violation of federal requirements.

Department policies and procedures are subject to change any time there is a change to federal or state legislation, rule, law, etc. The information provided in this CBT is explained in the LAP Manual, which is available on the FDOT Office of Program Management website on the Local Programs webpage.

Method of Procurement

Let's begin by reviewing methods of procurement for Federal Aid Highway Program funded contracts. All LAP projects are funded in whole or in part with Federal-Aid Highway Program funds. Keep in mind that these contracts must be directly related to a highway construction project and are subject to the provisions of 23 USC 112(a).

There are two common methods to procure contracts for LAP projects: 1) Competitive Negotiation, and. 2) Small Purchase, a third method, Noncompetitive Procurement shall only be utilized under specific conditions such as emergencies and always requires FHWA approval. Small purchase and Noncompetitive Procurements are explained in more detail in the LAP Manual Chapter 18.

This CBT focuses on Competitive Negotiations- the primary method for procuring LAP projects statewide. The decision-making process for identifying which method is applicable to your contract is described in detail in a few moments as it is the first requirement on the LAP Professional Services Checklist!

Before we wade into the finer details, or the “how” of competitive negotiations; we need to cover a few more of the who, what and whys of procurement for LAP projects.

Utilizing the competitive procurement method, there are three different types of contracts that may be procured: 1) project-specific contracts, 2) multi-phase contracts and 3) on-call continuing services or indefinite delivery/indefinite quantity (IDIQ) contracts. Checklist Requirement Nos. 1- 12 are applicable to each contract type.

Requirement No. 13 provides information specific to the procurement of continuing services contracts eligible for use in the LAP program. All contracts are subject to department review and must receive approval from the Department prior to execution with the consultant. Activities or tasks performed outside of the contract term are not eligible for Federal-Aid reimbursement.

LAP Checklist

Now, let’s review the LAP Checklist for Federally Funded Professional Services Contracts, Form No. 525-010-49 or “LAP Professional Services Checklist” for short. This form lists thirteen (13) critical requirements that the Local Agency’s professional services procurement process must include when advertising and awarding professional service contracts for LAP projects.

This form must be completed and returned to your District LAP Administrator for review of the advertisement, RFP and contract documents. Your District LAP Administrator will provide final signature and approval of the LAP Checklist consecutively with their concurrence to execute the local agency contract with the consultant.

1. The top section of the LAP P.S. Checklist is where the agency provides the procurement, contract, and project information that is essential for department monitoring each of procurement action as required by 23 CFR 172.5(a-b).
2. Each subsequent requirement has a descriptive title
3. References to federal and state laws and rules.
4. a list of local agency compliance documentation needed to meet the requirement(s)
5. and a description of the District’s monitoring responsibilities for each requirement.

Note: the references to federal and state laws, rules, and guidance are central to the department’s oversight and monitoring processes implemented in the LAP program. Questions on the references may be addressed to the Department’s State Local Programs Administrator.

Now is when we begin explaining the “how” of the procurement process for LAP projects. The LAP Checklist aims to be a step by step guide for both the process and the specific requirements.

Requirement #1

Let’s begin with Checklist Requirement No. 1: the fair and open competitive selection of qualified consultants. Solicitations, Requests for Qualifications (RFQ) and Request for Proposals.

An agency must follow state laws and local ordinances when soliciting for professional services contracts. State law mandates thresholds for the competitive negotiations and small purchase procurement methods.

When determining which method of procurement to use specific to professional services contracts, the local agency's procurement officer asks two questions:

- 1) Is the related construction project estimated to cost than \$325,000?
- 2) Is the related professional services phase estimated to cost less than \$150,000?

If the answer is "NO" to one or both questions then the contract must use the Competitive Negotiations method. If the answer is "YES" to both questions AND the local agencies local ordinances allow for it, the agency may proceed with the small purchase method of procurement. Due to the limited use of this method for LAP projects, this topic will not be covered in detail in this CBT, but is described in detail in the LAP Manual Chapter 18.5. Questions on this method of procurement may be directed to a District LAP Administrator.

Florida law requires professional services contracts be solicited or publicly announced in a "uniform and consistent manner". Federal law and guidance requires those same solicitations to be available via a public forum (newspaper ad, ad service, etc. that allows access to qualified in-State and out-of-State consultants, and the solicitation or advertisement must be posted for a minimum of 14 days. In addition, there are specific content requirements for the content advertisements depending on the agency's qualifications review or evaluation process.

There are two processes for requesting and receiving qualifications responses from consultants:

- 1) The two step or long list process is when the agency issues a request for qualifications (RFQ) followed by a request for proposals (RFP) issued only to those most qualified respondents to the initial RFQ.
- 2) The single step process is when the agency issues the RFP to all interested consultants. This process is the primary method used by LAP agencies around the State.

An advertisement for the two-step process or RFQ requires more detailed content enabling the consultant(s) to prepare qualified responses and enabling the local agency to develop a shortlist from all responses received.

For both the one step and two step processes the requirements of the federal procurement process remain the same:

1. The Agency will solicit and issue an RFP to consultants.
2. The agency will evaluate responses to the RFP based on consultant qualifications.
3. The agency will negotiate with the most highly qualified consultant for the scope of services identified in the RFP.
4. The agency will award the contract to the consultant incorporating required federal, state, and local provisions in the body of the contract.

Request for Proposal Requirements

Request for Proposal Requirements in compliance with 23 CFR 172. The local agency compliance documentation section in requirement 1 of the checklist describes the required contents of the "RFP". We will define the RFP and each item listed for you. First, we will discuss project description and purpose. In LAP, we usually receive RFPs that have a project description, such as, "design services for a sidewalk along apple road to banana street". The description may not be substantive enough for the consultant to truly understand the purpose of the sidewalk project. The project purpose should be spelled out, especially the benefits your project will provide. A better example of project description with a project purpose would be the agency requires "design services for a sidewalk along apple road to banana street.

The sidewalk will connect the local elementary school to the local library and community center. The sidewalk will include pedestrian features including sidewalks, crosswalks, pedestrian signals at each intersection, and other improvements to ensure compliance with the Americans with Disabilities Act.”

Qualifications and Requirements

Qualifications and Requirements as related to LAP project classifications and roadway system. Local agencies are required to use consultants pre-qualified by the Department for LAP project classifications A, B, and C, as defined in LAP Manual Chapter 19.4. Qualifications must be defined in the project solicitation, RFQ and RFP documents.”

Chapter 14-75 of the Florida Administrative Code (FAC) establishes minimum qualification standards by type of work for consultants. “Consultant work types are categorized by services to be performed and include minimum qualifications definitions required by the Department to perform those services. For example, work type 10.1 Roadway CEI includes the services of administration and inspection of construction contracts on rural, municipal, urban, and interstate facilities. It does not include major bridges that would be work type 10.5. The corresponding qualifications identified for work type 10.1 is: 2. Qualification Requirements. A. Type of Work 10.1: Roadway CEI. This type of work requires at least one professional engineer, registered with the Florida State Board of Professional Engineers, having at least two years of responsible charge experience as a project engineer on a roadway construction inspection project.

The Local Agency may use its own consultant pre-qualification or qualifications process for LAP project classification D, also commonly referred to as “off-system” or local system projects. Qualifications requirements for Federal Aid projects must be consistent to ensure fair competition in the selection process.

Request for Proposal

Next, we will discuss the services to be performed under the scope. You need to ask yourself as you put together an RFP what services are required to successfully complete the project? If your agency is advertising for a design contract what services are required to complete the project design plan drawings, surveys, Geotech, right of way mapping, construction estimates, specifications, or permitting to name a few options.

You can’t have services without the corresponding deliverables needed to complete those services. What deliverables are expected? Schedule meetings, deliver PS&E package with phase reviews at regular intervals, apply for permits and provide those to the agency with a specific timeframe, perform Geotech in specific locations or as needed. The key is to take each service desired and match those services to the deliverables it will require for the consultant to complete the project.

Next, your scope is not complete without an identified project schedule. The scope MUST include an estimated schedule for the performance of work. The key is the consultant must have an idea of when and for how long they must commit proposed staff to your project. You also need to consider if you need services such as post-design that may result in a time gap for performance. It is impossible for the consultant to identify staffing needs if they don’t know when the project performance period is. All contracts must have an estimated end date!

Finally, the RFP must include applicable standards, specifications, and policies of your agency and the consultant would be expected to adhere to in the performance of the services on the contract.

Some examples include:

- Do you allow consultants to work on local holidays?
- Do you expect consultants to conform to your adopted City Ordinances?
- Is there a historic preservation plan they need to follow in your downtown?
- Does the project need to be approved by a local historic or environmental review board that may affect the deliverables?
- What design standards are you using- Green book?
- Do you have specialized software requirements for compatibility with your systems? Or do you require electronic deliverables in a particular file format?

The evaluation criteria identified in the RFP must tie directly to the qualifications and scope of the project and include a relative weight of importance. Any criteria that does not measure qualifications will not be allowed for use in LAP.

The following are examples of allowed and non-allowed criteria. More information on these items can be found in the FDOT LAP Manual, chapter 18 and will be described in more detail under Checklist Requirement #8 in this CBT.

The next component of the RFP is to provide a brief description of the procurement process. An example of a procurement process is as follows, "Your agency is going to receive technical written responses and evaluate those against the published qualifications requirements and evaluation criteria. The top 3 respondents will be asked to give presentations. You will use the same criteria for evaluation of the presentations as were used for the technical evaluation. In the event of a tie, you will apply a qualification based tie breaker. You will provide notice of intent to award and any protests will follow your agency's stated procurement procedure".

Identifying the estimated selection schedule is a key component of the description of your procurement process. Why is it important that the consultant have a ballpark idea of how long the procurement process will take? They cannot schedule or commit staff to the project unless they know approximately when staff needs to be available. Do you need someone available to start work in 2 months or will it take 9 months to award the contract? This makes a huge difference in identifying and committing qualified staff to the project.

The RFP also must specify the contract type and associated method of payment to the consultant. The specified contract type will correspond to the type identified at the top of your LAP Professional Services Checklist. The allowed methods of payment are specified in 23 CFR 172.9(b) are to include lump sum, cost plus fixed fee, cost per unit of work, and specific rates of compensation. A single contract may contain different payment methods as appropriate for compensation of different elements of work.

Most common to LAP:

- Lump sum- shall be used when it is possible to define the extent, scope, complexity, character, and duration of the work... can be determined at the time of negotiation. This is the most common method in LAP and is recommended for studies, PD&E or design.
- Specific Rates of Compensation: provides for reimbursement on the basis of direct labor hours at specified hourly rates, including direct labor costs, indirect costs, and fee or profit, plus any other direct expenses or costs, subject to an agreement max. amount. Use is limited to contracts where the consultant is not in direct control of the number of hours worked. This is the recommended method for CEI services.

“We routinely receive the question why does the department want a sample contract included in the RFP? The answer is found in 23 CFR 172. The RFP must include any special provisions or contract requirements associated with the solicited services. If your agency does not want to include a sample contract as part of the RFP, you will need to ensure to publish all contract terms within the RFP in some manner. In order to minimize the time this may require your staff, we recommend simply attaching the draft or sample contract your agency uses for services to the RFP.

Qualifications and Requirements

The local agency compliance documentation section details the RFP document as shown here. We have provided a brief description of each element in Requirement #1 of the checklist and expanded definitions of each Requirement on the Checklist are provided in the LAP Manual. The District monitoring responsibility is to provide concurrence with your local agency’s entire procurement package as detailed in Checklist Requirements 1-7.

Requirement #2

Requirement No. 2: Disadvantaged Business Enterprise (DBE) and Bid Opportunity Reporting

The Department, in accordance with CFR is required to implement a program facilitating contract awards to disadvantaged business owners. As a condition of compliance with USDOT program requirements, the Department must track and report certified DBEs that are provided the opportunity to bid on FDOT funded contracts and actual commitments (or payments) to DBEs. These tracking and reporting requirements extend to all LAP projects.

Use of DBE subs is encouraged in accordance with the FDOT DBE Program Plan. There should not be any DBE preference selection criteria in the selection process. Based on the type of services required for the project, the Local Agency may review lists of DBE certified firms specializing in the corresponding scope. However, DBE participation shall not be required for contract award. The database of DBE firms is available on the FDOT Equal Opportunity (EEO) website.

DBE participation and compliance are monitored and validated by the Local Agency and LAPIT contract screens are required for consultants to report DBE commitments in the Equal Opportunity Compliance (EOC) application. Bid opportunity is reported directly by the consultant firm(s) into EOC under their FEID. Additional information on creating contract screens in LAPIT and the DBE program are found in Chapter 14 of the LAP Manual and in the LAPIT User Guides.

Requirement #3

Requirement No. 3: Compliance with State and Federal Contracting Requirements

All provisions covered here must be incorporated into the RFP and contract as stated on the checklist. Statutes are those set forth by Florida procurement laws and rules and govern LAP projects.

The lists provided are NOT all inclusive, but some of the most common areas of non-compliance identified through program area audits of LAP projects. State contracting requirements are those set forth by Florida Statutes, Governor’s Executive Order and the Florida Department of Transportation.

Federal contracting requirements are those set forth by the USC and CFR and other federal laws and rules. The Department has compiled a number of federal provisions into one form- the LAP Terms for Federal-Aid Contracts Form No. 375-040-84.

The seven provisions met by this form are identified for you in this section. Other provisions, such as termination language for cause and convenience are incorporated based on your local process.

If your agency does not have standard language for any of the provisions identified on the checklist the Department has sample language for your use. Remember to always review any sample language with your agency's Legal counsel for consistency with your local rules and laws!

Requirement 4, 5, 6 and 7

Requirement No. 4, 5, 6 and 7: Truth in Negotiation Certification; Conflict of Interest/Confidentiality Certification; Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Federal-Aid Contracts; Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts

"Certifications identified in Checklist items 4 through 7 must be provided to the consultants in the RFP. Executed versions are submitted to the Department for verification with the final contract package and must be maintained in the LAP project file."

Conflict of Interest, is addressed in 23 CFR 1.33 and in Section 287.057 F.S. A Local Agency must adhere to the FDOT Topic No. 375-030-006 Conflict of Interest Procedure for Department Contracts, for all professional services phases of project delivery funded by the Department.

For LAP projects matching the criteria shown here, local agencies must include the Conflict of Interest Certification for Consultant/Contractor/Technical Advisors (FDOT form number 375-030-50) in its RFPs and contracts, in addition to the FDOT certification, your agency also must incorporate provisions describing how your agency avoids or mitigates conflicts of interest within the framework of your agency's procurement process.

Both the prime consultant firm and the local agency's selection committee(s) and any other staff in a decision-making position for contract award are required to execute a Certification. Your District LAP Team will review the executed Certifications as part of the project oversight process. This topic is incorporated into LAP Checklist Requirement No. 5.

Requirement #8

Now we are on step 2 of the process and will cover the related requirements. Step 2 is inherent upon step 1 being executed correctly and in compliance with federal and state requirements.

Requirement No. 8: Evaluation Criteria and Shortlist

Per 23 CFR 172.7, the request for proposal (RFP) requirements necessary for interested consultants to provide a response to the RFP. The agency is required to evaluate or measure the consultant firms' responses based on the published evaluation criteria in the RFP.

A minimum of three responses must be received and evaluated or ranked by the local agency. While evaluating each consultant's response the selection committee members will enter a score based on the weight or point value associated to each criterion in the RFP. Calculation of the scores provides the ranking of most to least qualified firms.

If the local agency performs an evaluation of the written responses and then requires presentations or interviews of the consultant firms, then the evaluation criteria for each scoring or selection action must be published in the RFP. The criteria may be the same for each action. At the conclusion of the selection process, the local agency requests concurrence from the Department to enter into negotiations with the most qualified or highest ranked firm.

Reminder that you need to designate your selection committee before advertisement, so you can verify whether any conflicts exist before evaluating the consultants and also prevent consultants from contacting committee members. In addition, ensure your procurement officer does NOT serve on the selection committee and meet the minimum of three members per the applicable thresholds in Florida Statute.

Now we are on step 3 of the procurement process and will cover the related LAP Checklist requirements. Step 3 is inherent upon steps 1 and 2 being executed correctly and in compliance with federal and state requirements.

Requirement #9

Requirement No. 9: Independent Staff Hour Estimates

The first step in the negotiations process is for the Local Agency to prepare an independent staff-hour estimate [ref. 23 CFR 172.7(a)(1)(v)(B)].

- Estimate must be submitted for Department concurrence prior to local agency review of the highest qualified consultant's cost proposal.
- Estimate must be prepared by local agency staff.
- Estimate must include appropriate breakdown of the work or labor hours, job classifications, direct and fixed fee for the defined scope of work.
- Agency uses independent staff hour estimates to check reasonableness of consultant estimate.

Requirement #10

Requirement No. 10: Local Agencies will attempt to conduct negotiations with the most qualified firm to obtain a fair, competitive, and reasonable price. In the next step of the negotiations process, the Local Agency performs an analysis of the consultant's cost proposal.

The negotiator shall use all resources available to conduct effective negotiations, including but not limited to the refined scope of work, the evaluation factors and their relative importance and the Local Agency's cost estimate as required. For more details on Negotiations, consult the FDOT Negotiation Handbook on the Procurement website. This link can be found on the resources page.

The consultant audit package, prepared by an independent CPA, must be requested by the agency to verify costs. This package should include:

- Verification of wage rates in the form of payrolls or other supporting documentation of direct wages. Direct salary rates are not negotiated per 23 CFR 172.11(b)(2).
- Overhead rates (indirect rates)
- Facilities Capital Cost of Money (FCCM) rates
- Direct Expense rates
- Department Consultant Pre-Qualification Letters, as applicable. Department Pre-qualification Letters may be used to establish overhead, FCCM, and direct expense rates whether the qualifications of the RFP require Department pre-qualified consultants. The agency may request information from the State Procurement Office as needed per LAP Manual Chapter 18.7.2.
- Agency must protect confidentiality of consultant's cost data in compliance with 23 USC 112(b)(2)(E) and 23 CFR 172.11(d). DO NOT SHARE, TRANSMIT or UPLOAD CONFIDENTIAL COST DATA via non-secure methods.

- The establishment of fixed fee shall be contract or task specific and must not exceed 15% of the total direct labor and indirect costs unless justification and approval is received from the FHWA Florida Division Office.
- Verify the operating margin was paid as a lump sum or fixed fee, not included in the limiting amount.

The agency must make a determination that costs are allowable and in accordance with federal cost principles. If negotiations falter, notify the District LAP Team. Upon concurrence from the District, terminate negotiations and undertake negotiations with the next most qualified consultant firm based on the original order of final rankings as determined by the selection process.

Records of negotiations shall be maintained by the Local Agency in accordance with 2 CFR 200 and should be available to FDOT and FHWA upon request. Meetings shall be recorded per Florida Public Records laws.

Requirement #11

Requirement No. 11: Overhead rates (indirect rates) and Direct Salary Multipliers

Contracting agencies shall use the indirect cost rate established by an audit report prepared by an independent Certified Public Accountant or a State or Federal agency.

Direct salary multipliers also must not be capped. Any limitation on direct salary multipliers would be in direct violation of the Federal Aid Highway Program requirements, as specified in 23 USC 112(b)(2) (D) and 23 CFR 172.7(b).

These items are confidential consultant cost data and the agency must protect the information in compliance with 23 USC 112(b)(2)(E) and 23 CFR 172.11(d). **DO NOT SHARE, TRANSMIT or UPLOAD CONFIDENTIAL COST DATA** via non-secure methods. "You must redact the confidential consultant cost data when attaching contracts with the information to board meeting agendas or minutes!"

Requirement #12

Requirement No. 12: Contract

A local agency uses their boilerplate contract for LAP projects, but the executed contract must incorporate all provisions as specified in Requirement Nos. 1-7 of the LAP Checklist. Provisions not allowed under federal or state law must be removed from the boilerplate prior to use on a LAP project procurement action.

Additional provisions or services not included in the original solicitation and RFP may not be added to the contract during negotiations or final award. Attachments or exhibits to the contract must be clearly stated in the body of the contract and also included in the final copy provided to the department for the project file.

Department concurrence and federal authorization are required prior to final execution of the agency professional services contracts or task work orders. Any work performed outside of the contract term is not eligible for reimbursement by the department.

Requirement #13

Requirement No. 13: Continuing Services or Indefinite Delivery/Indefinite Quantity (IDIQ) Contracts

FHWA and state law permit the use of on-call type contracts (referred to in Florida as continuing contracts) when specialized services are needed for a number of different projects.

In accordance with state law, continuing contracts for professional services are restricted in use to services for projects in which the estimated construction cost of each individual project under the contract does not exceed \$2,000,000 each, or for each study activity when the fee for such professional service does not exceed \$200,000, or for work of a specified nature as outlined in the contract (Ref. Section 287.055(2)(g), F.S.).

Federal funding is not allowed for General Consultant contracts [ref. 23 CFR 172.9]. General consultant contracts for engineering services or “umbrella” contracts are those in which the scope of services includes multiple subsets of engineering services for work of an unspecified nature. For example, many agencies have on call contracts for all engineering services the agency may need- planning, design, architecture, CEI, etc. Combining all services under one contract limits competition for those services and therefore is not allowed on federally funded contracts

Continuing services procurement actions follow Requirement Nos. 1-12 of the LAP Checklist. In addition, the following provisions, terms, and conditions are required for compliance with state and federal requirements for procurement of continuing services contracts. Include provisions in both the RFP and contract documents.

- Maximum limiting amount of contract is \$1.5 million
- Maximum contract term is 5 years
- Solicitation/RFP must include the maximum number of contracts intended for award by the agency.
- If more than one contract may be awarded, the RFP must specify procedures for how the task work orders will be assigned among the firms. Task work orders must be awarded through an additional qualifications-based selection procedure or on a regional basis whereby the jurisdiction is divided into regions and consultants are assigned work orders by region. Task work orders cannot be awarded based on cost or price, or on a rotational basis.

Task orders on continuing contracts may be negotiated as either cost plus fixed fee or lump sum method of payment. It is important that lump sum fees are established based on negotiated staff hours and negotiated level of staffing, involving key staff as identified in the consultant technical proposal. For more details on task orders refer to Chapter 18.8 of the LAP Manual, available on the FDOT Program Management website, on the Local Programs webpage. This link can be found on the resources page.

Resources

In conclusion, we hope you have an increased awareness of procurement methods, contract types, and how and why the department monitors compliance with federal and state laws, rules and requirements.

Each agency conducts their procurement process a little differently, so please do not hesitate to contact your District or State LAP teams with questions on how the information presented here falls within your procurement framework.

We encourage you to attend an in-person LAP Professional Services Checklist Training offered around the state! The resources on the resource page will provide links to contacts and additional information that expands on all the concepts we have discussed today, just select the resources link at the bottom of the page.

Conclusion

Thank you for participating in this training. If you are a Local Agency Representative seeking to receive credit for the completion of this Computer Based Training, please select the certificate button or press Shift O on your keyboard to open the certificate. After entering your information, print out the certificate and upload to LAPIT.

Conclusion (for Learning Curve users)

Thank you for participating in this training. If you are a Local Agency Representative seeking to receive credit for the completion of this Computer Based Training, please print out the certificate and upload to LAPIT.