



Course Title:	Introducing Sustainability in the Procurement Process
Delivery Method:	Web Based Training (WBT) – Self Paced
Contact Hours:	2
<CEUs Available	Upon completion of all course requirements (described below), participants are eligible to receive .2 CEUs
Registration:	Price: FREE Log on to the https://procurementu.myabsorb.com (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:

NASPO and the Global Electronics Council co-developed this course that offers introductory concepts for implementing sustainability in the procurement process. The course will cover topics related to what sustainability is, what that looks like in procurement, the value of sustainable purchasing, and a high-level look at how to begin implementing sustainable purchasing.

This course is a web-based training that is self-paced. Given the length, you are encouraged to take the course in small segments that meet the needs of your schedule. You determine, when, where, and at what speed you complete this course.

Suggested Audience: Any public sector professional seeking to gain a better understanding of how to implement sustainable purchasing in the procurement process.

Goal(s):

To provide procurement officers with an understanding of sustainability in the procurement process and best practices surrounding sustainable purchasing.

Learning Objectives:

Upon completion of this course participants will be able to:

1. Determine the value of implementing a successful Sustainable Purchasing program and its impact on your role, human health, and the environment. Define the four-step talent management strategy.
2. Identify the main components of sustainable commodities.
3. Determine how the Procurement First Philosophy is a driving force of a Sustainable Purchasing Process.
4. Identify challenges and solutions of developing a Sustainable Purchasing program.
5. Identify key elements of a reliable ecolabel and how to determine those elements.
6. Determine how life-cycle thinking plays a role in sustainable purchasing.
7. Determine how sustainable strategies can be embedded into each step of the

procurement process.

Assessment of Learning:

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 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 continuing education units (CEUs).

Universal Public Procurement Certification Council (UPPCC):

Certified Public Procurement Buyer (CPPB) Body of Knowledge and Competency (BoK-C) – Domain I. Legal Framework, Competency G: “Recognize and apply requirements of sustainable procurement initiatives.”

Certified Public Procurement Officer (CPPO) Body of Knowledge and Competency (BoK-C) – Domain I. Legal Framework, Competency G: “Determine methods to ensure compliance with sustainable procurement initiatives.”

Course Technology Requirements:

- Internet connection
- Support web browsers:
 - Recommended: Chrome, Firefox, Safari (latest versions)
 - Avoid: Internet Explorer and Microsoft Edge
 - If prompted, accept all cookies and allow popups
- 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. 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 for CEUs:

In order to receive CEUs, participants in this course are required to show mastery of the learning outcomes. This is shown through completion of the course post-test. Participants must receive a score of 80% 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 units (CEUs).

A certificate of completion showing earned CEUs is available at the completion of the course and is found in the [Transcript](#) menu. You can export the certificate as a PDF 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.

Proprietary Interest Policy:

Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

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](#).

References and Recommended Readings

State and Local Government Procurement: A Practical Guide

[Procurement 101: Foundations of Public Procurement](#)

<https://www.epa.gov/sustainable-marketplace-greener-products-and-services/about-environmentally-preferable-purchasing>

<https://www.naspo.org/sustainability/>

<https://pulse.naspo.org/post/save-some-money-and-save-the-earth/#more-2713>

<https://globalelectronicscouncil.org/>

<https://www.sustainablepurchasing.org/>

<http://www.responsiblepurchasing.org/index.php>

District of Columbia Sustainable Specifications: <https://ocp.dc.gov/page/district-columbia-sustainable-specifications>

<https://ogs.ny.gov/greenny/executive-order-4-approved-specifications>

<https://www.mass.gov/doc/environmentally-preferable-products-and-services-guide/download>