



National Institute of Governmental Purchasing
Education Catalog
2008

The best possible education The best possible future for our members



Welcome.

As a member of the National Institute of Governmental Purchasing, Inc., you are affiliated with the largest, most well-regarded professional association exclusively devoted to developing and supporting public procurement.

NIGP has built a reputation on providing fundamental curricula that instills, inspires and challenges procurement professionals on purchasing techniques, theory and best practices.

When you pursue life-long learning opportunities with NIGP, you will find quality training, convenience and variety in scheduling, and practical course topics from which to choose. Each classroom experience brings colleagues together in an informative, professional environment that encourages debate, discussion, dialogue, and above all learning. Whether you attend for the joy of learning, to prepare for certification or as a step toward an Executive Certificate in Public Procurement, NIGP has courses that work *for you and with you*.

NIGP offers more than 300 classes annually throughout North America and can arrange onsite training for your convenience. Discover why thousands of public procurement professionals each year count on NIGP to provide quality education for the best possible reason – your future.

Sincerely,

Rick Grimm, CPPO, CPPB
Chief Executive Officer

Carol D. Hodes, CAE
Director, Education & Professional Development

NIGP INSTRUCTORS

NIGP instructors possess a high level of professionalism and are recognized and respected members of the procurement community. Every NIGP instructor holds a current CPPO or CPPB designation and has successfully completed the NIGP Train-the-Trainer program as well as completed NIGP Student Training experiences that are pre-qualifications for becoming an NIGP Certified Instructor. These talented instructors are ambassadors of the profession as well as educational facilitators. NIGP instructors bring their depth of real-world, practical purchasing experience and industry knowledge to every NIGP course. Instructors present the “body of knowledge” using an interactive, case-study-based style, making the learning process immediately engaging and relevant. If you are interested in joining NIGP’s corps of instructors, more information is available at:
<http://www.nigp.org/educate/Instructors.htm>.

COURSE AVAILABILITY

This catalog presents a comprehensive list of NIGP courses along with course descriptions. Courses are offered based on requests from agencies and chapters. For course availability, please check the seminar schedule at <https://www.nigp.org/common/seminar/semsched.asp> or email education@nigp.org or call 800-367-6447.

ON-SITE TRAINING

Take advantage of high-quality training for your staff without the additional costs of travel and accommodations. With on-site training, any combination of NIGP educational courses can be presented in your agency’s training room via a contract training program.

Simply contact NIGP’s Education Department to explore this opportunity. Or, use this catalog or the NIGP website to identify which courses you would like to have conducted at your site. Then contact NIGP at: education@nigp.org or call 800-367-6447.

Empowering you to be the best



TABLE OF CONTENTS

Course Groupings and Format iv

Course Descriptions 1

Preparation Courses for Certification 9

Distance Learning 10

Executive Certificate Program 11

NIGP Education Staff 12

At every stage

Whether you are new to the field or a seasoned professional,
NIGP supports your ambition

to be the best

Procurement Essentials

- Introduction to Public Procurement
- Legal Aspects
- Contract Administration
- Sourcing in the Public Sector
- Capital Acquisitions
- Effective Contract Writing
- Ethics: A Survival Guide

Strengthening Best Practices

- Logistics & Transportation
- Warehousing & Inventory Control
- Contracting for Public Sector Services
- Effective Management of Construction Contracts
- Performance Based Requests for Proposals
- Developing and Managing RFPs
- Planning, Scheduling & Requirement Analysis

Management & Leadership

- Fundamentals of Leadership & Management
- Alternate Dispute Resolution
- Risk Management in Public Contracting
- Protests and Disputes: What's a Buyer to Do?
- Project Management for Work Groups
- Adding Value to The Procurement Process
- World Class Procurement Practices
- Principles and Techniques of Problem Solving

FORMATS DESIGNED FOR YOU TO BE THE BEST

Face-to-face

3-Day Courses

Contact Hours: 24
UPPCC* Recertification Points: 3
CEU** : 2.25

2-Day Courses

Contact Hours: 16
UPPCC* Recertification Points: 2
CEU** : 1.5

1-Day Courses

Contact Hours: 8
UPPCC* Recertification Points: 1
CEU** : .75

Distance Learning

Online Courses

See descriptions for contact hours, UPPCC Recertification Points and CEUs. Course participants have 90 days to complete the course, beginning from the time log-on information is provided via e-mail. To receive contact hours for the course, participants must complete the course within the 90 days and score 70 or above on the open-book quiz at the end of the course.



NIGP Webinar

Webinars

Contact Hours: 1
UPPCC* Recertification: 0.125
CEU** : 0.1

* Universal Public Purchasing Certification Council (UPPCC)

**CEUs for this workshop are granted through NIGP, which is authorized by the International Association for Continuing Education and Training (IACET), to offer courses for CEUs.

IMPORTANT INFORMATION REGARDING CEUs

- Attendance at the entire course is required. A sign-in sheet will be provided each day the class is in session. Daily sign-in is mandatory to be eligible to earn CEUs.
- Active participation in all case studies, discussion and exercises is required.
- NIGP will not issue partial CEUs.
- Every participant must complete an evaluation form and return it to the site coordinator prior to the completion of the course.

Registration and fee information is available at <http://www.nigp.org/educate/semfee.htm>

Strengthening you to be the best



NIGP COURSE DESCRIPTIONS

Adding Value to the Procurement Process

1-Day

The procurement process needs you. As a professional, you add value by developing beneficial relationships with customers and suppliers. This course explains how to maximize that value and improve the process in your organization.

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

- Define value and its application to procurement
- Identify the value of procurement within the organization
- Discuss concepts of value analysis and vendor outreach
- Identify short- and long-term strategies for adding value

This course was specifically developed for NIGP by David Dise, CPPO, Director, Montgomery County Government, Rockville, MD.; and Darin Matthews, CPPO, C.P.M., Division Manager, METRO, Portland, OR.

Alternative Dispute Resolution

2-Day

Negotiation, mediation, arbitration, mini-trial – all are considered Alternative Dispute Resolution (ADR) approaches. But under what circumstances are these approaches better choices than the government dispute process or litigation? How do you begin to use them?

This course addresses the long history of ADR, the elements of ADR and its advantages and disadvantages. Participants will learn the processes, procedures and appropriate uses of the four major ADR approaches. The course explores the role of ethics in the use of ADR, how to establish an ADR program in an agency and how to build ADR language into solicitations and contracts.

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

- Justify the use of ADR as a means of conflict resolution

- Evaluate dispute situations to determine if ADR is an appropriate means of resolution
- Understand the ADR approaches and the role of legal counsel, and select the appropriate ADR approach for a particular situation
 - Negotiation
 - Mediation
 - Arbitration
 - Mini-trial
 - Other
- Modify solicitation and contract language appropriately to allow for ADR as a means of conflict resolution
- Describe the steps required to set up a successful ADR program in an agency
- Understand the ethical issues involved in ADR
- Initiate an ADR program in an agency

Capital Acquisitions

2-Day

As procurement professionals, we recognize that strategic procurement planning achieves far greater value than routine order placing. Capital expenditures represent one-third of the total expense budgets of state and local governments. Given this significant investment of government resources, how does the responsible public procurement agent ensure that a long-term best value solution is obtained?

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

- Identify major types of capital acquisitions and develop a strategic acquisition process and plan
- Develop and prepare effective capital acquisition specifications, Statements of Work, contract pricing strategies and contract terms and conditions
- Select the appropriate source selection method and describe the components required to successfully award a contract that meets the needs of the client
- Evaluate offers, make awards and/or negotiate an optimal contract solution
- Develop and describe contract administration functions specifically related to capital acquisitions

Change Management for the Procurement Professional

2-Day

Managing change – and continuing to get the job done effectively – will challenge any procurement professional. It requires understanding the latest technology, management theories, and ever-changing governing bodies. This course provides an overview of the change process and how it affects the procurement organization, presents elements of a successful transition, discusses the psychology of change and teaches methods to implement change in organizational environments.

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

- Explain change management
- Discuss implementation strategies
- Choose strategies for implementation scenarios

This course was specifically developed for NIGP by PPG Consulting Service, LLC.

A minimum of 20 participants is required.

Contract Administration*

3-Day

Contract administration within the public sector is complex, involving planning, monitoring, and proactive insight into and oversight of contract performance. In this course, learn the different methods of contract administration, how to prepare a relevant plan, and how to evaluate the success of the contract. The course also presents the key considerations for the important contract terms and conditions that must be enforced during contract administration.

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

- Develop an effective contract management/administration plan that can meet organizational goals
- Describe the tools needed to design, develop and formulate the process
- Assess how contract administration can be continually improved to enhance contract performance

** Essential content for purchasing professionals seeking certification or university degrees.*

Contracting for Public Sector Services

2-Day

Every day, public procurement professionals face the challenge of identifying best value. How can you successfully engage partners to achieve efficiency, effectiveness and the social goals of the community? Call it privatization, outsourcing, competitive tendering, or alternative service delivery, contracting for public sector services dominates contract spending at all levels of government. This course examines the entire process, and addresses special considerations of the services RFP, the contract award and contract administration.

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

- Conduct a make-or-buy decision based on a scenario or case study
- Identify and develop the elements of an RFP that are critical to a successful services contract and ease of contract administration
- Develop and use selection committees for public sector services
- Develop and negotiate a performance-based public sector services contract
- Respond to protests and disputes in a fair, objective and timely way
- Assume the role of contract administrator, to lead the project team members in developing a contract administration plan

Customer Service: The Key to Success in Procurement

2-Day

Excellent customer service not only enhances relationships within your agency, it improves overall performance and effectiveness. For a complete understanding of the value of providing excellent service, this course provides essential guidelines and specific methods of improving service quality.

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

- Define customer service
- Discuss customer expectations
- Identify ways to respond to customers in a variety of situations

This course was specifically developed for NIGP by Tony Ellis, CPPO, Director of Prison Industries, South Carolina Department of Corrections, Columbia, SC
A minimum of 20 participants is required

Developing and Managing Requests for Proposals in the Public Sector*

3-Day

Are you getting the maximum potential from your RFP process? Prepare yourself with a full understanding of the process, proposal elements and ways to use the full capability of the RFP document. By sharing success stories and pitfall warnings, this class will equip participants to incorporate RFP solicitations into their government processes.

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

Effective Contract Writing

2-Day

As a purchasing professional, you may be required to organize, write and interpret contracts. Contracts have a logical sequence and specific provisions, and by learning the basics and rules for improvement, the process will become manageable for you. This practical course presents the structure and meaning of enforceable contracts and provides tips and tricks on language to use when writing contracts for any entity.

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

- Define a contract
- List the format components
- Discuss specific contract provisions

This course was specifically developed for NIGP by Pro-Train.



Effective Management of Construction Contracts

***NEW**

1-Day

Public purchasers historically have not administered construction contracts, which can represent a very significant expenditure of resources – and a heightened liability – for public agencies. Now procurement professionals can help to limit risk and liability by understanding the specifics and differences in construction contracts.

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

- Identify the key differences between construction contracting and other types of formal contracting
- Identify the key areas that require focus for successful completion of the contract

This course was specifically developed for NIGP by Aaron Howell, CPPO, C.P.M., Director of Business Affairs, Oregon State University, Corvallis, OR.; and Darin Matthews, CPPO, C.P.M., Division Manager, METRO, Portland, OR.

Ethics: A Survival Kit for Public Procurement

***NEW**

1-Day

Your profession requires you to make challenging and sometimes confusing choices under economic, professional, social and political pressure. A solid grounding in ethical practices will empower you to make important distinctions. Using exercises and case studies, this practical course teaches discernment, discipline and effectiveness as vital elements of ethical decision-making. Participants will analyze both moral and business considerations.

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

- Identify the foundational structure of ethical decision making
- Recognize questionable ethical situations when they occur and deduce the proper ways to respond
- Explain the value of ethical behavior
- Formulate a process for investigating a questionable situation
- Develop ethically sound procurement documents.
- Recommend ethical expectations to customers and suppliers

A minimum of eight participants is required.

** Essential content for purchasing professionals seeking certification or university degrees.*

Fixed Assets Management

1-Day

Managing fixed assets raises internal issues of control and accountability for procurement directors and fixed assets managers. Learn to manage such issues with this comprehensive and practical course that is designed to increase effectiveness and communications among those involved with property management. Participants will explore inventory and reporting requisites, disposition of property and departmental performance reporting.

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

- Recognize key settings in managing fixed assets
- Discuss day-to-day affairs of the public sector fixed assets management function
- Discuss the types of fixed assets and the fixed assets cycle
- Explain surplus property classifications and identify disposal methods

This course was specifically developed for NIGP by William D. Brady, Jr., CPPO, North Charleston, SC

Fundamentals of Leadership and Management in Public Procurement

2-Day

Motivation, decision making, communication, conflict management, group dynamics and organizational change – you face all of these issues as a leader and manager in the public sector. This course looks at the ways in which these issues interrelate, combining discussions of theory with practical application to improve your organization's effectiveness.

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

- Explore procurement's strategic role in the organization and its relationship to Finance, Human Resources, Budget, Information Technology and Legal functions
- Assess opportunities to improve performance of the procurement organization
- Evaluate the concepts of leadership and management in public organizations and how each contributes to the success of goals and objectives within the organization
- Utilize effective communication, internally and externally

** Essential content for purchasing professionals seeking certification or university degrees.*

Get What you Need through Successful Negotiation Strategies

2-Day

Do you have what it takes to be a good negotiator? You can create win-win situations that accomplish your negotiation goals. This course introduces core principles for negotiation, including characteristics of a good negotiator, critical elements in every negotiation, basic strategies, tactics used for and against you, how to overcome negative attacks and how to read the other person. *Specific content may be modified slightly at the course instructor's discretion.*

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

- List the characteristics of a good negotiator and common negotiation errors
- Discuss the principles of negotiations
- Explain how to develop rapport and improve communication
- Recognize the sensory channels people use

This course was specifically developed for NIGP by Tony Ellis, CPPO, Director of Prison Industries, South Carolina Department of Corrections, Columbia, SC
A minimum of 20 participants is required.

Introduction to Public Procurement*

3-Day

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. Instead, it is a distinct – and ever-changing – profession that adds significant value to the public sector. This program provides an overview of fundamental concepts necessary for success in a public procurement career.

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

The Legal Aspects of Public Procurement*

3-Day

How does the law affect your work in procurement? In this course, a procurement professional, not an attorney, helps you build a strong foundation of the principals and general concepts of the law as it applies to public procurement. Based on actual procurement situations, the course addresses issues such as the UCC, the Model Procurement Code, Sale of Goods Act, professional ethics and the legal implications surrounding solicitations, contracting and post award issues.

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

- Identify the legal terms and apply basic legal concepts and principles in public procurement
- Understand the role of the law in public procurement
- Describe the role of the public professional in the application of procurement and contract law

Logistics and Transportation

***NEW**

2-Day

What is the total cost of the goods you purchase – including transportation, carrying or disposal? Government agencies have learned the importance of evaluating total cost of procuring goods, and today's negotiations take these costs into consideration. Procurement professionals must be aware of the opportunities to improve negotiation terms and reduce associated expenses of contracted products.

This course explores the benefits of contracting product transport services independently of the product itself. Participants gain knowledge of logistics contracting, responsibilities and legal aspects and the competitive market of transportation carriers.

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

- Describe the elements of transportation and logistics and the potential opportunities for cost savings
- Define freight and logistics terms and conditions with internal and external clients and vendors
- Analyze the requirements for a project and determine which transportation and logistics processes provide the best solutions for the agency.
- Identify the essential points for every transportation contract.
- Design and develop a cost-effective logistics and transportation program

* Essential content for purchasing professionals seeking certification or university degrees.

Managing Your End Users and Suppliers

***NEW**

1-Day

Procurement professionals face the challenge of stretching limited resources to accommodate an ever-expanding workload. But often we forget the value of investing our time and resources to reach out to our stakeholders. In this course, learn how to strengthen relationships with end users and suppliers and how such relationships can improve procurement's effectiveness.

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

- Identify best practices for internal and external client outreach
- Utilize tools for internal and external client outreach
- Explain the value of reaching out to and using certified status (MWESBs, disabled, etc.)

This course was specifically developed for NIGP by Aaron Howell, CPPO, C.P.M., Director of Business Affairs, Oregon State University, Corvallis, OR; and Darin Matthews, CPPO, C.P.M., Division Manager, METRO, Portland, OR

Marketing 101 for the Procurement Professional

***NEW**

1-Day

You can make an important difference in protecting your profession: marketing. Failure to increase recognition for the value that the public procurement profession brings to our organizations will lead to continued reductions in the size of procurement staffs, annual budgets and support for training and professional certification. Privatizing the public procurement function could even become a reality. Learn how to market your profession, yourself and your value.

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

- Explain the importance of marketing the procurement function
- Identify target audiences for marketing messages
- Define the needs and wants of the target audience
- Create a multifaceted marketing plan to promote the procurement function

This course was specifically designed by Paul J. Brennan, CPPO, CPPB, C.P.M., Director of Purchasing DGS – Purchasing Division, County of Rockland, Pomona, NY

Negotiate to Win-Win Solutions

3-Day

Do you have what it takes to be a good negotiator? You can create a win-win situation and prepare yourself to face the person on the other side of the table. This course introduces core principles for negotiation, including characteristics of a good negotiator, critical elements in every negotiation, basic strategies, tactics used for and against you, how to overcome negative attacks and how to read the other person. Listening skills and managing conflict are emphasized, as is dealing with the five generations that may be in your workplace. *Specific content may be modified slightly at the course instructor's discretion.*

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

- List the characteristics of a good negotiator and discuss the principles of negotiations
- Develop rapport, improve communication and use active listening skills
- Recognize the sensory channels people use
- Identify and respond effectively to conflict
- Identify multigenerational factors and characteristics
- Identify and avoid the common errors made in negotiations
- Assess inventory and develop a game plan

This course was specifically developed for NIGP by Tony Ellis, CPPO, Director of Prison Industries, South Carolina Department of Corrections, Columbia, SC
A minimum of 20 participants is required.

Performance-Based Requests for Proposals

2-Day

With pressure from the Federal Government Office of Management and Budget (OMB), more and more state and local governments are moving towards performance-based contracting. However, many public procurement organizations are not trained or equipped to effectively compete these contracts. This course provides the requisite skills and tools you need to successfully manage this new procurement methodology. Classroom activities incorporate case studies to evaluate the effectiveness and application of the process.

** Essential content for purchasing professionals seeking certification or university degrees.*

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

- Identify when and how performance-based contracting will be able to improve the contracting process for their entity
- Discuss performance requirements and standards
- List RFP performance contracting models

This course was specifically developed for NIGP by John Miller, CPPO, Director of Purchasing, Harford County Public School, Forest Hill, MD

Planning, Scheduling and Requirement Analysis*

3-Day

An organization's strategic planning is intrinsically related to procurement planning. Developing key partnerships within the organization is crucial to requirements determination and leads to development of accurate specifications. Course participants learn to build those relationships and explore planning models, public sector budgeting and pricing strategies employed in the public sector such as cost analysis and life cycle costing.

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

- Recognize procurement's role in the organizational strategic planning process
- Evaluate and apply the tools available for comprehensive procurement planning
- Discuss how planning, scheduling and requirement analysis impacts the budget process

The Principles and Techniques of Problem Solving

1-Day

In the information age, we are all challenged to find creative and effective solutions to problems, both new and old. The creative process taught in this course can be applied in work or personal situations. Questions to ask at each step in the process help you learn how to awaken your own creative energy and how to get others to buy into new ideas. This fun, interactive class is full of ideas and practical tips.

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

- List the steps of problem solving
- Discuss techniques for developing creative solutions
- List five steps for effective decision making

This course was specifically designed by Michael Kolodisner, CPPO, Unit Manager, Metropolitan Water District of Southern California, Los Angeles, CA

Project Management for Workgroups

2-Day

When you find yourself in charge of a project, a solid foundation of good project management habits will make all the difference. Whether your project is simple or complex, you will need to plan and manage both your team and project with care. This course helps the new or part-time manager in holding vendors responsible, achieving high-quality results, avoiding schedule changes and cost overruns, and other useful topics.

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

- Understand what defines a project
- List the elements of a Project Schedule
- Discuss the Project Life Cycle
- Describe the Project Manager's role

This course was specifically developed for NIGP by Dick Florey, CPPO, Director of Purchasing, St. Louis County, Duluth, MN

Protests and Disputes: What's a Buyer to Do?

1-Day

You followed every policy, regulation and procedure in determining a contract award. But in spite of this, you are experiencing a protest! Take it one step at a time to understand the nature of a protest and its nuances, which are contributing factors. This lively seminar will provide an opportunity to discuss real examples, determine root causes, predict opinions and execute improved processes.

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

- Understand the definition of a protest
- Reduce the probability of a protest
- Respond to a protest

Risk Management in Public Contracting

***NEW**

2-Day

Risk is a critical consideration in the contracting and procurement process, and is directly related to the successful achievement of targeted goals and objectives. How can you take a thoughtful and proactive approach to risk to support the success of contract performance? This course teaches procurement professionals to identify, assess and mitigate risks to the maximum practical extent, while also considering costs and other factors. Participants will develop a solid understanding of the

complexities of risk management and learn how best to plan, monitor and apply proactive insight and oversight to relevant risk areas.

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

- Identify and develop risk management strategies for implementation, monitoring and surveillance of the inherent risks in the contract
- Identify types and levels/degree of risk (contract type, internal and external factors, procurement cycle)
- Evaluate the levels of risk (conduct risk assessment) and associate mitigation techniques/risk handling alternatives.
- Develop a risk management plan using the four-phase process (Pre- and post-award activities)
- Integrate risk management elements into contract administration

Sourcing in the Public Sector*

3-Day

Gain a comprehensive overview of the sourcing process within the public sector by exploring the essential elements. These include pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes. The course will address sourcing methods and invitation documents, the acquisition process, evaluation of response submissions, and contract awards. It will also explore the effects of relevant trends and technological developments.

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

- Identify how sourcing can engage the internal/external community in the acquisition process
- Examine the processes, apply the correct procedures and identify the appropriate mechanisms for the acquisition of specific goods and services
- Apply the essential elements of sourcing within the acquisition process in a logical and transparent manner

** Essential content for purchasing professionals seeking certification or university degrees.*

Train the Trainer

3-Day

Learn the fundamentals of adult education, methodology, best practices and delivery skills in this intensive and in-depth program. Applicable to anyone that may train others in their own work place or for those who want to improve their presentation skills.

This course is required for professionals seeking to become a qualified NIGP instructor.

Participants gain knowledge of core concepts and techniques of education and instruction, effective use of audio/visual aids, and ways to incorporate tools and technologies into the classroom. A short presentation by each participant will demonstrate their learning and capabilities in a practical situation. Participation in this seminar does not ensure selection for the instructor consortium.

Prerequisites for becoming an NIGP Instructor:

- A valid CPPO or CPPB designation
- Completion of an Instructor Application
- Acceptance into the program

Warehousing and Inventory Control *NEW

2-Day

Don't neglect your organization's largest investment, second only to personnel. Course participants will build a strong foundation in management of inventory, warehouse and information systems.

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

- Explain the nature of the inventory and management job
- Describe the steps and procedures for inventory management
- Identify types of warehouses
- List different management information systems

World Class Procurement Practices

***NEW**

1-Day

What is meant by "world class" in procurement for the public and private sectors? Explore the practices that public agencies are adopting to achieve such a status. Case studies shared in the class illustrate many common practices of agencies and procurement professionals that are considered among the best and most successful.

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

- Identify and explain the procurement practices of leading agencies
- Assess the value and practicality of these practices
- Identify procurement methods that are considered world class

This course was specifically developed for NIGP by Aaron Howell, CPPO, C.P.M., Director of Business Affairs, Oregon State University, Corvallis, OR; and Darin Matthews, CPPO, C.P.M., Division Manager, METRO, Portland, OR



Distinguishing yourself as the best



PREPARATION COURSES FOR CERTIFICATION

CPPB Review: Preparing for the CPPB Exam 1-Day

This course is highly recommended for any candidate scheduled to take the CPPB Exam issued by the Universal Public Purchasing Certification Council.

With review of key information in the NIGP core curriculum and the CPPB Review Guide, this course prepares candidates for the professional CPPB exam. Using pre-test samples, participants will learn the exam format and test-taking tips, and review specific topics that have historically been problematic for candidates.

This course is based on the current CPPB designation exam and is available through June 30, 2008. Effective July 1, 2008, NIGP will offer a two-day PREP course addressing the body of knowledge outlined for the 2008 CPPB certification exam.

CPPO Review: Preparing for the CPPO Exam 2-Day

This course is highly recommended for any candidate scheduled to take the CPPO Exam issued by the Universal Public Purchasing Certification Council.

With review of key information in the NIGP core curriculum and the CPPB and CPPO Review Guides, this course prepares candidates for the written portion of the 240-question professional CPPO exam. Using pre-test samples, participants will learn the exam format and test-taking tips, and review specific topics that have historically been problematic for candidates.

This course is based on the current CPPO designation exam, which includes an oral examination, and is available through June 30, 2008. Effective July 1, 2008, NIGP will offer a two-day PREP course addressing the body of knowledge outlined for the 2008 CPPO certification exam.

Distinguished Designations



**All NIGP courses help you achieve
the distinction you deserve.**

You may be closer than you think. Call 800-367-6447 x276 or email registration@nigp.org to find out just how close you are.

Enabling you to be the best



COURSE FORMATS

COURSE DESCRIPTIONS

PREPARATION COURSES

DISTANCE LEARNING

EXECUTIVE PROGRAM

EDUCATION STAFF

ONLINE COURSES

Learning has never been easier or more convenient. NIGP brings the classroom to your computer with self-paced online courses. You can work independently, when and where it is convenient for you. Online training uses text, practicum and quizzes to bring the learning experience to your desktop.

How to Process and Evaluate Bids

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

- List the procedures for correct processing of sealed bids
- Identify and resolve mistakes in bids
- Determine a bidder's responsibility
- Understand how to award a contract

Duration: 8 hours
Contact hours: 8
Re-Certification points: 1
CEUs: 0.8

Specification Writing

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

- Define what constitutes a good specification
- Delineate between the types of specifications
- Understand the principles of technical writing
- Develop technical specifications

Duration: 6 hours
Contact hours: 6
Re-Certification points: 0.75
CEUs: 0.6

Unit Cost Analysis

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

- Identify appropriate outputs for an organizational unit or program component
- Determine and apply the costs estimated to produce those outputs
- Calculate a cost per unit of output.

Duration: 4 hours
Contact hours: 4
Re-Certification points: 0.5 UPPCC Re-Certification Points
CEUs: 0.4

Developing you to be the best



WEBINARS - ACCESS LIVE TRAINING ON CURRENT TOPICS WITHOUT LEAVING YOUR DESK.

If you have access to a computer and phone, you have access to live, interactive education on your desktop. NIGP Webinars are 90-minute workshops that focus on current, relevant topics in the procurement field. This effective use of technology allows you to keep up with changes and the latest developments in the procurement field while overcoming the obstacles of time out of the office and budgetary restrictions.

Why choose Webinars?

- Convenient low training cost
- No travel expense
- Unlimited number of participants from your agency
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- CPPO Oral Exam Review
- Developing Request for Proposals
- Diversity: Emerging and Disadvantaged Business Enterprise Program
- Does it Really Say That? The Law and Public Procurement
- Effective Communication
- Emergency Management I, II, III, and IV
- Fixed Asset Management
- Going Green I, II, III and IV
- How do Organizations Prepare for ePro?
- Intro to Protests and Disputes
- Life Cycle Costs
- What's in the Fine Print and Why: Standard Purchase Order Terms and Conditions for Goods

Previously delivered presentations are available for download from the NIGP online store.

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