



Course Title & Number:	Introduction to Negotiations- 104
Delivery Method:	Web Based Training (WBT) - Self Paced
Contact Hours:	1 Hour
Registration:	Price: \$20 Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. The NASPO staff will respond to you promptly.

Course Description:

The purpose of this course is to define and explore the use of negotiations within state procurement.

Goal(s):

To provide participants with the fundamental concepts of the negotiations process as it pertains to state procurement.

Learning Objectives

Participants will be able to:

- Explain the purpose and importance of negotiations within state procurement.
- Describe the goals of negotiation.
- Discuss the who, when, where, and how of negotiation.
- Outline the negotiation process from start to finish.
- Explain what happens in each step of the negotiation process.

Assessment of Learning:

The participant's learning will be assessed through the completion of a post-test at the end of the course. Completion of the post-test is required for the course to be considered complete and eligible for continuing education contact hours.

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Buyer (CPPB) Body of Knowledge _ II Sourcing; III Negotiations
 Certified Public Procurement Officer (CPPO) Body of Knowledge _ II Sourcing; III Negotiation

Course Direct Link:

[Introduction to Negotiations](#)

References:

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- Fisher, Roger, Ury, William, & Patton, Bruce. (2011). *Getting to Yes: Negotiating Agreement without Giving In*. (3rd ed.). New York, NY: Penguin Books.
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- Garrett, G. A. (2005). *Contract negotiations: Skills, tools, and best practices*. Chicago, IL: CCH.
- Hartley, J.M. (2014). *Foundation of Supply Management*, (2nd ed.) Tempe, AZ: Institute for Supply Management.
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- Pitzer, J. T., & Thai, K. V. (2009). *Introduction to public procurement*. Herndon, VA: National Institute of Governmental Purchasing.
- Rumbaugh, M.G., & Wilkinson, j. (2013). *Contract Management body of knowledge*, (4th ed.), Pgs. 75-80. Ashburn, VA: NCMA.
- Virginia, State of Virginia Department of General Services, *Division of Purchases and Supply*. (n.d.). *Chapter Seven, Agency Procurement and Surplus Property Manual*. Retrieved April 27, 2016, from <https://eva.virginia.gov/i-buy-for-virginia.html>
- What is Limitation of Liability? (n.d.). Retrieved December 06, 2016, from <http://thelawdictionary.org/limitation-of-liability/>
- Wisconsin, Wisconsin State Bureau of Procurement. (2010, March). *A Basic Introduction to Contract Negotiation for State Agency Purchasing and Program Staff*. Retrieved May 5, 2016, from <https://doa.wi.gov/Pages/StateEmployees/Procurement.aspx>

Course Information:

- Internet Connection
- Access to [Procurement U LMS](#)

Course Structure:

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. In order to enhance engagement and learning, narration is provided throughout the course. Additionally, there are interactive elements and exercises incorporated into the course that require the user to apply their own knowledge and experiences. The course will remain open and be available for completion throughout 2017.

Course Completion:

A certificate is available at the completion of the course and is found in the [Transcript](#) menu. Click on the “**Download**” button next to the course record to pull up your transcript. You can save to desktop and/or print it for your records.

Cancellation & Refund Policy:

All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.