

Procurement Training & Certification Programs

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FLORIDA'S PURCHASING TRAINING AND CERTIFICATION PROGRAM

National Association of State Procurement Officials
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TOPICS

- 1. BACKGROUND: ROAD MAP TO EXCELLENCE IN CONTRACTING**
- 2. PURPOSE OF THE TRAINING & CERTIFICATION PROGRAM**
- 3. WHO CAN PARTICIPATE**
- 4. COURSE CONTENT**
- 5. CERTIFICATIONS OFFERED**
- 6. REQUIREMENTS FOR CERTIFICATION**
- 7. EXPERIENCE TO DATE**
- 8. NEXT STEPS**
- 9. SOURCES FOR MORE INFORMATION**

ROAD MAP TO EXCELLENCE IN CONTRACTING

Findings-Inspector General Derry Harper

Auditors can be our friends! Among numerous recommendations for improvement:

- ❑ Undertake a statewide training initiative, and include incentives to encourage professionalism and certification.
- ❑ Include training in contract negotiation and contract management.

Purposes: Training & Certification

Two aspects to the training:

1. **First, training in general public purchasing principles and processes, and**
2. **Second, training in the specific statutes, rules and policies that govern public purchasing in the State of Florida.**

Purposes: Training & Certification

- **Certification to encourage and recognize the professional development and service provided by Florida purchasing professionals who complete these programs.**
- **Two types: UPPCC & State of Florida**

**WHO CAN PARTICIPATE:
TRAINEES**

- State Purchasing Professionals**
 - Other State personnel including, but not limited to, contract managers and contract administrators, and others**
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COURSE CONTENT: NIGP

- 1. Sourcing in the Public Sector**
 - 2. Planning, Scheduling and Requirement Analysis**
 - 3. Developing and Managing RFPs in the Public Sector**
 - 4. The Legal Aspects of Purchasing**
 - 5. Contract Administration**
 - 6. Negotiation Strategies**
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COURSE CONTENT: FLORIDA

- 1. PUBLIC PURCHASING IN FLORIDA**
 - a) Statutes & Rules Governing Public Purchasing in Florida**
 - b) Ethics Policies & Laws**
 - c) Purchasing Organization in the State of Florida**
 - d) Procurement Methods**
 - Etc.**
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COURSE CONTENT: FLORIDA

2. Contract Management in Florida

3. Negotiation in Florida

CERTIFICATIONS OFFERED

UPPCC:

- Certified Professional Public Buyer (CPPB)
- Certified Public Purchasing Officer (CPPO)

FLORIDA:

- Florida Certified Purchasing Agent
 - Florida Certified Purchasing Manager
 - Florida Certified Contract Manager
 - Florida Certified (Contract) Negotiator
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FLORIDA CERTIFIED PURCHASING AGENT (FCPA)

FCPA certification requires

- CPPB or CPPO certification
 - Completion of the Public Purchasing in Florida seminar
 - And a minimum of twelve (12) months experience in a full time purchasing position for the State of Florida or one of its political subdivisions
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**FLORIDA CERTIFIED
PURCHASING MANAGER (FCPM)**

FCPM certification requires

- CPPB or CPPO certification
- Completion of the Public Purchasing in Florida seminar
- And a minimum of three years experience in a full time purchasing position for the State of Florida or one of its political subdivisions, of which at least one year must be in a Florida public purchasing management position.

**FLORIDA CERTIFIED CONTRACT
MANAGER (FCCM)**

FCCM certification requires

- Completion of the NIGP Contract Administration seminar
- Completion of the Contract Management in Florida seminar
- And either twelve (12) months experience in a full time purchasing position for the State of Florida or one of its political subdivisions, or twelve months cumulative experience managing one or more contracts for a Florida state agency or political subdivision

**FLORIDA CERTIFIED
NEGOTIATOR (FCN)**

FCN certification requires

- Completion of the NIGP General Public Procurement or Sourcing in the Public Sector seminar
- Completion of the NIGP Negotiation Strategies seminar
- Completion of the Negotiations in Florida seminar (continued)

**FLORIDA CERTIFIED
NEGOTIATOR (FCN)**

- A minimum of twelve (12) months experience in a full time purchasing (contract management or attorney) position for the State of Florida or one of its political subdivisions
- And leading a team through at least one procurement through negotiation.

EXPERIENCE TO DATE

- ❑ 111 Florida Certified Purchasing Agents
- ❑ 93 Florida Certified Purchasing Managers
- ❑ 81 Florida Certified Negotiators
- ❑ 108 Florida Certified Contract Managers
- ❑ Numerous new CPPBs & CPPOs

NEXT STEPS

- ❑ Passage of SB 2518 IN 2006: First statutory requirements for training negotiators
 - Certified Contract Negotiators @ \$1MM/yr
 - Project Management Professionals @ \$10MM/yr
- ❑ Issuance of Invitation to Negotiate for Training Public Purchasing Professionals:
http://fcn.state.fl.us/owa_vbs/owa/vbs_ww.w.ad.view_ad?advertisement_key_num=57345

SOURCES FOR MORE INFORMATION

- ❑ National Institute of Governmental Purchasing, www.nigp.org
 - ❑ Florida Department of Management Services, http://dms.myflorida.com/business_operations/state_purchasing/florida_s_public_purchasing_training_and_certification
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AT YOUR SERVICE

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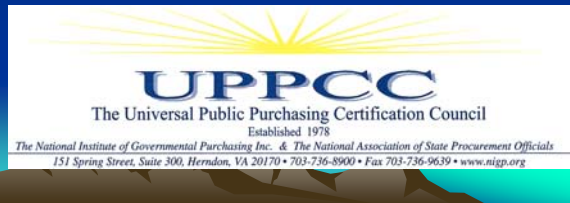
CREDIBILITY THROUGH CERTIFICATION

UPPCC Certification
Enhancements and Trends



Universal Public Purchasing Certification Council

- Certified Public Purchasing Officer (CPPO)
- Certified Professional Public Buyer (CPPB)



The UPPCC – The Vision

- The vision of the Universal Public Purchasing Certification Council (UPPCC) is to create a global recognition and acceptance of the Certified Public Purchasing Officer (CPPO) and the Certified Professional Public Buyer (CPPB) designations as being representative of public procurement excellence.



Certification Levels

Certified Public Purchasing Officer (CPPO)

- Supervisor of public purchasers
- Manager of public purchasing function

Certified Professional Public Buyer (CPPB)

- Buyer level or non-managerial or supervisory



Goals of Certification

- Establish the level of knowledge and experience required for certification
- Raise industry standards, practices and ethics
- Increase the value of procurement professionals to their employers

The Value of Certification

- Credibility
- Professional Growth
- Career Advancement
- Job Requirement
- International Recognition

International Recognition

- Accredited by the International Federation of Purchasing and Materials Management (IFPMM)
 - *IFPMM is composed of 42 national member associations spread over six continents.*

Current Trends

- Complexity and \$ of procurement rapidly increasing
- Becoming required for advancement
- Becoming required in order to retain position
- More than 1440 CPPO's have earned their designations since 1966 (905 current)
- More than 7590 CPPB's have earned their designation since 1979 (3897 current)

Requisites for Certification

Combination of

- Formal Education
- Purchasing-Related Training
- Public Purchasing Work Experience

Latest Enhancements

- Striving toward ANSI certification of the program – World Class Certification Program
- Relevancy based on job analysis – new job analysis within months – broader input
- Item writing workshop – over 100 writers. Items to be psychometrically analyzed
- Situational questions requiring practical experience and classroom/textbook knowledge

Latest Enhancements

- Compare...change...improve
- No more delayed eligibility
- Bridge created for those with CPM to become a CPPB or CPPO
 - 2 bridged to CPPB
 - 3 bridged to CPPO (Wayne Casper Life Member)
- Last year, increased costs but still balanced budget

Latest Enhancements New web site <http://www.uppcc.org>



Support or Commitment???



