



## OFFICE OF INSPECTOR GENERAL PALM BEACH COUNTY

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*"Enhancing Public Trust in Government"*

### **Making Government Better: Resources to Strengthen the Procurement Process**

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Public procurement is a critical function of government. It involves dispersing our taxpayers' dollars and demands wise stewardship. The purpose of this Advisory is to provide a list of institutions/associations that offer training and certification courses, a sample of available training classes, and books/publications that provide information on good procurement practices. This is not an exhaustive list; rather it is a starting point for professionals who want to enhance their knowledge, skills and abilities on the topic of public procurement.

#### **Institutions/Associations**

The following institutions/associations provide education and certification opportunities for procurement professionals. For example, the National Institute of Governmental Purchasing offers preparatory classes for professionals wishing to earn the designation of a Certified Professional Public Buyer and/or a Certified Public Procurement Officer.

**National Association of State Procurement Officials (NASPO)** – dedicated to strengthening the procurement community through education, research and communication. ([www.naspo.org](http://www.naspo.org))

**National Institute of Governmental Purchasing (NIGP)** – develops supports and promotes the public procurement profession through premier educational and research programs, professional support and technical services. ([www.nigp.com](http://www.nigp.com))

**National Procurement Institute (NPI)** – education and networking for professionals associated with public sector procurement and supply management. ([www.npicconnection.org](http://www.npicconnection.org))

**Public Procurement Research Center – Florida Atlantic University** – assists the NIGP in providing research and technical assistance, education and training, and publications. ([www.fau.edu/pprc](http://www.fau.edu/pprc))

#### **Educational Courses**

The following is a sample of education courses offered on the topic of public procurement. Courses maybe offered in a traditional classroom setting or on-line.

**Contract Administration in the Public Sector:** addresses contracting from a global perspective by discussing various processes and best practices. (NIGP)

**How to Process and Evaluate Bids:** addresses the fundamentals of how to process and evaluate bids. (NIGP)

**Introduction to Public Sector Procurement:** examines the technical and fundamental procedures basic to public sector procurement, including the solicitation process, types of contacts and contract administration. (Public Procurement Research Center – FAU)

**Public Sector Contract Administration:** an in-depth study of contract administration that focuses on activities in the post award phase of the contract process. (Public Procurement Research Center – FAU)

### **Books/Publications**

The following is a sample of books/publications that provide an array of information on the topic of public procurement.

**Contract Administration in the Public Sector:** focuses on the achievement of stated goals and objectives through contract performance. (NIGP)

**Developing and Managing Requests for Proposals in the Public Sector:** examines the basic knowledge and skills needed by those who choose competitive sealed bidding as the best and most appropriate form for a given solicitation. (NIGP)

**Guidebook to Public Procurement:** provides direction in the purchase of commodities and contractual services; includes best practices from across the state. (Florida Department of Management Services)

**Introduction to Public Procurement:** provides both an overview and an overture into the field of public procurement. (NIGP)

**State & Local Government Procurement: A Practical Guide:** identifies the current forces that are challenging the role of state or local government procurement officer and describes the principals and practices that are at the heart of a procurement system. (NASPO)

**The 2000 Model Procurement Code for State and Local Governments:** provides statutory principals and policy guidelines for managing and controlling the procurement of supplies, services and construction for public purposes. (American Bar Association)

By actively participating in trade groups, taking educational courses and accessing books/publications, procurement staff can enhance their knowledge, skills and abilities; and strengthen government procurement practices so as to maintain wise stewardship over the expenditure of taxpayers' dollars.