Public Purchasing
COURSES FOR NEW JERSEY LOCAL GOVERNMENT  ||  SPRING 2017 SCHEDULE
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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Location</th>
<th>Fee</th>
<th>Details</th>
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<tbody>
<tr>
<td>PP-2201-SP17-1</td>
<td>Principles of Public Purchasing 1, 30 HRS</td>
<td>Sicklerville</td>
<td>$969</td>
<td>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)</td>
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<tr>
<td>PP-2202-SP17-1</td>
<td>Principles of Public Purchasing 2, 30 HRS</td>
<td>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</td>
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<tr>
<td>PP-2201-SP17-2</td>
<td></td>
<td>Somerville</td>
<td>$969</td>
<td>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</td>
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<td>PP-2202-SP17-2</td>
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<td>Bordentown</td>
<td>$917</td>
<td>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</td>
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<tr>
<td>PP-2201-SP17-3</td>
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<td>Morris Plains/Parsippany</td>
<td>$969</td>
<td>Morris County Public Safety Training Academy 500 West Hanover Avenue Wed./Sat.<em>, 10 Sessions April 12, 19, 26, 29</em>, 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</td>
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<tr>
<td>PP-2202-SP17-3</td>
<td></td>
<td>Morris Plains/Parsippany</td>
<td>$917</td>
<td>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</td>
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<tr>
<td>PP-2201-SP17-4</td>
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<td>Waretown</td>
<td>$969</td>
<td>Ocean County Fire &amp; 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</td>
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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
I wish to register for:
Course Title ______________________________________
Course ID __________________________ Fee ________
Course Location __________________________________
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Course Title ______________________________________
Course ID __________________________ Fee ________
Course Location __________________________________
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Course Title ______________________________________
Course ID __________________________ Fee ________
Course Location __________________________________
Prerequisite Course(s) (if applicable) ___________________
_________________________________________________
Completion Date _________ Location ________________

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

6 HOURS

BASES 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

INTRODUCTION TO PUBLIC PURCHASING
PP-2210-SP17-1, $163
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

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
Wednesday, 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

NO. 8
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.