



Course Title & Number:	Introduction to Terms and Conditions - 105
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 Terms and Conditions within state procurement.

Goal(s):

To provide participants with the fundamental concepts of Terms and Conditions as it pertains to state procurement.

Learning Objectives

Participants will be able to:

- Define Terms and Conditions and describe their importance in the state procurement process.
- Recognize how terms and conditions can impact the bid cycle
- List the different steps that are part of the terms and conditions process.
- Identify how negotiations can impact the development of terms and conditions.

Assessment of Learning:

The participant's learning will be assessed through the completion of two quizzes within the course. Completion of the quizzes is required in order 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
Certified Public Procurement Officer (CPPO) Body of Knowledge _ II Sourcing

Course Direct Link:

[Introduction to Terms & Conditions](#)

References and Recommended Readings:

1. Hartley, J.M. (2014). Foundation of Supply Management, (2nd ed.) Tempe, AZ: Institute for Supply Management.

2. NASPO. (2015). Chapter 7: Competition: Solicitations and Methods, Chapter 8: Noncompetitive and Limited Competition Procurements. State and local government procurement; A practical guide (2nd ed.) (pp. 299-300).
3. National Institute of Government Purchasing (Rev. for 2010 ed.) Public procurement dictionary of terms: The comprehensive reference public purchasing terms and concepts. Herndon, VA.
4. "Shavell, S. (2006). On the Writing and the Interpretation of Contracts. Journal of Law, Economics, and Organization, 22(2), 289-314.
<http://www.law.harvard.edu/faculty/shavell/pdf/06-Shavell-InterpCont-JLEO.pdf> "

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 2016.

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.