

# **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

**April 5, 6, 7, 2006**

**Clark County Operations Center  
78<sup>th</sup> Street Conference Center  
4700 NE 78<sup>th</sup> Street  
Vancouver, Washington 98665**

## **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: Mr. Keith K Glatz, 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:**

Staybridge Suites – \$55.00 a night – Complimentary Breakfast Buffet & Evening Socials – 360-891-8282  
Sleep Inn at Vancouver Mall – \$55.00 a night – Complimentary Continental Breakfast – 360-254-0900  
Holiday Inn Express – \$55.00 a night – Complimentary Continental Breakfast – 360-253-5000  
The Heathman Lodge – \$119.00 a night – 360-254--3100 or 1-800-475-3102

Hotels are within 10 miles of Portland International Airport and Government Rates are offered to a limited group of rooms.

## 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](http://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](http://www.nigp.org/educate/CEUPolicyStat.htm)

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

## Registration Form

MAIL Payment and Registration to:

**Columbia Chapter – NIGP**

Michael Westerman, CPPO  
Purchasing Manager  
Clark County  
P.O. Box 5000  
Vancouver, WA 98666

Phone: (360) 397-2323

Fax : (360) 397-6027

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address \_\_\_\_\_

Phone: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

PAYMENT ENCLOSED

\$ \_\_\_\_\_

Please Invoice:

P.O. # \_\_\_\_\_

**(IPP 06)**

National NIGP Membership Number: \_\_\_\_\_

Name of NIGP Chapter: \_\_\_\_\_

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.

**HOSTED BY COLUMBIA CHAPTER - NIGP**