

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.
PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS**

CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!
For more information, please visit our Website at <http://www.fappo.org/>
Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: DEVELOPING & MANAGING RFPs
Dates: 3-DAYS – AUGUST 10-12, 2009
Times: 8:00 A.M. to 5:00 P.M. Daily

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 this in-depth study of RFPs, from development through evaluation, will be 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 encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving “best value” during this acquisition process should register.

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.

DATE: AUGUST 10-12, 2009

LOCATION: Marion County BOCC
Procurement Services
2511 SE 3rd Street
Ocala, FL 34471

HOTEL: Holiday Inn Express
5360 E. Silver Springs Blvd.
Silver Springs, FL 34488

PHONE: 877-410-6667

ROOM RATES: \$70.00 government rate

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Course Title: LEGAL ASPECTS OF PUBLIC PURCHASING

Dates: 3-DAYS – AUGUST 17-19, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

Designed to be an educational exploration of the Legal Aspects of Public Procurement, this course will provide a foundation of the principles and general concepts of the law as it applies to public procurement. Course content will address issues such as the UCC, the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting and post award issues. Attention will be given to the ethical issues facing the profession relevant to the law. Taught by procurement professional, not an attorney, this course will focus on actual procurement situations with actual procurement implications.

Intended Audience:

This fundamental approach to procurement law will be of interest to those who are substantially involved in the public procurement contracting process. Individuals who want to increase their understanding of both the capability and limitation of the law on government procedures will be responsive to the course content. In addition, this course will be beneficial to all those who work alongside those in the public sector and must operate under the guidelines of procurement law for the successful acquisition of products and services. **Please note** that this course is intended to address US legal issues and may not meet the needs of those working outside the United States. The UPPCC certification exams do not contain questions about country-specific laws.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have completed the NIGP Introduction to Public Procurement class, or have some public procurement introduction to the field prior to enrolling.

DATE: AUGUST 17-19, 2009

LOCATION: Lake Island Recreation Center
450 Harper Street
Winter Park, FL 32789

HOTEL: Best Western/Mt. Vernon Inn
110 S. Orlando Avenue
Winter Park, FL 32789

PHONE: 407-647-1166

ROOM RATES: call for rates

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Course Title: SOURCING IN THE PUBLIC SECTOR
Dates: 3-DAYS – OCTOBER 14-16, 2009
Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours
UPPCC* Re-Certification points: 3
CEU Units:** 2.25

General Description:

This course provides the participant with a comprehensive overview of the sourcing process within the public sector. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes are explored. Determining the appropriate sourcing method, preparing the relevant sourcing invitation document, managing the acquisition process, evaluation of response submissions, and contract awards will also be explored. In addition, trends and technology developments and their effect of processes will be discussed.

Intended Audience:

Sourcing, by government organizations is a different and complex process, filled with rules, regulations, procedures, court decisions, conflict of interest prohibitions, and issues that can complicate and confound the lives of government officials charged with procurement responsibilities. This course is intended for those who want to learn how to navigate the process and increase their understanding of the critical issues that frame the concept of public sector sourcing and discusses future sourcing challenges. Procurement practitioners at all levels aspiring to public procurement professional certification, senior agency managers, suppliers, and internal customers who wish to understand their role in the public sector acquisition process are encouraged to attend.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

DATE: OCTOBER 14-16, 2009

LOCATION: Marion County BOCC
Procurement Services
2511 SE 3rd Street
Ocala, FL 34471

HOTEL: Holiday Inn Express Hotel & Suites
5360 E. Silver Springs Blvd.
Silver Springs, FL 34488

PHONE: 352-304-6111 or 877-410-6667

ROOM RATES: \$70.00/govt. rate