Public Purchasing

COURSES FOR NEW JERSEY LOCAL GOVERNMENT || SPRING 2016 SCHEDULE

RUTGERS
Continuing Studies
PROGRAM COURSES

**Principles of Public Purchasing 1 – 30 Hours**  
*Prerequisite: None*

This introductory purchasing course acquaints public purchasing agents, as well as other public officials responsible for purchasing, with sound purchasing practices and principles. It covers the application of appropriate guidelines, techniques, and requirements for establishing a purchasing agency and the basis to encumbering. Other topics include a discussion of intergovernmental cooperative purchasing, centralized purchasing, specification writing, the public contracts law, and related legislation. A final exam is given.

**Principles of Public Purchasing 2 – 30 Hours**  
*Prerequisite: Principles of Public Purchasing 1*

This course emphasizes advanced information, topics, and techniques for experienced public purchasing personnel, including the Uniform Commercial Code, Local Public Contracts Law and statutory applications in judicial decisions, antitrust law, and ethical issues. A final exam is given.

**Principles of Public Purchasing 3 – 30 Hours**  
*Prerequisites: Principles of Public Purchasing 1 and 2*

This course covers the competitive contracting process in public purchasing with an emphasis on bid specifications and Request for Proposals (RFP). It also discusses current procurement subjects in the purchasing field. Students are expected to complete class exercises and contribute to current issues’ discussions. A final exam is given.

**Municipal Finance Administration for Public Purchasing Personnel – 26 Hours**  
*Prerequisite: None*

This program covers all of the material provided in the standard Municipal Finance Administration course (see description below), with an emphasis on the procurement perspective of finance administration. It does not meet the criteria for CMFO certification. A final exam is given.

**Municipal Finance Administration (CMFO) – 26 Hours**  
*Prerequisite: None*

This introductory course in the field of municipal finance is designed to provide a foundation for a better understanding of New Jersey local government fiscal affairs. Topics include the institutional framework of local government, the state’s role in supervision and assistance, property tax administration, assessment administration, caps, budgeting, budget execution, purchasing, and treasury management. A final exam is given.

NOTE: PASSING GRADE IS 80%

CONTINUING EDUCATION PROGRAMS IN PUBLIC PURCHASING

**Beyond the Local Public Contracts Law – 6 Hours**

This 1-day course covers the laws and rules that, while contained in statutes outside the LPCL, affect the purchasing process.

**Bidding Process – 3 Hours**

This half-day course is designed to introduce purchasing personnel to the bidding process. It describes the skills necessary to use the bidding process and develop bid specifications.

**Competitive Contracting – 6 Hours**

This 1-day seminar reviews the benefits and constraints of competitive contracting. It describes the process for developing evaluation criteria, the methodology for evaluating the criteria, and the weighing of criteria for “other factors”.

**Contract Administration – 3 Hours**

This seminar describes the necessity for assigning an individual to have the responsibility, accountability and authority to supervise contracts, from inception through fulfillment.

**Introduction to Public Purchasing – 3 Hours**

The 1/2 day program introduces the basic legal requirements of purchasing; explains forms, processes, and vocabulary; and recommends effective strategies to create an efficient purchasing organization.

**Local Public Contracts Law Rules – 6 Hours**

This 1-day seminar provides local government units’ personnel with a foundation of understanding, while updating knowledge and application, of the intent and spirit of the LPCL Rules.

**Public School Bidding – 6 Hours**

This 1-day course takes the student through the step-by-step process of public school bidding and quotations for goods and services, as well as public works construction bids, in accordance with N.J.S.A. 18A:18A-1 et seq.

**QPA Examination Review – 18 Hours**

The 3-day course reviews the public purchasing curriculum, Local Public Contracts Law and Administrative Code, relevant laws affecting purchasing and Local Finance Notices in preparation for the QPA state examination.

**Specification Writing – 3 Hours**

This 1/2 day session is designed to familiarize students with the necessary tools for good specification writing. It describes the skills that the specification writer uses to identify needs, separate needs from wants, and accurately describe the needed goods and services.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Cost</th>
<th>Location</th>
<th>Instructor</th>
<th>Address</th>
<th>Sessions</th>
<th>Time</th>
<th>Faculty</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td>PP-2201-SP16-1, $962</td>
<td></td>
<td>Blackwood</td>
<td>Charles Lewis Middle School</td>
<td>875 Erial Road, Library</td>
<td>Wednesday, 10 Sessions</td>
<td>January 6, 13, 20, 27, Feb. 3, 10, 17, 24, Mar. 2, 9</td>
<td>5:00 p.m. – 8:00 p.m.</td>
<td>Lisa Ridgway, SBA/Board Secretary, Gloucester Township Board of Education</td>
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<tr>
<td>PP-2201-SP16-2, $962</td>
<td></td>
<td>Somerville</td>
<td>Somerset Cty Admin Bldg</td>
<td>20 Grove Street</td>
<td>Wednesday, 5 Sessions</td>
<td>March 2, 9, 16, 23, 30</td>
<td>9:00 a.m. – 3:30 p.m.</td>
<td>Melissa Kosensky, QPA Purchasing Technician, Somerset County</td>
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<tr>
<td>PP-2201-SP16-3, $962</td>
<td></td>
<td>Morris Plains/Parsippany</td>
<td>Morris County Public Safety Training Academy</td>
<td>500 West Hanover Avenue</td>
<td>Wednesday, 10 Sessions</td>
<td>April 6, 13, 20, 27, May 4, 11, 18, 21*, 25, 28*</td>
<td>5:30 p.m. – 8:30 p.m.</td>
<td>William Close, Administrator, Sparta</td>
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<td>PP-2201-SP16-4, $962</td>
<td></td>
<td>Waretown</td>
<td>Ocean County Fire &amp; First Aid Training Center</td>
<td>200 Volunteer Way, Room A</td>
<td>Friday, 5 Sessions</td>
<td>April 8, 15, 22, May 6, 13</td>
<td>9:00 a.m. – 4:00 p.m.</td>
<td>Tammy Fetherman, Purchasing Agent, Lacey MUA</td>
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<td>PP-2201-SP16-5, $962</td>
<td></td>
<td>Egg Harbor Township</td>
<td>Anthony “Tony” Canale Training Center</td>
<td>5033 English Creek Ave.</td>
<td>Friday, 5 Sessions</td>
<td>April 29, May 6, 13, 20, 27</td>
<td>8:00 a.m. – 4:00 p.m.</td>
<td>Palma Conover, Purchasing Agent, Atlantic County</td>
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<tr>
<td>PP-2202-SP16-1, $914</td>
<td></td>
<td>New Brunswick</td>
<td>Rutgers University, CGS</td>
<td>303 George St, 6th Fl, Rm. A</td>
<td>Wednesday, 8 Sessions</td>
<td>January 6, 13, 20, 27, February 3, 10, 17, 24</td>
<td>8:30 a.m. – 12:30 p.m.</td>
<td>Gerald F. Volpe, CPPO/QPA/RPPO/CCPO</td>
</tr>
<tr>
<td>PP-2202-SP16-2, $914</td>
<td></td>
<td>Sicklerville</td>
<td>Ann A. Mullen Middle School</td>
<td>1400 Sicklerville Rd., Library</td>
<td>Wednesday, 10 Sessions</td>
<td>January 6, 13, 20, 27, March 2, 10, 17, 24, Mar. 2, 9</td>
<td>5:00 p.m. – 8:00 p.m.</td>
<td>Millicent Davis, Purchasing Supervisor, Gloucester Township BOE (retired)</td>
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<tr>
<td>PP-2202-SP16-3, $914</td>
<td></td>
<td>Morris Plains/Parsippany</td>
<td>Morris County Public Safety Training Academy</td>
<td>500 West Hanover Avenue</td>
<td>Wednesday, 9 Sessions</td>
<td>March 2, 9, 16, 23, 30, April 6, 13, 20, 27</td>
<td>1:00 p.m. – 4:30 p.m</td>
<td>Sean P. Canning, Principal, The Canning Group</td>
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PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS

PP-2203-SP16-1, $945  
Bordentown  
Rutgers Eco-Complex  
Room 202  
1200 Florence-Columbus Rd.  
Saturday, 5 Sessions  
Feb. 27, Mar. 5, 19, 26, Apr. 2  
10:00 a.m. – 4:30 p.m.  
Anna Marie Wright  
Purchasing Agent  
Camden County  

PP-2203-SP16-2, $945  
Wayne  
Municipal Building  
Health Room 2  
675 Valley Road  
Wednesday, 5 Sessions  
April 13, 20, 27, May 4, 11  
9:15 a.m. – 4:15 p.m.  
Gerald F. Volpe  
CPPO/QPA/RPPO/CCPO

MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PERSONNEL 26 HRS

PP-2204-SP16-1, $802  
New Brunswick  
Rutgers University, CGS  
303 George St, 6th Fl, Rm.A  
Wednesday, 8 Sessions  
January 6, 13, 20, 27,  
February 3, 10, 17, 24  
1:00 a.m. – 4:30 p.m.  
Gerald F. Volpe  
CPPO/QPA/RPPO/CCPO

MUNICIPAL FINANCE ADMINISTRATION FOR CMFO CERTIFICATION 26 HRS

FM-2102-SP16-1, $802  
Morris Plains  
Morris County Public Safety Training Academy  
500 West Hanover Avenue  
Thursday, 9 Sessions  
January 7, 14, 21, 28,  
February 4, 11, 18, 25,  
March 3  
5:30 p.m. – 8:30 p.m.  
Jason Gabloff, Chief Financial Officer, Millburn Township &  
Joseph A. Kovalcik, Jr.  
Director of Finance & Treasurer, Morris County

FM-2102-SP16-2, $802  
Mays Landing  
Atlantic Cape Comm. College  
Rutgers Building Q, Rm. 101B  
5100 Black Horse Pike  
Tuesday, 7 Sessions  
February 9, 16, 23,  
March 1, 8, 15, 22  
5:15 p.m. – 9:15 p.m.  
Cynthia Lindsay, CMFO/QPA  
Comptroller/Assistant CFO  
Atlantic City

FM-2102-SP16-3, $802  
New Brunswick  
Rutgers University, CGS  
303 George St, 6th Fl, Rm. B  
Mon/Thurs*, 8 Sessions  
February 18*, 22, 25*,  
March 3*, 7, 10*, 14, 21  
6:15 p.m. – 9:30 p.m.  
Suzanne Veitengruber  
CMFO/RMC
PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

Mail registration form and payment to:
PUBLIC PURCHASING PROGRAM
CENTER FOR GOVERNMENT SERVICES
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
or fax to 732-932-3586.

GENERAL INFORMATION

If home or employer information has changed since your last registration, check here. □

Last Name ______________________________________
First Name ______________________ Middle Initial _____
Gender □ Female □ Male
Employer ________________________________
Title ________________________________

Business Address
Street ______________________________________
City ______________________________________
State _______________ Zip _____________

Home Address
Street ______________________________________
City ______________________________________
State _______________ Zip _____________

Phone Numbers (required – check box for preferred)
□ Mobile ______________ □ Home ______________
□ Work ______________ Extension ______________
E-mail (required) ________________________________

PLEASE PHOTOCOPY FOR MULTIPLE REGISTRATIONS

COURSE INFORMATION

I wish to register for:

Course Title ________________________________
Course ID ________________________________ Fee ________
Course Location __________________________________

Course Title ________________________________
Course ID ________________________________ Fee ________
Course Location __________________________________

Course Title ________________________________
Course ID ________________________________ Fee ________
Course Location __________________________________

Prerequisite Course(s) (if applicable) ________________

Completion Date _______ Location ________________

PAYMENT INFORMATION

Check or voucher must accompany registration form. Make check or voucher payable to Rutgers, The State University of New Jersey. Mail to the above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at:

http://cgs.rutgers.edu

Click on the red “REGISTER NOW” button.

There is a $25 fee for course withdrawals and/or returned checks.
Serving New Jersey for Sixty Years

The Center for Government Services (CGS) is affiliated with the Rutgers Division of Continuing Studies and was formerly a part of the Edward J. Bloustein School of Planning and Public Policy. The Center was established in 1991 from the consolidation of the Bureau of Government Research (created in 1950) and the Department of Government Services.

The organization’s mission is to improve the knowledge, competency and professionalism of state and municipal officials and employees and has performed that function for over 60 years. It has trained thousands of public sector officials in a variety of areas affecting public services. The areas include municipal finance, housing inspection and code enforcement, education facilities management, public purchasing, planning and zoning and municipal administration (i.e. municipal clerks and registrars) to name a few.

The Center trains approximately 8,000 individuals each year through 18 separate programs, over 150 separate courses and 850 individual sessions. Courses are held throughout the state during the year. Participants in the Center’s programs are taught by practicing professionals whose expertise reflects both theoretical and practical considerations.

The Center has been frequently designated by the New Jersey legislature to offer state mandated training for municipal officials. As a result, it is often called upon to certify that participants in its programs have demonstrated the competence and skills to perform their duties and responsibilities in a professional manner that is appropriate for public services and consistent with the standards for high quality public services. It continues to be the focus for public sector training in New Jersey.

Contact Information
Center for Government Services
Rutgers, The State University of New Jersey
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
732-932-3640
www.cgs.rutgers.edu
REGISTRATION INFORMATION

Courses are scheduled during the fall, spring and summer semesters throughout the state. Announcements containing specific course information are available each semester and may be found on the Center’s website: www.cgs.rutgers.edu

Enrollment: A student may enroll in a CGS course in several different ways. Mail-in registrations, faxed registrations, in-person registrations at the CGS offices, and on-line registrations (with credit card or e-check only) are accepted prior to the start of the course. Before a student is officially enrolled in a course, payment must be authorized or secured, and the student must meet all prerequisites associated with the course. A student who has a delinquent account with CGS will not be permitted to enroll in any additional CGS courses until the delinquency is resolved. Students may now register online with a credit card or e-check. Go to http://cgs.rutgers.edu and click on the “Register Now” link in the left column.

To ensure that course materials are available the first session of your course, it is strongly recommended you register at least one week prior to the course start date.

In-person registrations at the course location on the night of the first class are considered “walk-ins.” Walk-ins are accepted but not encouraged and will be assessed a $15 late registration fee. In addition, walk-in students must complete an “Agreement-to-Pay Form” and will be contacted by CGS immediately after the first class. Walk-ins must make full payment of all fees or provide a valid purchase order within five business days of the first class. Walk-ins already on financial hold will not be permitted to complete their registration unless the delinquency is resolved.

Course Fees and Payment: Payment for a student’s participation in a course can be obtained using any of the following three methods:

1) Credit card payment by mail, in-person or fax (Visa, Master card, Discover or American Express) AVAILABLE ONLY THROUGH ONLINE REGISTRATION AT: http://cgs.rutgers.edu/

2) Check or money order payment by mail or in person

3) Authorized voucher or purchase order

Actual course fees vary per course as courses have different hours of instructional time and the cost of study materials are dissimilar. Upon receipt of a completed registration form and payment, a class space is reserved for the student. Confirmation letters regarding registration will not be sent.

Financing: If financing is needed, apply for the Sallie Mae Smart Option Student Loan as soon as possible at www.salliemae.com/00262990.

Late Fees: Students are required to register for classes before the date of the first class session. Any student who attempts to register on (or after) the day of the first class will be considered a late registrant and will be assessed a $15 late fee for the processing of the registration.

Returned Check Fee Policy: There is a $25 fee for all checks that are returned to CGS. Failure to pay the fee will prevent future course registrations and the withholding of the course certificate.

Withdrawals/Transfers: All requests to change registration status, either by withdrawal or transfer, must be submitted in writing at least 2 business days before the course start date and will incur a $25 processing fee. Withdrawals will be refunded, minus the $25 fee. Failure to notify CGS within the time frame will result in forfeiture of all fees.

Course Cancellation Policy: The Center reserves the right to cancel any course or seminar. CGS will notify all students enrolled in a course that has been cancelled and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund for courses cancelled by CGS or exercising the option to enroll in the same or another course in this or the following semester. In the event there is a difference in course fees between the course that was cancelled and the alternate course, an adjustment will be made. A student may not select an alternative course that has a prerequisite if the prerequisite has not been met.

Education Credit: Selected courses in the CGS program qualify for continuing education credit toward renewal of certain professional licenses and academic credit. The CGS website lists the specific courses where continuing education credit is available.

CPE Continuing Education Credit: Selected courses in the CGS program are approved by the New Jersey State Board of Accountancy for CPE credit under Rutgers University sponsor #703.

Certificates: Certificates are mailed to students after the successful completion of each course, which is defined as 80% attendance of the class hours, a passing grade (if an examination is required) and full payment of all fees. A permanent record of courses taken is maintained by Rutgers. Certificates will not be issued to students if any fees are outstanding or delinquent.

Special Needs Students: Students with special needs are encouraged to contact CGS so that appropriate accommodations may be made.