

## Register

To register, email [DMB-PurchKnowledge@michigan.gov](mailto:DMB-PurchKnowledge@michigan.gov). For security purposes and room planning, please register in advance and include the following in your e-mail

- Registrant's name
- Employer's name (state employees should provide department and division)
- Phone number
- E-mail address
- Desired class(es)

An automatic response will be generated acknowledging receipt of the request and reserving a spot in the class(es). Training participants are responsible for adding any training dates and times to their work calendars.

## More Information

For more information about the classes, contact Janet Rouse at 335-1526 or e-mail [DMB-PurchKnowledge@michigan.gov](mailto:DMB-PurchKnowledge@michigan.gov)

Scan with your smartphone to access additional training material



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[DMB-PurchKnowledge@michigan.gov](mailto:DMB-PurchKnowledge@michigan.gov)

Michigan Governmental  
Purchasing Professionals  
**Stay On Your Game**  
*with training supporting CPPB/CPPO  
certification & recertification*





## 2012 Training Schedule

DTMB Procurement offers training for government and public purchasing professionals. This training can be used as credit toward CPPO/CPPB certification and recertification.

The classes are offered free of charge, but registration is required. To register, please follow the directions on the back of this brochure.

All classes are held in Constitution Hall, 525 West Allegan, Lansing, in the Brake Room, unless otherwise stated. The Brake Room is located on the lower concourse of the building. State employees will need their State ID; nonstate employees will need a driver's license and must sign up at least two days prior to the class.

### **Ethics, Integrity**

January 18, 2012, 10:00 a.m. - 12:00 p.m.  
Steer clear of trouble, assure fair and open competition, avoid creating misperceptions, identify and avert conflicts of interest, explore ethical scenarios, and take an ethics quiz.

### **Purchasing Request Form (PRF) & Quality Estimates**

January 24, 2012, 9:00 a.m. - 10:30 a.m.  
December 11, 2012, 9:00 a.m. - 10:30 a.m.  
Quality estimation and form completion.

### **Strategic Sourcing Process**

February 21, 2012, 9:00 a.m. - 11:30 a.m.  
Put the strategy back into procurement, accessing and managing cost drivers and savings levers.

### **Public Purchasing Overview**

March 6, 2012, 8:30 a.m. - 11:30 a.m.  
October 30, 2012, 8:30 a.m. - 11:30 a.m.  
Broad overview of procurement with an emphasis on factors unique to the public sector. Results-based focus, with some discussion of method, technology trends, supplier diversity and steps towards cooperative purchasing.

### **Quotes, Bids, Proposals, and RFI's**

March 27, 2012, 9:00 a.m. - 11:00 a.m.  
November 13, 2012, 9:00 a.m. - 11:00 a.m.  
RFQ, ITB, RFP, RFI - What they are, how they differ, when to use each. Materials include a table of suggestions matching type, evaluation method, evaluating team pricing, etc.

### **Terms and Conditions**

April 17, 2012, 8:30 a.m. - 12:00 p.m.  
November 27, 2012, 8:30 a.m. - 12:00 p.m. Understand and effectively use language in solicitations and contracts for best results.

### **Statement of Work and Specifications**

May 8, 2012, 9:00 a.m. - 12:00 p.m.  
Choose the right specification type. Write specifications and work statements that drive quality responses and contract successes.

### **Joint Evaluation Committees**

May 22, 2012, 9:00 a.m. - 12:00 p.m.  
Why and when to use this evaluation method, who to include on the team, how to manage communication with bidders.

### **Evaluation Process**

June 12, 2012, 9:00 - 11:30 a.m.  
What do "Responsive," "Responsible," "Reasonable," and "Best Value" mean in public procurement? Consider models, criteria, cost vs. price analysis, and documentation.

### **Contract Management**

June 26, 2012, 8:30 a.m. - 5:00 p.m.  
October 16, 2012, 8:30 a.m. - 5:00 p.m.  
Cradle to grave procurement—terms, laws, roles and responsibilities to keeping organizations running.

### **Synopsis, Award Recommendation, Debriefs, & Kickoffs**

July 17, 2012, 9:00 a.m. - 12:00 p.m.  
Capitalize on the opportunity to improve future responses and vendor relations while reducing the number of protests through appropriate, effective documentation and well-run meetings.

### **Negotiations**

August 14, 2012, 8:30 a.m. - 12:00 p.m.  
The art and the science of negotiating effectively. Explore and practice techniques, strategies, planning.

### **Award Process**

September 11, 2012, 9:00 a.m. - 10:30 a.m.  
Award objectively, award consistently, award well. There are as many types of awards as there are evaluation methods. Make the choice in the solicitation and apply it successfully.

### **Vendor Protests**

September 25, 2012, 9:00 a.m. - 11:00 a.m.  
Vendor protests—prevent them, or make use of the lessons learned when they are unavoidable.