Public Purchasing
COURSES FOR NEW JERSEY LOCAL GOVERNMENT || SPRING 2019 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, 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%
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

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
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

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

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) __________________________________

COURSE INFORMATION

I wish to register for:

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 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.
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

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)

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)

4 HOURS

INTRODUCTION TO PUBLIC PURCHASING
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

ETHICS
PP-2220-SP19-1, $120
Egg Harbor Township
Anthony “Tony” Canale
Training Center
5033 English Creek Ave.
Friday, March 29
9:00 AM – 12:00 PM
Susan Jacobucci
Administrator
Paulsboro

3 HOURS

INTRODUCTION TO PUBLIC PURCHASING (cont’d)
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

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 UNIVERSITY 50TH ANNUAL PUBLIC PURCHASING EDUCATIONAL FORUM
May 1 & 2, 2019
Golden Nugget Hotel
Atlantic City
More details to follow.
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 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.