

CENTER FOR
GOVERNMENT SERVICES

Public Purchasing

COURSES FOR NEW JERSEY LOCAL
GOVERNMENT || SPRING 2018 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

Bidding Process – 3 Hours

This half-day course is designed to introduce purchasing personnel to the bidding process. It describes the required skills 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".

Basics of Green Product Purchasing – 3 Hours

This 3-hour course suggests strategies for optimizing purchasing decisions in terms of environmental performance, safety, product performance, and long and short-term costs.

Ethics – 3 Hours

This 3-hour session provides an introduction and examination of the NJ Ethics in Local Government laws and standards. The seminar focuses on the legal, political and personal implications of serving in a position of public trust.

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 seminar is offered to municipal, county and authority personnel to provide a foundation of understanding while updating knowledge of, and application on, the intent and spirit of the Local Public Contracts Law Rules.

Public School Bidding – 6 Hours

This one-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 work construction bids in accordance with N.J.S.A. 18A:10A-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 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 2018

**PURCHASING 1, 30
HRS**

PP-2201-SP18-1, \$947
Wyckoff
Wyckoff Fire Company 176
176 Wyckoff Avenue
Thursday, 5 Sessions
February 8, 15, 22,
March 1, 8
9:00 AM - 4:00 PM
Robert Shannon, QPA
Administrator, Wyckoff

PP-2201-SP18-2, \$947
Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Saturday, 5 Sessions
February 24,
March 10, 17, 24,
April 14
10:00 AM – 4:30 PM
Anna Marie Wright
QPA/CCPO
Purchasing Agent
Camden County

PP-2201-SP18-3, \$947
Waretown
Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room A
Thursday, 5 Sessions
May 10, 17, 24, 31,
June 7*
9:00 AM – 4:00 PM
9:00 AM – 1:00 PM*
Tammy Fetherman Bacon
QPA/RPPO

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

PP-2202-SP18-1, \$932
Clementon
Camden County Educational
Services Commission
225 White Horse Avenue
Wed/Tue*/Mon+, 10 Sessions
January 10, 17, 24, 31,
February 6*, 14, 21, 28,
March 5+, 20*
5:00 PM – 8:00 PM
Lisa Ridgway
Assistant SBA/BS
Cherry Hill Public Schools

PP-2202-SP18-2, \$932
Morris Plains/Parsippany
Morris County Public Safety
Training Academy
500 West Hanover Avenue
Wednesday, 9 Sessions
January 17, 24, 31,
February 7, 14, 21, 28,
March 7, 14
9:00 AM – 12:30 PM
Sean P. Canning, Principal
The Canning Group

PP-2202-SP18-3, \$932
Egg Harbor Township
Anthony “Tony” Canale
Training Center
5033 English Creek Avenue
Friday, 5 Sessions
February 9, 16, 23,
March 2, 9, 23 (if needed)
8:00 AM – 4:00 PM
Palma Conover
Purchasing Agent
Atlantic County

PUBLIC PURCHASING SPRING 2018

PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS

P-2203-SP18-1, \$932

Clementon

Camden County Educational Services Commission
225 White Horse Avenue
Fri/Thurs*/Tues+, 4 Sessions
January 5, 12, 18*, 30+
9:00 AM – 5:00 PM
9:00 AM – 3:00 PM+
Millicent Davis, DBA
Purchasing Supervisor
Gloucester Township BOE
(retired)

PP-2203-SP18-2, \$932

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue
Wednesday, 9 Sessions
March 28,
April 4, 11, 18, 25,
May 9, 16, 23, 30
9:00 AM – 12:30 PM
Sean P. Canning, Principal
The Canning Group

PP-2203-SP18-3, \$932

Somerville

Somerset County Administration Building
20 Grove St., 3th Floor
Human Resource Training Room
Wednesday, 5 Sessions
February 7, 14, 21, 28,
March 7
9:00 AM – 3:30 PM
Melissa Kosensky, QPA
Assistant Purchasing Agent
Somerset County

MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PROFESSIONALS, 26 HRS

PP-2204-SP18-1, \$805

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue
Wednesday, 8 Sessions
March 28,
April 4, 11, 18, 25,
May 9, 16, 23
1:00 PM – 4:30 PM
Sean P. Canning, Principal
The Canning Group

QPA EXAMINATION REVIEW

PP-2240-SP18-1, \$610

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wed/Tue*, 3 Sessions
May 9, 15*, 23
9:00 AM – 4:00 PM
Joseph Valenti, LLC
Bureau Chief
DLGS, NJ DCA (Retired) &
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

CONTINUING EDUCATION

THE BID PROCESS

PP-2212-SP18-1, \$117

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue
Thursday, March 29
1:30 PM - 4:30 PM
James J. Jorgensen
QPA/CCPO
Purchasing Agent
County of Morris

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.

PUBLIC PURCHASING SPRING 2018

CONTINUING EDUCATION (con't.)

SPECIFICATIONS:

RESEARCH & WRITING

PP-2211-SP18-1, \$117

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue
Thursday, April 12
1:30 PM - 4:30 PM
James J. Jorgensen
QPA/CCPO
Purchasing Agent
County of Morris

PURCHASING PRIMER

PP-2221-SP18-1, \$218

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, March 21
9:00 AM – 3:30 PM
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

COMPETITIVE CONTRACTING

PP-2213-SP18-1, \$218

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, April 4
9:00 AM – 3:30 PM
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

CONTRACT MANAGEMENT

PP-2218-SP18-1, \$218

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, April 18
9:00 AM – 3:30 PM
Mary Louise Stanton, QPA/
RPPO, Purchasing Agent
Somerset County (Retired)

CONTRACT MANAGEMENT

PP-2218-SP18-2, \$218

Egg Harbor Township

Anthony "Tony" Canale
Training Center
5033 English Creek Ave.
Friday, March 30
9:00 AM – 4:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

LPCL RULES

PP-2214-SP18-1, \$222

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, March 7
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief,
DLGS, NJ DCA (Retired)

BEYOND THE LPCL

PP-2206-SP18-1, \$222

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, June 6
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief,
DLGS, NJ DCA (Retired)

PUBLIC SCHOOL BIDDING

PP-2208-SP18-1, \$242

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, April 11
9:00 AM – 4:00 PM
James Shoop, SBA LLC
SBA/BS/PA

ETHICS

PP-2220-SP18-1, \$125

Atlantic City Golden Nugget

600 Huron Avenue &
Brigantine Boulevard
Tuesday, May 1
3:00 PM – 6:00 PM
Sean P. Canning, Principal
The Canning Group

PUBLIC PURCHASING SPRING 2018

INTRODUCTION TO PUBLIC PURCHASING

PP-2210-SP18-1, \$159

Morris Plains/Parsippany

Morris County Public Safety Training Academy, Library
500 West Hanover Avenue,
Friday, February 23
10:00 AM – 2:00 PM
Ann Marie Spagnola
MPA/QPA, Administrative Specialist, NJ Judiciary,
Purchase & Property Unit

PP-2210-SP18-2, \$159

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Wednesday, March 28
9:00 AM – 1:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2210-SP18-3, \$159

Waretown

Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room A
Tuesday, May 15
9:00 AM – 1:00 PM
Tammy Fetherman Bacon
QPA/RPPO

BASICS OF GREEN PRODUCT PURCHASING

PP-2216-SP18-1, \$125

Bordentown

Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Wednesday, January 31
1:00 PM – 4:00 PM
Ann Marie Spagnola,
MPA/QPA, Administrative Specialist, NJ Judiciary,
Purchase & Property Unit

PP-2216-SP18-2, \$125

New Brunswick

Rutgers University, CGS
303 George St, 6th Fl, Rm. A
Tuesday, February 27
9:00 AM – 12:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2216-SP18-3, \$125

Morris Plains/Parsippany

Morris County Public Safety Training Academy
500 West Hanover Avenue
Thursday, March 29
5:30 PM - 8:30 PM
James J. Jorgensen
QPA/CCPO
Purchasing Agent
County of Morris

PP-2216-SP18-4, \$125

Waretown

Ocean County Fire &
First Aid Training Center
200 Volunteer Way
Room A
Tuesday, May 8
9:00 AM – 12:00 PM
Tammy Fetherman Bacon
QPA/RPPO

SAVE THE DATE!

**RUTGERS UNIVERISTY
49TH ANNUAL
PUBLIC PURCHASING
EDUCATIONAL FORUM**

May 2 & 3, 2018

**Golden Nugget Hotel
Atlantic City**

More details to follow.

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/ MasterCard/Discover/American Express) available 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.

RUTGERS

Continuing Studies

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Rutgers, The State University of New Jersey

303 George Street, Suite 604

New Brunswick, NJ 08901-2020