



# Florida Association of Public Purchasing Officers

September 2008

Message From the President

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Here's hoping that when you get this newsletter, you are already aware of the budget cuts that will hit your Agency and your department. In these times of economic hardship, FAPPO is doing everything that it can to help you still get the training and the education that you need to obtain and maintain your certifications. Please make sure you go and visit the updated FAPPO website. If you are going to college or just need some type of financial aid, check out the College Reimbursement Program or the Scholarship Program and put in your application today.

FAPPO has also implemented a FAPPO "BUCKS" program where you can earn your way to the Spring Conference or use your FAPPO Bucks for the hotel or to attend any FAPPO Sponsored class.

In lieu of the Fall Conference, FAPPO is subsidizing a two day NIGP Leap Class in October. If you are making reservations at the Peabody, make sure you mention FAPPO to get the reduced hotel rates. Reservations are due by Sept. 8, 2008.

We are also looking at some type of Revenue Generating class to be held at the Spring Conference and Trade Show. You will also have the option of attending a 4 day State of Florida Class at the Spring Conference and still be able to take some of the FAPPO Classes, attend the Trade Show, and still have the evening networking opportunities. The information for all of these programs can be found on the FAPPO website (Conference info will be able on the website in late September).

During these times, Purchasing Offices really have an opportunity to shine and prove their value to the organization that they serve. Network with your neighboring Agencies or within your NIGP Chapters, share your great contracts, co-op your contracts if possible, and offer your expertise and experience. Be resourceful and seek any opportunity to make your tax dollars go further. I think we all realize that the next year is going to be really tough. We hope that the FAPPO resources and professional networking contacts will assist you and help you get through the year. As always, we look forward to your comments and suggestions. Feel free to call me or any of the Officers at any time.

*Denise*

## FAPPO OFFICERS

Denise Schneider—President    Marian Howe Pace—Vice President  
Johnny Richardson—Treasurer    Mark Raiford—Secretary

# CALENDAR OF CURRENT EVENTS

DATES	EVENT	DESCRIPTION/INFORMATION
9/15/08	Exam registration deadline for new exams	(October 2008 testing)
9/30/08	Application deadline for C.P.M. to UPPCC Bridge	

## LOOK AHEAD

DATES	EVENT	DESCRIPTION
10/9/2008	Board Meeting	Orlando Peabody Hotel
10/9-10/2008	Contracting for Professional Services	Orlando Peabody Hotel
12/31/08	Last day to take the written exam CPPB Bridge Exam	

Visit Our Website! [www.fappo.org](http://www.fappo.org) for  
Additional Event Information

# VOLUNTEER!

The success of FAPPO depends on our members volunteering their expertise and services. Contact Pam Thompson, Volunteer Coordinator if you are interested in volunteering.

Pamila Thompson, CPPO, CPPB  
[pthompson@miamigardens-fl.gov](mailto:pthompson@miamigardens-fl.gov)  
(305) 622-8000

# Be a Volunteer!

## Membership Directory—Changes and Reminder

Our new Membership Directory Chair, Adana Lumsden, will be responsible for your membership directory for 2008-2009, and can be contacted at [alumsden@kissimme.org](mailto:alumsden@kissimme.org) (e-mail) or (407) 518-2522 (phone) for any changes.

If you would like either a hard copy or a CD of the membership directory, please remember to mark the appropriate box on your membership renewal form for 2008-2009. If you fail to mark either choice, the directory will be only available to you on the FAPPO website using your user name and password.

# CAREER OPPORTUNITIES

POSITION	ENTITY
Buyer	Indian River County

Want to advertise a Career Opportunity for your Entity? Visit the [FAPPO Member Center](#) and log on using your User Name and Password. Please note that you will be responsible for updating and removing the postings.

CURRENT COMMITTEES LIST IS AVAILABLE AT  
[http://www.fappo.org/committee\\_directory.asp](http://www.fappo.org/committee_directory.asp)



# NOMINATION FOR OFFICER

A candidate for office must be a Regular member, in good standing, for a minimum of three (3) consecutive years. A candidate for office must hold a professional procurement, contract administration, or materials management certification from a universally recognized professional association at the time of election to any office, and must retain said certification for the duration of any and all terms of office. A candidate for office must have at least an Associates Degree from an accredited college or university at the time of their election to office. Candidate must have their entity's support as evidenced by a letter from their supervisor included with the nomination form. You may nominate yourself or have someone nominate you!

Name: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Years with Entity: \_\_\_\_\_ Number of Years FAPPO member: \_\_\_\_\_

List the committees he/she has served on: \_\_\_\_\_ Attach additional sheets and documentation as necessary.

Year	Committee	Year	Committee
_____	_____	_____	_____
_____	_____	_____	_____

Describe the professional accomplishments of member:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/she has attained the following professional purchasing certification(s):  
 CPPO  CPPB  C.P.M.  A.P.P.  CPCM  CACM

Has a minimum of an Associates Degree from an accredited college or university at the time of election.  
 Yes  No

He/she has been asked if they are interested in serving as an Officer, and replied:  Yes  No

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**Candidate must have the support of their entity and a letter from their supervisor must be presented at the time of nomination submission.**

Send nomination form to: Marian Howe-Pace, CPPO, CPPB, City of Punta Gorda, 326 W. Marion Avenue, Punta Gorda, FL 33950, Fax: (941) 575-3340, E-mail: mhowe@ci.punta-gorda.fl.us

***Get Involved! It's So Rewarding***

Visit Our Website! [www.fappo.org](http://www.fappo.org)

## MESSAGE FROM THE PRO-D

Since the last newsletter, we have added a few more seminar offerings to the schedule.

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT  
**Dates:** 3-DAYS – SEPTEMBER 15, 16, 17, 2008  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

**Course Title:** CONTRACTING FOR PUBLIC SECTOR SERVICE  
**Dates:** 2-DAYS –OCTOBER 9, 10, 2008  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course examines the process beginning from the decision whether to “make or buy” through the special considerations of the services RFP, the contract award and contract administration.

**Course Title:** SOURCING IN THE PUBLIC SECTOR  
**Dates:** 3-DAYS – OCTOBER 15, 16, 17, 2008  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course provides the participant with a comprehensive overview of the sourcing process within the public sector.

**Course Title:** LEGAL ASPECTS OF PUBLIC PURCHASING  
**Dates:** 3-DAYS – JANUARY 14-16, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course will provide a foundation of the principles and general concepts of the law as it applies to public procurement.

**Course Title:** SOURCING IN THE PUBLIC SECTOR  
**Dates:** 3-DAYS – JANUARY 21-23, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course provides the participant with a comprehensive overview of the sourcing process within the public sector.

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT  
**Dates:** 3-DAYS – FEBRUARY 23- 25, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

(Cont.)

Visit Our Website! [www.fappo.org](http://www.fappo.org)

(Cont.)

**Course Title:** PLANNING, SCHEDULING & REQUIREMENT ANALYSIS

**Dates:** 3-DAYS – MARCH 23-25, 2009

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

**General Description:** This course will cover strategic planning within an organization and the importance of its relationship to procurement planning.

**Course Title:** CONTRACT ADMINISTRATION

**Dates:** 3-DAYS – MARCH 23-25, 2009

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

**General Description:** The class provides a framework for examining contract administration by focusing on essential elements of the discipline.

A big "Thank You" to the agencies that have contacted me with offers to host future seminars!

The Professional Development Team

**Pro-D Training Classes**

Carrie Woodell, CFCM, C.P.M., A.P.P., FCCN  
Telephone: 407-599-3434 & Fax: 407-599-3448

[cwoodell@cityofwinterpark.org](mailto:cwoodell@cityofwinterpark.org)

**Scholarship Program & Norma J. Showley Scholarship Fund**

Jane Dalrymple, CPPB  
Telephone: 941-575-3368 & Fax: 941-575-3340

[jdalrymple@ci.punta-gorda.fl.us](mailto:jdalrymple@ci.punta-gorda.fl.us)

**College Education Reimbursement Program**

Chris Rewis, CPPB, FCCM  
Telephone: 863-534-5609 & Fax: 863-534-0055

[ChrisRewis@polk-county.net](mailto:ChrisRewis@polk-county.net)

Visit Our Website! [www.fappo.org](http://www.fappo.org)



# Florida Association of Public Purchasing Officers

## PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Check Desired Course(s)	Instructor	Title	Location	Dates	Cost
	Mark D. Hutchison	Contract Administration	Winter Park, FL	August 27-29, 2008	<b>M \$300.00</b> <b>N \$550.00</b>
	Alan C. Bodine	Introduction to Public Procurement	Punta Gorda, FL	September 15-17, 2008	<b>M \$300.00</b> <b>N \$550.00</b>
	Ken Hayslette	Contracting for Public Sector Services	Orlando, FL	October 9-10, 2008	<b>M \$300.00</b> <b>N \$375.00</b>
	ohn Zeyer <sup>J</sup>	Sourcing in the Public Sector	Ocala, FL	October 15-17, 2008	<b>M \$300.00</b> <b>N \$550.00</b>
	Barbara Johnson	Legal Aspects of Purchasing	St. Petersburg, FL	January 14-16, 2009	<b>M \$300.00</b> <b>N \$550.00</b>
	Peter Rigterink	Sourcing in the Public Sector	TBA	January 21-23, 2009	<b>M \$300.00</b> <b>N \$550.00</b>
	John Zeyer <sup>J</sup>	Introduction to Public Procurement	Ocala, FL	February 23-25, 2009	<b>M \$300.00</b> <b>N \$550.00</b>
	Elene Fromanger	Planning, Scheduling & Requirements Analysis	Ocala, FL	March 23-25, 2009	<b>M \$300.00</b> <b>N \$550.00</b>
	Roberta Bruce	Contract Administration	Viera, FL	March 23-25, 2009	<b>M \$300.00</b> <b>N \$550.00</b>

Please circle one:

M - Member

N - Non-Member

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, FL Zip \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Facsimile: (\_\_\_\_\_) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Seminar Title: \_\_\_\_\_

(\_\_\_\_) Credit Card Information:

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(\_\_\_\_) Or check payable to: **Florida Association of Public Purchasing Officers, Inc.**

#### REGISTRATION - INSTRUCTIONS & POLICY

##### Payment

Please note that payment arrangements must be made in advance. FAPPO's Tax I.D. Number is #59-2615678.

Payment can be made by credit card or check.

##### Registration

Whenever possible, please submit your registration form as soon as possible to lock in your registration for the requested course. Registrants should submit the registration form (Page 1 only) via E-Mail (preferred) or Fax, and make arrangements to mail payment to the Pro-D Chair:

Carrie Woodell, CFCM, C.P.M., A.P.P., FCCN  
Purchasing Manager  
City of Winter Park  
401 Park Ave. South  
Winter Park, FL 32789  
Office (407) 599-3434  
Fax (407) 599-3448  
[CWoodell@cityofwinterpark.org](mailto:CWoodell@cityofwinterpark.org)

##### Schedule

Our goal is to provide further information on actual course locations, site coordinators and hotel information at least 6 – 8 weeks prior to the date of the course. FAPPO will seek to establish semi-annual schedules for courses based on its fiscal year (i.e. 6/1 – 5/31). For more information, please visit our Website at: <http://www.fappo.org/>



## **Become a Host!**

FAPPO is also seeking centralized host venues to increase the accessibility to training for its members. Courses available include:

**Contract Administration**  
**Developing and Managing RFPs**  
**Introduction to Public Procurement**  
**Legal Aspects of Public Purchasing**  
**Planning, Scheduling and Requirement Analysis**  
**Sourcing in the Public Sector**

As a reminder, FAPPO will sponsor the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP training course, please contact FAPPO's Professional Development (Pro-D) Chair listed above for more details on this exciting opportunity!

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:** CONTRACT ADMINISTRATION  
**Dates:** 3-DAYS – AUGUST 27, 28, 29, 2008  
**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:**

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

**Intended Audience:**

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

**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:** AUGUST 27, 28, 29, 2008

**LOCATION:** Rachel D. Murrah Civic Center  
1050 W. Morse Blvd.  
Winter Park, FL 32789

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

**PHONE:** 407-647-1166

**ROOM RATE:** Rates vary throughout the season.

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT

**Dates:** 3-DAYS – SEPTEMBER 15, 16, 17, 2008

**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:**

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.

**DATE:** SEPTEMBER 15, 16, 17, 2008

**LOCATION:** Lashley Park Marina (meeting room)  
100 E. Retta Esplanade  
Punt Gorda, FL 33950

**Directions:** From I75, exit 164 (US 17) west to Nesbit. (Nesbit is the 2nd light after getting on US 17) Right on Nesbit, left on E. Retta. Marina on right.

**HOTEL:** Best Western Waterfront  
300 W. Retta Esplanade  
Punta Gorda, FL 33950

**PHONE:** 941-639-1165

**ROOM RATES:** Rates vary throughout the season.

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates

**Course Title:** CONTRACTING FOR PUBLIC SECTOR SERVICE

**Dates:** 2-DAYS – OCTOBER 9-10, 2008

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

**Contact hours:** 16 hours

**UPPCC\* Re-Certification points:** 2

**CEU Units\*\*:** 1.5

**General Description:**

Faced with the challenge of identifying best value, can the public procurement professional 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 in countries around the world. This course examines the process beginning from the decision whether to “make or buy” through the special considerations of the services RFP, the contract award and contract administration.

**Intended Audience:**

Procurement Officials, senior buyers, public administrators, and contract managers involved in the procurement of services.

**Prerequisites:** None

**DATE:** OCTOBER 9-10, 2008

**LOCATION:** Peabody Hotel  
9801 International Drive  
Orlando, FL 32819

**HOTEL:** Peabody Hotel  
9801 International Drive  
Orlando, FL 32819

**PHONE:** 800-732-2639  
407-352-4000

**ROOM RATES:** \$139.00 if booked by September 9<sup>th</sup>. Must mention FI. Association of Public Purchasing Officers to get this rate.

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates

**Course Title:** SOURCING IN THE PUBLIC SECTOR

**Dates:** 3-DAYS – OCTOBER 15-17, 2008

**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 15-17, 2008

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34771-9187

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

**PHONE:** 352-629-7300

**ROOM RATES:** Call for rates

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** LEGAL ASPECTS OF PUBLIC PURCHASING

**Dates:** 3-DAYS – JANUARY 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:**

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:** JANUARY 14-16, 2008

**LOCATION:** Pinellas Suncoast Transit Authority  
3201 Scherer Drive  
St. Petersburg, FL 33716

**HOTEL:** TBA

**PHONE:** TBA

**ROOM RATES:** TBA

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**Dates: 3-DAYS – JANUARY 21-23, 2009**

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

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**General Description:**

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**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: JANUARY 21-23, 2009**

**LOCATION: TBA**

**HOTEL: TBA**

**PHONE: TBA**

**ROOM RATES: TBA**

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**Contact hours:** 24 hours

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**Prerequisites:**

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**DATE:** FEBRUARY 23-25, 2009

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34771-9187

**HOTEL:** TBA

**PHONE:** TBA

**ROOM RATES:** TBA



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**Course Title:** PLANNING, SCHEDULING & REQUIREMENTS ANALYSIS

**Dates:** 3-DAYS – MARCH 23-25, 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 will cover strategic planning within an organization and the importance of its relationship to procurement planning. Planning models will be discussed as will public sector budgeting. Developing key partnerships within the organization in requirements determination will be explored, as this will lead to the development of proper specifications. Pricing strategies employed in the public sector such as cost analysis and life cycle costing will also be covered.

**Intended Audience:**

This introduction to the strategic planning/procurement planning process will be valuable to all public procurement professionals who are interested in developing strategic working relationships with end users in their organizations. This course will be beneficial to every public procurement professional attempting to advance in the field and develop their knowledge, skills and abilities relative to procurement's strategic position within an organization. In light of the broad nature of the text, many of the concepts may be of special interest to the practicing public administrator and public procurement professionals.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have at least one year of public procurement experience prior to enrollment. Those without applicable experience may find this class more beneficial after having taken the NIGP Introduction to Public Purchasing.

**DATE:** MARCH 23-25, 2009

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34771-9187

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

**PHONE:** 352-629-7300

**ROOM RATES:** Call for rates

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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*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:** CONTRACT ADMINISTRATION  
**Dates:** 3-DAYS – MARCH 23-25, 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:**

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

**Intended Audience:**

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

**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:** MARCH 23-25, 2009  
**LOCATION:** School Board of Brevard County  
2700 Judge Fran Jamieson Way  
Training Room 7  
Viera, FL 32940  
**HOTEL:** TBA  
**PHONE:** TBA  
**ROOM RATE:** TBA

## 2008/2009 TRAINING MATRIX

CLASS	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09
Best Practices for Contract and Grant Management				DMS 11/18/08 (Tallahassee)	DMS 12/4/08 (Ft. Myers)			
Contract Management in FL				DMS 11/17/08 (Tallahassee)	DMS 12/3/08 (Ft. Myers)			
Contract Administration	FAPPO 8/27-29/08 (Winter Park)	-		DMS 11/19-21/08 (Tallahassee)				
Developing and Managing RFPs	-	-	DMS 10/8-10/08 (Tallahassee); CFL NIGP 10/27-29/08 (Winter Park)	-				
Introduction to Public Procurement		FAPPO 9/15-17/08 (Punta Gorda)					FAPPO 2/23-25/09 (Ocala)	
Legal Aspects of Purchasing		Gulf NIGP 9/24-26/08 (N. Ft. Myers)	DMS 10/22-24/08 (Tallahassee)					
Negotiation in FL		DMS 9/26/08 (Tallahassee)						
Negotiation Strategies and Techniques		DMS 9/22-25/08 (Tallahassee)						
Planning, Scheduling & Requirement Analysis		DMS 9/15-17/08 (Tallahassee)	SEFL NIGP 10/15-17/08 (Hollywood)					FAPPO 3/23-25/09 (Ocala)
Sourcing in the Public Sector	DMS 8/20-22/08 (Tallahassee)	-	FAPPO 10/15-17/08 (Ocala)					
CPPB PREP		-	-	DMS 11/6-7/08 (Tallahassee)			CFL NIGP 2/26-27/09 (Winter Park)	
CPPO PREP	CFL NIGP 8/7-8/08 (Kissimmee)			DMS 11/4-5/08 (Tallahassee)				
Risk Management in Public Contracting				CFL-NIGP 11/17-18/08 (Orlando)				
Ethics: A Survival Kit				CFL-NIGP 11/19/08 (Orlando)				
Fixed Asset Mgmt.			Gulf NIGP 10/31/08 (Fort Myers)					
Principals/ Techniques of Problem Solv-				Gulf NIGP 11/14/08 (Ft. Myers)				
Managing End-Users & Suppliers					Gulf NIGP 12/19/08 (Ft. Myers)			
CLASS	Aug-08	Sep-08	Oct-08	Nov-08	Dec-08	Jan-09	Feb-09	Mar-09
Contracting for Public Sector Service			FAPPO 10/9-10/08 (Orlando)					
Logistics & Transportation				CFL-NIGP 11/17-18/08 (Kissimmee)				

## LEGEND:

DMS: State of Florida Department of Management Services

website: [http://dms.myflorida.com/business\\_operations/state\\_purchasing](http://dms.myflorida.com/business_operations/state_purchasing)

CFL-NIGP: Central Florida Chapter of NIGP

website: [www.nigp-cfc.org](http://www.nigp-cfc.org)

Gulf NIGP; Gulf Coast Association of GPO

contact: [rene.barnard@desoto.k12.fl.us](mailto:rene.barnard@desoto.k12.fl.us)

FAPPO: Florida Association of Public Purchasing Officers

website: [www.fappo.org](http://www.fappo.org)

SEFL NIGP: Southeast Florida Chapter of NIGP

website: [www.nigpsefl.org](http://www.nigpsefl.org)

# OFFICERS

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Photographer-Holly Raphaelson,

C.P.M., CPPO

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C.P.M., CPPB

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