FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) TRAINING PROGRAM

Introduction:

The Florida Association of Public Procurement Officials, Incorporated (FAPPO) values the contributions, efforts, and professionalism of its members. With the challenges that public entities face with constrained budgets, FAPPO recognizes that it has become increasingly difficult for public entities to provide funding for professional development and continuing education.

Purpose and Intent:

The purpose of the Professional Development (Pro-D) Training Program is to provide sponsorship of NIGP core classes (3-day LEAP courses) as a value added benefit of membership. The program is intended to provide access to training opportunities in a wider location base. FAPPO has partnered with the Central Florida Chapter of NIGP to provide a training matrix of scheduled training opportunities statewide. FAPPO Professional Development will schedule two (2) classes per year and allow up to ten (10) FAPPO members in good standing to attend each class and apply for a $300 scholarship to attend the class.

Eligibility:

Any regular member who has fully paid their membership for the current term and has been a member in good standing for 1 year is eligible to apply for a $300 scholarship to attend the class. After we reach ten (10) members (including the host) requesting a scholarship, all others are responsible for paying the entire cost of the class through NIGP. Non-members may register for seminars, paying the non-member rate. Members will be granted only one (1) scholarship per type, per fiscal year.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered.

Class Schedule:

Requests for classes will be considered on a first-come, first-served basis, taking location into consideration. The number of classes to be held each year will be determined by the Board annually. The approved number of members that will be approved for the scholarship for each class will be determined by the Board annually on a fiscal year basis (June 1 to May 31).

Registration and Payments:

Members interested in registering for a FAPPO sponsored seminar must first apply for a $300 scholarship to the Scholarship Program Coordinator. They will be notified by the Scholarship Program Coordinator if they are selected to receive the scholarship. The member will be required to register and pay for the class. After the class is completed provide proof of attendance and proof of payment prior to scholarship funds being disbursed. The reimbursement shall be made to the governmental agency or FAPPO member, whichever was responsible for payment of the event.
Refunds, cancellations or Member Substitutions:

Refunds, cancellations, or member substitutions will be handled in accordance with NIGP policy. Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a $75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date by emailing Registration@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date. There are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP’s liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer’s name and contact information in lieu of payment information.

Host Application Process:

NIGP courses available are:

- Contract Administration
- Sourcing in the Public Sector
- Strategic Procurement Planning
- Developing and Managing RFPs
- Introduction to Public Procurement
- Legal Aspects of Public Procurement

FAPPO provides sponsorship of the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP core class should review the “How to Become a Host Site” document located on the FAPPO website before contacting the Pro-D Chairperson.