Course Title:  INTRODUCTION TO PUBLIC PROCUREMENT

Duration:  3-Day Seminar

Contact Hours:  24 hours

CEU Units*:  2.3

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.

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.

Objectives:

Given the text, materials, activities and discussions provided during this class, participants will be able to:

- Describe the roles, organization and functions of public procurement.
- Explain the steps in the procurement cycle and the stakeholder relationships inherent in each step.
- Demonstrate how public procurement adds value to the delivery of public services.
- Describe the cultural, social, political, economic and legal environments that impact public procurement. (including trends)
- Demonstrate the importance of ethics and professionalism in public procurement in accordance with the commonly accepted practices of the profession.
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
1. Pre-test
2. History and Value
3. Private and Public Purchasing Organizations
   - Differences
   - Similarities
4. Purchasing Cycle

DAY TWO
1. Legal Issues
2. Ethics/Professionalism
3. Contract Administration
4. Organizational Structure
5. Roles
6. Centralized vs. Decentralized

DAY THREE
1. Planning
2. Specifications
3. Market Conditions
4. Socio-Economic Factors
5. Technology
6. Federal
7. Post-Test

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

The instructor has no proprietary interest in the development or marketing of this seminar and no financial interest in NIGP.

*NIGP is authorized by IACET to offer 2.3 CEUs for this program. To learn more about IACET and CEUs, visit www.iacet.org.

Requirements of Participants to receive CEU credits:
- Attendance at the entire course. A sign-in sheet will be available each day the class is in session. Daily sign-in is mandatory to be eligible to earn CEU credits
- There is a final, open book exam. In order to receive credit for the course, participants must achieve a passing score of 70%.
- An evaluation form must be completed and returned to the site coordinator prior to the completion of the course
- NIGP will not issue partial CEU credits

For NIGP’s complete Continuing Education Units (CEU) Policy Statement visit: http://www.nigp.org/educate/CEUPolicyStat.htm