

CENTER FOR  
GOVERNMENT SERVICES

# Public Purchasing

COURSES FOR NEW JERSEY LOCAL  
GOVERNMENT || SPRING 2019 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, and antitrust law. 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 and ethical issues 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

### **Basics of Green Product Purchasing – 3 Hours**

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

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

The LPCL & Rules are not the only ones that impact how specifications and requests for proposals are developed. This course examines when and how other laws and rules influence the outcome of final specifications and requests.

### **Competitive Contracting – 6 Hours**

This seminar reviews the benefits and constraints of competitive contracting describing 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 course describes the process to ensure that awarded contracts are properly administered.

### **Ethics – 3 Hours**

This 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 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 purchasing 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.

### **Negotiation in the Purchasing Process - 3 Hours**

The course discusses the proper times to use, and not use, negotiation. It also covers examples and the philosophy of building a negotiation team.

### **Public School Bidding – 6 Hours**

This 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-1et 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.

### **Rejection of Low Bidder – 3 Hours**

This course discusses the proper times to use, and not use, negotiation. It also covers examples as well as the philosophy of building a negotiation team.

CENTER FOR GOVERNMENT SERVICES

**PUBLIC PURCHASING    SPRING 2019**

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

**PP-2201-SP19-1, \$977**  
**Morris Plains/Parsippany**  
Morris County Public Safety  
Training Academy, Rm. 140  
500 West Hanover Avenue  
Saturday, 5 Sessions  
January 12, 19, 26,  
February 2, 9  
9:30 AM – 4:00 PM  
Suzanne Taylor, QPA/RPPO  
Director of Purchasing  
North Bergen

**PP-2201-SP19-2, \$977**  
**Egg Harbor Township**  
Anthony "Tony" Canale  
Training Center  
5033 English Creek Avenue  
Friday, 5 Sessions  
February 1, 8, 15, 22,  
March 1, (8, if needed)  
8:30 AM – 4:00 PM  
Palma Conover, Purchasing  
Agent, Atlantic County

**PP-2201-SP19-3, \$977**  
**Emerson**  
Borough Hall  
1 Municipal Place  
Council Chambers  
Thursday, 5 sessions  
February 21, 28,  
March 7, 14, 21  
9:00 AM – 4:00 PM  
Robert S. (Bob) Hoffmann  
Borough Administrator  
Emerson

**PP-2201-SP19-4, \$977**  
**New Brunswick**  
Rutgers University, CGS  
303 George Street  
6th Floor, Room A  
Wednesday, 5 sessions  
May 8, 15, 22, 29,  
June 5  
9:00 AM – 4:00 PM  
Sean P. Canning, Principal  
The Canning Group  
**NO. 3**

**PRINCIPLES OF PUBLIC PURCHASING 1 (CONT'D.)**

**PP-2201-SP19-5, \$977**  
**Waretown**  
Ocean County Fire &  
First Aid Training Center  
200 Volunteer Way  
Room B  
Thursday, 5 Sessions  
May 9, 16, 23, 30,  
June 6  
9:00 AM – 4:00 PM  
Tammy Bacon  
QPA/RPPO

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

**PP-2202-SP19-1, \$962**  
**Clementon**  
Camden County Educational  
Services Commission  
225 White Horse Avenue  
Tue/Thur\*, 4 Sessions  
January 15, 17\*, 22, 29+  
9:00 AM – 5:00 PM  
9:00 AM – 3:00 PM+  
Millicent Davis, DBA  
Purchasing Supervisor  
Gloucester Township BOE  
(retired)

**PP-2202-SP19-2, \$962**  
**Somerville**  
Somerset County  
Administration Building  
20 Grove St., 3th Floor  
Human Resource  
Training Room  
Wednesday, 5 Sessions  
March 6, 13, 20, 27,  
April 3  
9:00 AM – 3:30 PM  
Melissa Kosensky, QPA  
Assistant Purchasing Agent  
Somerset County

**PUBLIC PURCHASING    SPRING 2019**

**PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS**

**P-2203-SP19-1, \$964**  
**Morris Plains/Parsippany**  
 Morris County Public Safety Training Academy  
 500 West Hanover Avenue  
 Wednesday, 9 Sessions  
 January 9, 16, 23, 30,  
 February 6, 13, 20, 27,  
 March 6  
 9:00 AM – 12:30 PM  
 Sean P. Canning  
 Principal  
 The Canning Group

**PP-2203-SP19-2, \$964**  
**Bordentown**  
 Rutgers Eco-Complex  
 1200 Florence-Columbus Rd.  
 Room 105/106  
 Saturday, 5 Sessions  
 February 23,  
 March 2, 16, 23, 30  
 10:00 AM – 4:30 PM  
 Anna Marie Wright  
 QPA/CCPO  
 Purchasing Agent  
 Camden County

**PP-2203-SP19-3, \$964**  
**Paramus**  
 Bergen County  
 Community Services Building  
 327 East Ridgewood Ave.  
 1st Fl Auditorium  
 Monday, 5 Sessions  
 February 11, 25,  
 March 4, 11, 18  
 9:30 AM – 4:00 PM  
 Gerald T. Reiner, Jr.  
 Purchasing Agent  
 Bergen County

**MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PROFESSIONALS, 26 HRS**

**PP-2204-SP19-1, \$831**  
**Bordentown**  
 Rutgers Eco-Complex  
 1200 Florence-Columbus Rd.  
 Room 202  
 Thursday, 5 Sessions  
 March 14, 21,  
 April 4, 11, 18  
 9:00 AM – 3:30 PM  
 Susan Jacobucci  
 Administrator  
 Paulsboro

**QPA EXAMINATION REVIEW, 18 HRS**

**PP-2240-SP19-1, \$658**  
**New Brunswick**  
 Rutgers University, CGS  
 303 George St, 6th Fl, Rm. A  
 Thursday, 3 Sessions  
 May 16, 23, 30  
 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**

**6 HOURS**

**BEYOND THE LPCL**  
**PP-2206-SP19-1, \$228**  
**New Brunswick**  
 Rutgers University, CGS  
 303 George St, 6th Fl, Rm. A  
 Thursday, June 6  
 9:00 AM – 4:00 PM  
 Joseph Valenti, Bureau Chief,  
 DLGS, NJ DCA (Retired)

**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 \_\_\_\_\_  
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Course Title \_\_\_\_\_

Course ID \_\_\_\_\_ Fee \_\_\_\_\_

Course Location \_\_\_\_\_  
-----

Course Title \_\_\_\_\_

Course ID \_\_\_\_\_ Fee \_\_\_\_\_

Course Location \_\_\_\_\_  
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Prerequisite Course(s) (if applicable) \_\_\_\_\_  
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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 not 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 2019**

**CONTINUING EDUCATION (CONT'D)**

**6 HOURS**

**COMPETITIVE CONTRACTING**

**PP-2213-SP19-1, \$224**

**New Brunswick**

Rutgers University, CGS  
303 George St, 6th Fl, Rm. A  
Tuesday, March 19  
9:00 AM – 3:30 PM

Mary Louise Stanton, QPA/  
RPPO, Purchasing Agent  
Somerset County (Retired)

**LPCL RULES**

**PP-2214-SP19-1, \$228**

**New Brunswick**

Rutgers University, CGS  
303 George St, 6th Fl, Rm. A  
Tuesday, March 5  
9:00 AM – 4:00 PM

Joseph Valenti, Bureau Chief,  
DLGS, NJ DCA (Retired)

**PUBLIC SCHOOL BIDDING**

**PP-2208-SP19-1, \$248**

**New Brunswick**

Rutgers University, CGS  
303 George St, 6th Fl, Rm. A  
Wednesday, April 3  
9:00 AM – 4:00 PM

James Shoop, SBA LLC  
SBA/BS/PA

**4 HOURS**

**INTRODUCTION TO PUBLIC PURCHASING**

**PP-2210-SP19-1, \$164**

**New Brunswick**

Rutgers University, CGS  
303 George St, 6th Fl, Rm. A  
Thursday, March 7  
9:00 AM – 1:00 PM

Suzanne Taylor, QPA/RPPO  
Director of Purchasing  
North Bergen  
NO.7

**INTRODUCTION TO PUBLIC PURCHASING (CONT'D)**

**PP-2210-SP19-2, \$164**

**Morris Plains/Parsippany**

Morris County Public Safety  
Training Academy, Rm. 102A  
500 West Hanover Avenue  
Friday, March 15

8:30 AM – 12:30 PM  
Ann Marie Spagnola  
MPA/QPA, Administrative  
Specialist, NJ Judiciary,  
Purchase & Property Unit

**PP-2210-SP19-3, \$164**

**Waretown**

Ocean County Fire &  
First Aid Training Center  
200 Volunteer Way  
Room A

Tuesday, May 7  
9:00 AM – 1:00 PM  
Tammy Fetherman Bacon  
QPA/RPPO

**3 HOURS**

**CONTRACT ADMINISTRATION**

**PP-2224-SP19-2, \$124**

**Egg Harbor Township**

Anthony "Tony" Canale  
Training Center  
5033 English Creek Ave.  
Friday, March 15

1:00 PM – 4:00 PM  
Gordon Ball  
Procurement Specialist  
DLGS, NJ DCA (Retired)

**ETHICS**

**PP-2220-SP19-1, \$120**

**Egg Harbor Township**

Anthony "Tony" Canale  
Training Center  
5033 English Creek Ave.  
Friday, March 29

1:00 PM – 4:00 PM  
Gordon Ball  
Procurement Specialist  
DLGS, NJ DCA (Retired)

**PUBLIC PURCHASING SPRING 2019**

**CONTINUING EDUCATION (CONT'D)**

**ETHICS (CONT'D)**

**PP-2220-SP19-2, \$120**

**Bordentown**

Rutgers Eco-Complex  
1200 Florence-Columbus Rd.  
Room 202

Wednesday, June 12

9:00 AM – 12:00 PM

Susan Jacobucci  
Administrator  
Paulsboro

**NEGOTIATION STRATEGIES**

**PP-2226-SP19-1, \$124**

**Egg Harbor Township**

Anthony "Tony" Canale  
Training Center  
5033 English Creek Ave.  
Friday, March 29

9:00 AM – 12:00 PM

Gordon Ball  
Procurement Specialist  
DLGS, NJ DCA (Retired)

**REJECTING A LOW BID**

**PP-2225-SP19-1, \$124**

**Egg Harbor Township**

Anthony "Tony" Canale  
Training Center  
5033 English Creek Ave.  
Friday, March 15

9:00 AM – 12:00 PM

Gordon Ball  
Procurement Specialist  
DLGS, NJ DCA (Retired)

**BASICS OF GREEN PRODUCT PURCHASING**

**PP-2216-SP19-1, \$128**

**New Brunswick**

Rutgers University, CGS  
303 George St, 6th Fl, Rm. A  
Wednesday, February 27  
9:00 AM – 12:00 PM

Suzanne Taylor, QPA/RPPO  
Director of Purchasing  
North Bergen

**PP-2216-SP19-2, \$128**

**Morris Plains/Parsippany**

Morris County Public Safety  
Training Academy  
500 West Hanover Avenue  
Friday, March 15

1:30 PM - 4:30 PM  
Ann Marie Spagnola  
MPA/QPA, Administrative  
Specialist, NJ Judiciary,  
Purchase & Property Unit

**PP-2216-SP19-3, \$128**

**Waretown**

Ocean County Fire &  
First Aid Training Center  
200 Volunteer Way  
Room A

Tuesday, May 21  
9:00 AM – 12:00 PM  
Tammy Bacon  
QPA/RPPO

**GREEN PROCUREMENT**

**PP-2227-SP19-4, \$128**

**Atlantic City**

Golden Nugget Hotel  
600 Huron Avenue  
Grand Ballroom A  
Tuesday, April 30  
3:00 PM - 6:00 PM  
Susan Jacobucci  
Administrator  
Borough of Paulsboro

**SAVE THE DATE!**

**RUTGERS UNIVERISTY  
50<sup>TH</sup> ANNUAL  
PUBLIC PURCHASING  
EDUCATIONAL FORUM**

**May 1 & 2, 2019  
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](http://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 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](http://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