Public Purchasing

COURSES FOR NEW JERSEY LOCAL GOVERNMENT || SPRING 2020 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%
PP-2201-SP20-1, $982
Morris Plains/Parsippany
Morris County Public Safety Training Academy
500 West Hanover Avenue
Saturday, 5 Sessions
January 4, 11, February 1, 8, 15
9:30 AM – 4:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2201-SP20-2, $982
Williamstown
MACS Business Support Center
Conference Room
2030 N. Black Horse Pike
Tue/Thur*, 4 Sessions
January 14, 16*, 21, 23*+
9:00 AM – 5:00 PM
9:00 AM – 3:00 PM+
Millicent Davis, DBA
Purchasing Supervisor
Gloucester Township BOE (retired)

PP-2201-SP20-3, $982
Sewell
Rowan College at Gloucester County
Instructional Center
1400 Tanyard Road
Tuesday, 8 Sessions
January 21, 28, February 4, 11, 18, 25
March 3, 10
6:00 pm – 10:00 pm
Rick Thomas, Purchasing Agent, Atlantic County Utilities Authority

PP-2202-SP20-1, $967
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 148
Thursday, 10 Sessions
January 9, 16, 23, 30, February 6, 13, 20, 27, March 5, 12
9:00 AM – 12:00 PM
Justine Progebin, QPA
Asst. Business Administrator
North Brunswick

PP-2202-SP20-2, $967
Somerville
Somerset County Administration Building
20 Grove St., 3th Floor
Training Room
Wednesday, 5 Sessions
March 4, 11, 18, 25, April 1
9:00 AM – 3:30 PM
Melissa Kosensky, QPA
Assistant Purchasing Agent
Somerset County

PP-2202-SP20-3, $967
Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Saturday, 5 Sessions
March 7, 14, 21, 28, April 4
10:00 AM – 4:30 PM
Anna Marie Wright
QPA/CCPO
Purchasing Agent
Camden County
PRINCIPLES OF PUBLIC PURCHASING 2, 30 HRS (cont’d)

PP-2202-SP20-4, $967
Morris Plains/Parsippany
Morris County Public Safety Training Academy
500 West Hanover Avenue
Saturday, 5 Sessions
May 2, 9, 16, 30, June 6
9:30 AM – 4:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

Morris Plains/Parsippany
Morris County Public Safety Training Academy
500 West Hanover Avenue
Saturday, 5 Sessions
May 2, 9, 16, 30, June 6
9:30 AM – 4:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2202-SP20-5, $967
Waretown
Ocean County Fire & First Aid Training Center
200 Volunteer Way, Room A
Thursday, 5 Sessions
May 7, 14, 21, 28, June 4
9:00 AM – 4:00 PM
Tammy Bacon, QPA/RPPO

PRINCIPLES OF PUBLIC PURCHASING 3, 30 HRS

PP-2203-SP20-1, $977
Park Ridge
Municipal Building
Conference Room
53 Park Avenue
Saturday, 5 sessions
January 18, 25, February 1, 8, 15
8:30 AM – 4:00 PM
Robert S. Hoffmann
Administrator, Chatham

PP-2203-SP20-2, $977
Egg Harbor Township
Anthony “Tony” Canale Training Center
5033 English Creek Avenue
Friday, 5 Sessions
February 21, 28, March 6, 13, 20
8:30 AM – 4:00 PM
Palma Conover, Purchasing Agent, Atlantic County

MUNICIPAL FINANCE ADMINISTRATION FOR PURCHASING PROFESSIONALS, 26 HRS

PP-2204-SP20-1, $831
Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 202
Wednesday, 5 Sessions
April 1, 8, 15, 22, 29
9:00 AM – 3:30 PM
Susan Jacobucci
Administrator
Paulsboro

QPA EXAMINATION REVIEW, 18 HRS

PP-2240-SP20-1, $663
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 144
Wednesday, 3 Sessions
May 13, 20, 27
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) & Nicola Reid, QPA/RPPO
Purchasing Agent
Stafford Township
Mail registration form and payment to:

PUBLIC PURCHASING PROGRAM
CENTER FOR GOVERNMENT SERVICES
Rutgers Lifelong Learning Center
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901
or fax to 732-932-3586

Please photocopy for multiple registrations

**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) __________________________________

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

BEYOND THE LPCL
PP-2206-SP20-1, $228
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza, Room 150
Wednesday, June 17
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief
DLGS, NJ DCA (Retired)

LPCL RULES
PP-2214-SP20-1, $228
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza, Room 153
Thursday, March 19
9:00 AM – 4:00 PM
Joseph Valenti, Bureau Chief
DLGS, NJ DCA (Retired)

PUBLIC SCHOOL BIDDING
PP-2208-SP20-1, $253
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza, Room 148
Wednesday, April 8
9:00 AM – 4:00 PM
James Shoop, SBA LLC
SBA/BS/PA

INTRODUCTION TO PUBLIC PURCHASING
PP-2210-SP20-1, $168
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 153
Friday, February 21
9:00 AM – 1:00 PM
Ann Marie Spagnola
MPA/QPA (Retired)

PROPER SOURCING: BID?, RFP?, OTHER?
PP-2230-SP20-1, $124
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 153
Tuesday, April 28
3:00 PM – 6:00 PM
David Nenno
CEUnion

SPECIFICATIONS
PP-2211-SP20-1, $126
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 153
Tuesday, April 7
1:30 PM – 4:30 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

EVALUATION TECHNIQUES: COMPETITIVE CONTRACTS
PP-2228-SP20-1, $124
New Jersey Department of General Services
Training Center
5033 English Creek Avenue
Friday, April 3
9:00 AM – 12:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

ANTI-TRUST ISSUES
PP-2229-SP20-1, $124
New Jersey Department of General Services
Training Center
5033 English Creek Avenue
Friday, April 3
1:00 PM – 4:00 PM
Gordon Ball
Procurement Specialist
DLGS, NJ DCA (Retired)

SAVE THE DATE!
RUTGERS UNIVERSITY
51ST ANNUAL PUBLIC PURCHASING EDUCATIONAL FORUM
APRIL 29 & 30, 2020
GOLDEN NUGGET HOTEL
ATLANTIC CITY

ETHICS
PP-2220-SP20-1, $124
Atlantic City
Golden Nugget Hotel
Huron Avenue & Brigantine Boulevard
Grand A
Tuesday, April 28
3:00 PM – 6:00 PM
Susan Jacobucci
Administrator
Paulsboro

GREEN PROCUREMENT 2
PP-2227-SP20-1, $124
Bordentown
Rutgers Eco-Complex
1200 Florence-Columbus Rd.
Room 105/106
Tuesday, March 3
9:00 AM – 12:00 PM
Susan Jacobucci
Administrator
Paulsboro

BASICS OF GREEN PRODUCT PURCHASING
PP-2216-SP20-1, $129
New Brunswick
Rutgers University
Lifelong Learning Center
3 Rutgers Plaza
Room 153
Monday, May 11
9:00 AM – 12:00 PM
Suzanne Taylor, QPA/RPPO
Director of Purchasing
North Bergen

PP-2216-SP20-2, $129
Waretown
Ocean County Fire & First Aid Training Center
200 Volunteer Way
Room A
Monday, May 11
9:00 AM – 12:00 PM
Tammy Fetherman Bacon
QPA/RPPO (Retired)
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 registration fee. In addition, walk-in students must complete 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.

Contact Information
Center for Government Services
Rutgers Lifelong Learning Center
3 Rutgers Plaza, 3rd Floor
New Brunswick, NJ 08901
848-932-4739
www.cgs.rutgers.edu