

CENTER FOR
GOVERNMENT SERVICES

Public Purchasing

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2017 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 Management – 6 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 – 4 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.

PUBLIC PURCHASING SPRING 2017

**PRINCIPLES OF PUBLIC
PURCHASING 1, 30 HRS**

PP-2201-SP17-1, \$969
Sicklerville
Ann A. Mullen Middle School
1400 Sicklerville Rd., Library
Wednesday, 10 Sessions
January 4, 11, 18, 25,
Feb. 1, 8, 15, 22, Mar. 1, 8
5:00 p.m. – 8:00 p.m.
Millicent Davis, DBA
Purchasing Supervisor,
Gloucester Twp BOE (retired)

PP-2201-SP17-2, \$969
Somerville
Somerset Cty Admin Bldg
20 Grove Street
3th Floor, HR Training Rm
Wednesday, 5 Sessions
March 15, 22, 29, April 5, 12
9:00 a.m. – 3:30 p.m.
Melissa Kosensky
Assistant Purchasing Agent
Somerset County

PP-2201-SP17-3, \$969
Morris Plains/Parsippany
Morris County Public Safety
Training Academy
500 West Hanover Avenue
Wed./Sat.*, 10 Sessions
April 12, 19, 26, 29*,
May 3, 10, 13*, 17, 20, 24
5:00 p.m. – 8:30 p.m.
9:00 a.m. - 12:00 p.m.*
William Close
Administrator, Sparta

PP-2201-SP17-4, \$969
Waretown
Ocean County Fire &
First Aid Training Center
200 Volunteer Way, Room A
Tuesday, 5 Sessions
April 11, 18, 25, May 2, 9*
9:00 a.m. – 4:00 p.m.
9:00 a.m. – 1:00 p.m.*
Tammy Fetherman-Bacon
Purchasing Agent, Lacey MUA

**PRINCIPLES OF PUBLIC
PURCHASING 2, 30 HRS**

PP-2202-SP17-1, \$917
Wyckoff
Wyckoff Fire Company 176
176 Wyckoff Ave.
Wednesday, 5 Sessions
February 8, 15, 22, March 1, 8
9:00 a.m. – 4:00 p.m.
Robert Shannon
Administrator
Wyckoff

PP-2202-SP17-2, \$917
Bordentown
Rutgers Eco-Complex
Room 105/106
1200 Florence-Columbus Rd.
Saturday, 5 Sessions
February 25, March 4, 18, 25,
April 1
10:00 a.m. – 4:30 p.m.
Anna Marie Wright
Purchasing Agent
Camden County

PP-2202-SP17-3, \$917
Morris Plains/Parsippany
Morris County Public Safety
Training Academy
500 West Hanover Avenue
Tuesday, 9 Sessions
February 7, 14, 21, 28,
March 7, 14, 21, 28,
April 4
1:00 p.m. – 4:30 p.m.
Sean P. Canning
Principal
The Canning Group

PUBLIC PURCHASING SPRING 2017

PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS

PP-2203-SP17-1, \$932

Blackwood

Charles Lewis Middle School
875 Erial Road, Library
Wednesday, 10 Sessions
January 4, 11, 18,
February 1, 8, 15, 22,
March 1, 8, 15
5:00 p.m. – 8:00 p.m.
Lisa Ridgway
Assistant SBA/BS
Cherry Hill Public Schools

PP-2203-SP17-2, \$932

Egg Harbor Township

Anthony “Tony” Canale
Training Center
5033 English Creek Ave.
Friday, 5 Sessions
February 24,
March 3, 10, 17, 24
8:00 a.m. – 4:00 p.m.
Palma Conover
Purchasing Agent
Atlantic County

MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PERSONNEL 26 HRS

PP-2204-SP17-1, \$804

Morris Plains

Morris County Public Safety
Training Academy
500 West Hanover Avenue
Tuesday, 8 Sessions
February 7, 14, 21, 28,
March 7, 14, 21, 28,
9:00 a.m. - 12:30 p.m.
Sean P. Canning
Principal
The Canning Group

MUNICIPAL FINANCE ADMINISTRATION FOR CMFO CERTIFICATION 26 HRS

FM-2102-SP17-1, \$804

Morris Plains

Morris County Public Safety
Training Academy
500 West Hanover Avenue
Thursday, 7 Sessions
January 12, 19, 26,
February 2, 9, 16, 23
5:30 p.m. - 9:30 p.m.
Jason Gabloff, Chief Financial
Officer, Millburn Township &
Joseph A. Kovalcik, Jr.
Director of Finance &
Treasurer, Morris County

FM-2102-SP17-2, \$804

Mays Landing

Atlantic Cape Comm. College
Rutgers Building Q, Rm. 101A
5100 Black Horse Pike
Tuesday, 6 Sessions
January 31,
February 7, 21, 28,
March 7, 14
5:15 p.m. – 9:30 p.m.
Cynthia Lindsay,
Comptroller/Assistant CFO
Atlantic City

FM-2102-SP17-3, \$804

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Mon/Thurs*, 8 Sessions
February 23*, 27,
March 2*, 6, 9*, 13, 16*, 20
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 "REGISTER NOW" button

There is a \$25 fee for course withdrawals and/or returned checks.

PUBLIC PURCHASING SPRING 2017

CONTINUING EDUCATION

3 HOURS

SPECIFICATION WRITING

PP-2211-SP17-1,23

Morris Plains

Morris County Public Safety Training Academy
500 West Hanover Avenue
Thursday, April 13
4:30 p.m. – 7:30 p.m.
James Jorgensen, Purchasing Agent, Morris County

BIDDING PROCESS

PP-2212-SP17-1, \$123

Morris Plains

Morris County Public Safety Training Academy
500 West Hanover Avenue
Thursday, May 18
4:30 p.m. – 7:30 p.m.
James Jorgensen, Purchasing Agent, Morris County

BASICS OF GREEN PRODUCT PURCHASING

PP-2216-SP17-1, \$123

Hackensack

Bergen County Administration Building, One Bergen County Plaza, 3rd Floor, Room 3D
Friday, January 20
9:00 a.m. - 12:00 p.m.
Gerald T. Reiner, Jr.
Purchasing Agent
Bergen County

PP-2216-SP17-2, \$123

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue,
Thursday, March 23
4:30 p.m. - 7:30 p.m.
James Jorgensen
Purchasing Agent
Morris County

BASICS OF GREEN PRODUCT PURCHASING

PP-2216-SP17-3, \$123

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, June 14
9:00 a.m. – 12:00 p.m.
Suzanne Taylor, Director of Purchasing, North Bergen

PP-2216-SP17-4 \$123

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way
Classroom A
Tuesday, May 16
9:00 a.m. – 12:00 p.m.
Tammy Fetherman-Bacon
Purchasing Agent, Lacey MUA

PP-2216-SP17-5, \$123

Bordentown

Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Wednesday, April 19
1:00 p.m. – 4:00 p.m.
Ann Marie Spagnola,
Administrative Specialist
NJ Judiciary, Purchase & Property Unit

ADVANCES IN GREEN PRODUCT PURCHASING

PP-2217-SP17-1, \$123

Atlantic City

Golden Nugget Hotel
600 Huron Ave. & Brigantine Blvd.
Tuesday, May 2
3:00 p.m. – 6:00 p.m.
Kevin Lyons, Ph.D.
Associate Professor
Rutgers University

PUBLIC PURCHASING SPRING 2017

4 HOURS

INTRODUCTION TO PUBLIC PURCHASING

PP-2210-SP17-1, \$163

Waretown

Ocean County Fire & First Aid Training Center
200 Volunteer Way
Classroom A
Thursday, May 18
9:00 a.m. – 1:00 p.m.
Tammy Fetherman-Bacon
Purchasing Agent, Lacey MUA

PP-2210-SP17-2, \$163

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Tuesday, March 7
9:00 a.m. – 1:00 p.m.
Suzanne Taylor, Director of Purchasing, North Bergen

6 HOURS

COMPETITIVE CONTRACTING

PP-2213-SP17-1, \$221

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. B
Wednesday, March 15
9:00 a.m. – 4:00 p.m.
Mary Louise Stanton

CONTRACT MANAGEMENT

PP-2218-SP17-1, \$221

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, March 22
9:00 a.m. – 4:00 p.m.
Mary Louise Stanton

LPCL RULES

PP-2214-SP17-1, \$219

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Thursday, March 9
9:00 a.m. – 4:00 p.m.
Joseph Valenti, LLC

BEYOND THE LPCL

PP-2206-SP17-1, \$219

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, June 7
9:00 a.m. – 4:00 p.m.
Joseph Valenti, LLC

PUBLIC SCHOOL BIDDING

PP-2208-SP17-1, \$239

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, April 12
9:00 a.m. – 4:00 p.m.
James Shoop

18 HOURS

QPA EXAMINATION REVIEW

PP-2240-SP17-1, \$601

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, 3 Sessions
May 10, 17, 24
9:00 a.m. – 4:00 p.m.
Mary Louise Stanton & Joseph Valenti

SAVE THE DATE!

RUTGERS 48TH ANNUAL PUBLIC PURCHASING EDUCATIONAL FORUM

May 3 & 4, 2017
Golden Nugget Hotel
Atlantic City

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

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.

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

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

Continuing Education Loans are available from the Rutgers Federal Credit Union. Contact them at: www.rutgers.fcu.org for information.

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 students of the cancellation and the information will be posted on the CGS website. Students will be given the choice of receiving a full refund or enrolling in 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.

RUTGERS

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