



Course Title:	Introduction to Ethical Procurement
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. Procurement U staff will respond promptly.

Course Description:

This Procurement U online course is designed to introduce you to ethical procurement concepts and explore the importance of ethics in your position as a procurement professional. Topics include the value of competition, laws, codes, and policies associated with a role in public procurement, and recognizing the different types of unethical practices that can occur.

Suggested Audience: Procurement professionals relatively new to the field, or those who are looking for a better understanding of the importance of ethics in public procurement.

Goal(s):

To provide procurement officers with an understanding of the fundamental concepts of ethical procurements.

Learning Objectives:

Upon completion of this course participants will be able to:

1. Define ethical behavior as it relates to public procurement.
2. Identify the value of competition.
3. Identify laws, codes, and policies associated with the role of public procurement.
4. Recognize the different types of illegal and unethical practices in the public procurement profession.

Assessment of Learning:

Participants' learning will be assessed through the completion of a post test at the end of the course. Participants must receive a score of 80% or higher to complete the post test. Completion of the post exam is required for the course to be considered complete and eligible for the certificate of completion.

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Buyer (CPPB) Body of Knowledge _ Domain I Procurement Administration, Domain VI Strategic Procurement Planning

Certified Public Procurement Officer (CPPO) Body of Knowledge _ Domain I Procurement Administration, Domain VI Strategic Procurement Planning

Course Direct Link:

[109: Introduction to Ethical Procurement](#)

References and Recommended Readings

1. American Bar Association (2002). The 2000 model procurement code recommended regulations for state and local governments. Available from https://www.americanbar.org/groups/public_contract_law/committees/model/
2. NASPO. (2019). State and local government procurement; A practical guide (3rd Ed.). Lexington, KY: NASPO.
3. NASPO. (2017). NASPO best practices: Ethics and accountability. Available from <https://www.naspo.org/Publications/ArtMID/8806/ArticleID/4654>
4. State of Connecticut. Code of ethics chapter 10: codes of ethics. Available from https://www.cga.ct.gov/current/pub/chap_010.htm
5. State of Idaho. Chapter 92 state procurement act. Available from <https://legislature.idaho.gov/statutesrules/idstat/Title67/T67CH92/>
6. State of Mississippi. Mississippi procurement manual chapter 9: Ethics in public contracting. Available from <http://www.dfa.ms.gov/media/6008/chapter-9.pdf>
7. State of Nevada. Nevada statutes chapter 281A: Ethics in government. Available from <https://www.leg.state.nv.us/NRS/Index.cfm>
8. State of Rhode Island. Code of ethics and professional behavior. Available from <https://rules.sos.ri.gov/regulations/part/220-30-00-3>

Course Technology Requirements:

- Internet Connection
- Access to [Procurement U LMS](#)
- Ability to play and listen to audio through computer speakers or headphones

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, relevant podcast recordings and videos have been included. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. Please note that this course does not have narration.

Course Completion Requirements:

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.

National Association of State Procurement Officials
110 W. Vine St., Suite 600 · Lexington, KY 40507
procurementu@naspo.org · Phone: 859.514.9831

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

Privacy and Information Security Policy:

NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please [click here](#).