

INTRODUCTION TO PUBLIC PROCUREMENT



ONE OF SIX SPONSORED COURSES IN CORE SERIES
ACCEPTED AS ONE OF THE APPROVED COURSES REQUIRED FOR CPPB OR CPPO CERTIFICATION

November 15 – 17, 2006

**Multnomah County ESD
11611 NE Ainsworth Circle
Portland, Oregon 97220-9017**

General Description:

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

Duration: 3-Day Seminar; 24 hours of instruction
Contact hours: 24 hours

UPPCC* Re-Certification points: 3
CEU Units**: 2.25

Instructor: Ms. Mary “Jane” Lopez, CPPO

Intended Audience:

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase good and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

Prerequisites:

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

Cancellation Policy:

1. Refunds will be given only for cancellations received in writing at least 14 days before seminar starting date.
2. Cancellation received 7-14 days before seminar are subject to a \$75.00 service charge.
3. There will be no refunds for cancellations received less than 7 days before the seminar. However, 50% of the seminar fee may be applied toward another NIGP seminar attended within one year.

Registration, Parking and Meal information:

On-site registration will be held on the first day at 7:30 a.m. Class sessions will be held from 8:00 a.m. to 5:00 p.m. daily. Break refreshments will be provided. Meals are available at several nearby restaurants. Driving directions on request will be returned with confirmation.

Hotel Information:

Shilo Inn - Portland Airport - \$132 a night – Complimentary Breakfast at Barista Bar – 503-252-7500
Holiday Inn Express - Portland Airport - \$84 a night – Complimentary Breakfast - 503-2519991
Hampton Inn – Portland Airport - \$115 a night – Complimentary Breakfast - 503-288-2423
Courtyard Marriott – Portland Airport - \$119 a night – Restaurants & Lounges – 503-252-3200

Registration Fee:

Includes all course and study materials, with break refreshments. Invoicing is available upon request. However, full payment is required prior to attendance.

National NIGP Member	\$550.00
Chapter Member	\$725.00
Non-Member	\$825.00

Objectives:

Upon successful completion of this course participants will be able to:

- describe the roles, major components and functions of public procurement
- recognize how public procurement adds value to the delivery of services
- describe the cultural, social, political, economic and legal environments that impact public procurement
- recognize the importance of ethics and professionalism in public procurement

Course Outline:

The following is an outline of the material that will be covered in this three-day course. Practical examples, group exercises and case studies will be utilized during the entire course.

Day One:

- Pre-test
- History and Value
- Private and Public Purchasing Organizations
- Differences
- Similarities
- Purchasing Cycle

Day Two:

- Legal Issues
- Ethics/Professionalism
- Contract Administration
- Organizational Structure
- Roles
- Centralized vs. Decentralized

Day Three:

- Planning
- Specifications
- Market Conditions
- Socio-Economic Factors
- Technology
- Federal
- Post-Test

This outline may be modified slightly at the course instructor's discretion.

- * Universal Public Purchasing Certification Council (UPPCC)
- ** CEU units for this workshop are granted through NIGP, which is authorized by the International Association for Continuing Education and Training (IACET), to offer courses for CEU units. To learn more about IACET and CEUs, visit www.iacet.org

Requirements of Participants to receive CEU units:

- Attendance at the entire course is required. A sign-in sheet will be available each day the class is in session. Daily sign-in is mandatory to be eligible to earn for CEU units.
- Active participation in all case studies, discussion and exercises.
- NIGP will not issue partial CEU units.
- An evaluation form must be completed and returned to the site coordinator prior to the completion of the course.

For NIGP's complete Continuing Education Units (CEU) Policy Statement visit:

www.nigp.org/educate/CEUPolicyStat.htm

For Additional Information Contact: Michael Westerman (360) 397-2323

Registration Form

<p>MAIL Payment and Registration to:</p> <p>Columbia Chapter – NIGP Michael Westerman, CPPO Purchasing Manager Clark County P.O. Box 5000 Vancouver, WA 98666</p> <p>Phone: (360) 397-2323 Fax : (360) 397-6027</p>	<p>Name: _____</p> <p>Title: _____</p> <p>Agency: _____</p> <p>Address: _____ _____</p> <p>E-mail address _____</p> <p>Phone: () _____ FAX: () _____</p>
<p>PAYMENT ENCLOSED \$ _____</p> <p>Please Invoice: P.O. # _____</p>	<p style="text-align: right;">(IPP 06)</p> <p>National NIGP Membership Number: _____</p> <p>Name of NIGP Chapter: _____</p>
<p>Payment, payable to Columbia Chapter - NIGP, should accompany this form. Late registrations or payments received after attendance will be subject to an additional \$25 processing fee. Send a separate copy of registration form for each attendee. Retain copy of this form for your records.</p>	

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