

# PUBLIC PURCHASING

**Category:** Public Purchasing

**Course Name:** Basic Public Purchasing

**Course Length:** 2.5 Days

**Instructor:** William A. Agee

## About this Course:

Professional purchasers in all areas of activity need to fully understand the consequences of their decisions. This session builds the foundation of what is expected of a professional buyer.

The session is built upon developing an appreciation of the principals of effective procurement. It is designed to give the new public purchaser an understanding for the depth and impact he can have upon an agency's performance through the evaluation and selection of a vendor.

*Recommended for: all public officials and delegates assigned the responsibility for buying and requisitioning goods, services and equipment for either local, state or the federal government. This session is designed for the new buyer or the person with less than 3 years of full-time experience.*

## Objectives:

Topics include:

- Develop an awareness and appreciation for the basics of effective purchasing
- Give an overview of the requirements of legal and ethical issues connected with public purchasing
- Highlight the approved methods of acquisition, such as competitive bidding, informal bidding, negotiation, two-step negotiations, and RFP's, inventory issues and salvage methods, basic methods of specification development and contract purchase methods and much more

## Benefits:

- Allows for a deeper and more effective understanding of what's involved in the acquisition of good and services
- Highlights the strength and weaknesses inherent in the public acquisitions of goods and services
- Looks into the various tools and techniques employed in public acquisitions
- Explores some the unique areas associated with public procurement; open records, funding-out clauses, special rules and regulations
- Stress the need for a public representative to maintain a strong ethical compass

**Category:** Public Purchasing  
**Course Name:** Advanced Public Purchasing  
**Course Length:** 2.5 Days  
**Instructor:** William A. Agee

**About this Course:**

This session is a follow-up to the Basic Public Purchasing session. It will allow the participants to expand their quest for maximizing their productivity through advanced levels of professional procurement.

The participant will progress to the more advanced methods applicable for maximizing the purchasing effort.

*Recommended for: all professionals desiring to excel to higher levels of professional and managerial responsibilities in public procurement. The session is recommended for those who have a minimum of three years of public purchasing experience.*

**Objectives:**

The session will allow the professional to find ways to stretch the limited dollars available through his budget. Some of the areas highlighted in this session include:

- Writing better specifications
- When and where to apply various contract types to enhance the acquisition
- How to minimize risks in certain purchases
- A step-by-step review of how to handle a formal and informal bi
- Requests for proposals and statement of work
- Highlight the major points to effective contract administration
- How to improve the total cost through Best Value negotiations and other critical areas

**Benefits:**

- Learn the proper method to employ several of the tools of purchasing; RFI, RFQ, IFB and RFP
- Determine when to secure a Hold Harmless Clause, a Certificate of Insurance, an Indemnification Clause, or specific types of Bonds
- Better understand the clauses in a contract
- How and when to employ risk management
- How to justify a procurement decision with a Negotiation Memorandum or a Justification for Award
- As well as the risks and rewarded concerning with the selection of the contract

**Category:** Public Purchasing

**Course Name:** C-N-C Special (Cost/Price Analysis-Negotiation-Contract Administration)

**Course Length:** 3 Days

**Instructor:** William A. Agee

**About this Course:**

This session is designed to enhance the skills of the public buyer. This session will focus on three areas, cost/price analysis, negotiations, and contract administration. Effective knowledge in these areas will separate the average buyer from the most up-to-date professional.

This is a specialized hybrid course designed for the more senior buyer to give him/her new skills and review in the three areas highlighted. The session starts off with a day of Cost/Price Analysis. In this session we learn: to determine a range for a providers cost and price, know the difference in their cost and price, and how to apply specific tools to ensure we improve the Best value for our agency. The second day is focused on skills to become a better negotiator. In this course we will look at how and when to apply negotiations, how to structure negotiations, tools and techniques to allow us to continue to reduce costs and enhance services of the provider. The final day will be Contract Administration in public acquisitions.

*Recommended for: those responsible for major purchases, high ticket transactions, purchasing managers, those desiring to move up the agency ladder, program managers as well as agency directors.*

**Objectives:**

The session will focus on ways to:

- Improve the process
- Control the outcome
- Communicate better with our counterpart, minimize claims and hold cost in line with budget
- How to 'ground' a claim
- Legal terms and conditions in contracts as well as tools for ensuring a timely completion to any contract

**Benefits:**

- Ensure we know the real difference between price and cost
- Uncover the steps in conducting a price study
- Determine when it is not just fun bit necessary for a buyer to negotiate with a seller
- The best practice steps in negotiations
- How best to effectively manage a contract
- What to do during the closeout procedure