# CASCADIA *CHAPTER* OF *NIGP*

**Course Title:** DEVELOPING AND MANAGING REQUESTS FOR PROPOSALS IN THE PUBLIC SECTOR
November 19 – 21, 2007 – Courtenay, British Columbia

**Duration:** 3-Day Seminar; 24 hours of instruction
**Contact hours:** 24 hours
**UPPCC\* Re-Certification points:** 3
**CEU Units\*\*:** 2.25

## General Description:

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process.

## Intended Audience:

Designed for procurement professionals that are entrenched in the competitive process will find this in depth study of RFP's, from development through evaluation, enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful public procurement should be to attend. Team leaders, committee members, contract administrators and procurement managers and every procurement professionals interested in achieving "best value" during this acquisition process should register.

## Objectives:

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

- demonstrate an understanding of the RFP planning and development process
- apply proper procedures and evaluation techniques for an effective RFP
- formulate an effective process for selection and award

## Course Outline:

The course outline of the material that will be covered in this three-day course may be viewed at the following URL: http://www.nigp.org/educate/outline/DMRFP.htm

## Instructor:

NIGP Certified Instructor Team – To be assigned by NIGP

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### November 19 – 21, 2007, Courtenay, British Columbia

### Registration Form
**NOTE:  This is Chapter Sponsored and Agency Contracted Offering (Discounted)**
*(Send completed Form and payment to the address below)*

**Mail Registration and Payment to:**   **Cascadia Chapter of NIGP**

6505 Torin Road
Brentwood Bay, British Columbia, V8M 2H5
Phone: (250) 544-4844  Fax:  (250) 544-4845
E-Mail: kbabich@islandnet.com

Name: _____

Title: _____

Full Agency Name: _____

Work Address: _____ _____

City, Province, State: _____

Postal/ZIP Code: _____ Phone: (_____) _____ Fax: (_____) _____

E-Mail Address: _____

National NIGP Member:  Y___ N ___ Membership Number: _____

Chapter Member: Y___ N___ Chapter Name: _____

Payment Enclosed  $ _____ (Cheque) Y ___ N ___

**Registration Deadline – November 2, 2007:**  Late registrations or payments received after attendance will be subject to an additional $25 processing fee.

**Cancellation Policy**:  Full refunds will only be given for cancellations received in writing at least 14 days prior to course starting date.  Cancellations received between 7 and 14 days prior to seminar starting date are subject to a $75 cancellation fee.  There will be no refunds for cancellations received less than 7 days prior to course starting date.

For additional information, contact Ken S. Babich, BCom., CPPO, (250) 721-8330 or kbabich@islandnet.com.

**NOTE:  Courses as noted are eligible for CEU Units.**

**Registration and Accommodation:**
On-site registration will be held on the first day at 8 a.m. Class sessions will be held from 8 a.m. to 5 p.m. daily. Participants are required to make their accommodation reservations separately.

**Seminar Location:** City of Courtenay, 830 Cliffe Avenue, Courtenay, British Columbia, V9N 2J7

**Parking:**  Available in close proximity to City Hall

**Meals:**  Cost of meals not included in Registration Fees.  Participants may purchase their meals at any of the fine restaurants at each location.

**Registration Fee – CDN $**     **National Members: $525.00   Non-Members: $700.00**

Includes all course, textbook, and study materials. **Full payment is required prior to attendance.**
**Space is limited, so register early**