



Course Title & Number:	Introduction to Sole Source Procurement-106
Delivery Method:	Web Based Training (WBT) - Self Paced
Contact Hours:	1 Hour
Registration:	Price: \$20 Log on to the <a href="#">Procurement U Learning Management System</a> (LMS) to register, access the course and materials.
Course Contact:	Please contact <a href="mailto:procurementu@naspo.org">procurementu@naspo.org</a> 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 sole source procurement and examine its use within state procurement. The course provides fundamental information about this method, including when it is appropriate to be used. Strategies for increasing transparency and avoiding unnecessary non-competitive procurements will also be explored through an interactive scenario.

This is an introductory course. The target audience includes, but is not necessarily limited to, state buyers (e.g., entry-level and intermediate), contract administrators, finance/accounting managers, risk management supervisors, compliance officers and consultants.

**Goal(s):**

To provide participants with the fundamental concepts of sole source procurement.

**Learning Objectives:**

Participants will be able to:

- Define “sole source procurement”
- Explain the value of competition within State Procurement.
- Distinguish between appropriate and inappropriate use of sole source procurement.
- Identify best and common practices for sole source and non-competitive procurements nationwide.
- Identify practices your state uses related to sole source procurements.

**Assessment of Learning:**

The participant’s learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 70% or higher to complete the post-test. 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  
 Certified Public Procurement Officer (CPPO) Body of Knowledge \_ II Sourcing

**Direct Course Link:**

[Introduction to Sole Source Procurement](#)

**References:**

National Association of State Procurement Officials (NASPO). (2015). *State and local procurement: A practical guide, 2<sup>nd</sup> Edition*. Lexington, KY: Author.

NASPO. (2015). *Non-competitive/sole source procurement: Seven questions*. Briefing Paper. Lexington, KY: Author. Available at [http://www.naspo.org/solesourceprocurement/7-Question\\_Sole\\_Source\\_Procurement\\_briefing\\_paper-1-13-15.pdf](http://www.naspo.org/solesourceprocurement/7-Question_Sole_Source_Procurement_briefing_paper-1-13-15.pdf)

NASPO. (2015) *NASPO fact sheet: Procurement ethical practices and principles*. Lexington, KY: Available at [http://www.naspo.org/dnn/Portals/16/NASPO\\_Fact%20Sheet%20Procurement%20Ethics\\_final.pdf](http://www.naspo.org/dnn/Portals/16/NASPO_Fact%20Sheet%20Procurement%20Ethics_final.pdf)

NASPO (2014). *Sole source procurement*. Lexington, KY: Online Guide available at <http://www.naspo.org/solesourceprocurement/index.html#>

National Institute of Government Purchasing (Rev. for 2010 ed.) Public procurement dictionary of terms: The comprehensive reference public purchasing terms and concepts. Herndon, VA.

**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](mailto: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.