Course Title:	Procurement 101: Foundations of Public Procurement
Delivery Method:	Web Based Training (WBT) – Self Paced
Contact Hours:	5 Hours
CEUs Available	Upon completion of all course requirements (described below), participants are eligible to receive .5 CEUs.
Registration:	Price: Free Log on to the Procurement U Learning Management System (LMS) to register and access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. The NASPO staff will respond to you promptly.

Course Description:

This course is divided into two modules. The first module, "The Foundation of Public Procurement", discusses the core elements of the profession. This includes defining procurement, its value, and role within government. Furthermore, this module will explore the influence of statutes, regulation, policies and the overall structure of the procurement office. Finally, you will learn about the importance of ethical standards within procurement. This module will build the foundation for you to learn about the procurement process in the second module.

The second module, "The Procurement Process", discusses the steps of the procurement process. Due to the introductory nature of this course, the content is not meant to be comprehensive, nor is it intended to provide instruction on the policies or procedures of one particular state or entity. Rather, the course focuses on the general procurement process and discusses various best practices.

The course will prompt you regularly to examine your own state materials throughout. It is highly recommended that you review your own jurisdiction's procurement manual, statutes and related policies during and after completing this course. Additionally, it is encouraged that you follow up with your Chief Procurement Officer, procurement manager and peers to discuss the content of the course and how it may compare to your jurisdiction's practices.

Suggested Audience: Any public sector professional new to procurement or seeking to gain a basic understanding of the procurement process.

Goal(s):

To provide procurement officers with an understanding of the fundamental concepts of public procurement.

Learning Objectives:

Upon completion of this course participants will be able to:

Procurement 101: Module 1

Objective 1
Describe the role of procurement within state government and list three of the key points discussed in the podcast.

Objective 2
Define public procurement and discuss two ways it provides value to state government.

Objective 3
Describe the importance of procurement law and identify the role of policies and procedures in supporting it.

Objective 4
Identify the value of a code of ethics and potential unethical behaviors that may occur.

Procurement 101: Module 2

Objective 1
Describe how a state agency need for commodities or services is initiated.

Objective 2
Identify your own states statutes and policies and their impact upon determining the most appropriate procurement method.

Objective 3
List and define the six most common public procurement solicitation methods.

Objective 4
Describe the general concepts for developing a solicitation and how they apply to the solicitation development process.

Objective 5
List the steps used in evaluating proposals and identify one key activity that occurs in each.

Objective 6
Outline and summarize the different steps of the negotiation process.

Objective 7
List and describe the primary legal elements of a contract.

Objective 8
Outline the contract drafting procedures.

Objective 9
Define contract administration and the key activities typically involved in the contract administration process.

Objective 10
Define what it means for a government to have surplus property and describe the procedures for allocating surplus property.

<u>Assessment of Learning:</u>
The participant's learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post-test is required for the course to be considered complete and eligible for continuing education contact hours.

Universal Public Procurement Certification Council (UPPCC):
This course touches on topics and content that relates to each of the six domains of the Certified Professional Public Buyer (CPPB) Body of Knowledge and Competency (BoK-C) put forth by the Universal Public Procurement Certification Council (UPPCC). Click here for more information about the UPPCC or the CPPB Body of Knowledge and Competency.

Course Materials:

Syllabus and course materials are located in the Procurement 101 Course Community.

References:

1. Fisher, R., Ury, W., & Patton, B. (2011). *Getting to yes: Negotiating agreement without giving in* (3rd Ed.). London, England: Penguin Group.

2. NASPO. (2015). *State and local government procurement; A practical guide* (2nd Ed.). Lexington, KY: NASPO.

3. NIGP. (2018). Dictionary of Procurement Terms. Available from http://www.nigp.org/home/find-procurement-resources/dictionary-of-terms

4. Pitzer, J.T., & Thai, K.V. (2009). *Introduction to Public Procurement* (3rd Ed.). National Institute of Governmental Purchasing.

5. *State and Local Model Procurement Code* (Rep.). (2000). American Bar Association website: http://apps.americanbar.org/dch/committee.cfm?com=PC500500

Recommended Readings and Additional Resources

- NASPO publications and research: http://www.naspo.org/Publications/PID/8806/CategoryID/214/CategoryName/Topical-Search

- National Contract Management Association (NCMA): https://www.ncmahq.org/

- National Institute of Governmental Purchasing (NIGP): http://www.nigp.org/

- Procurement U Course Catalog, including all courses referenced in this course: https://www.naspo.org/dnn/Procurement-University/Course-Catalog

- Universal Public Procurement Certification Council (UPPCC): https://www.uppcc.org/

Course Technology Requirements:
- Internet connection
- Support web browsers:
    - Recommended: Chrome, Firefox, Safari (latest versions)
    - Avoid: Internet Explorer and Microsoft Edge
    - If prompted, accept all cookies and allow popups
- Access to Procurement U LMS
- Ability to play and listen to audio through computer speakers or headphones

Course Structure:

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. The course is separated into two separate modules, with multiple sections included in the modules. This structure allows the learner to complete sections at their own pace and then return to the course to continue their progress. It is not required that a learner complete the entire course in one session.

In order to enhance engagement and learning, relevant audio recordings and activities have been included. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. The course has intermittent audio, so make sure to have your computer volume on.

Course Completion:
A certificate is available at the completion of the course and is found in the Transcript menu. Click on the **Action** button next to the course record and choose the **Print Certificate** option. You can export the certificate as a PDF and/or print it for your records.

In addition to the completion certificate, you will receive the online badge, *ABCs of Public Procurement,* for completing this course. You can access this badge from the Badges Menu**.** You can share this badge on social media, email signatures, or online profiles by saving the image to your computer. For help with saving the badge to your computer, refer to the Help Menu**.** This badge also appears on your certificate of completion.

Cancellation & Refund Policy:
All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.