

MINNESOTA NIGP PRESENTS..



CPPB Prep Session

Date: February 24-25, 2010

Location: Metro Airports Commission

6040 28th Ave South, Minneapolis MN

Contact Hours: 16 hours

UPPCC Re-Certification Points: 2

Instructor: Bill Davison, CPPO

Course Objective and Intended Outcomes:

In an effort to prepare candidates for the computer-based CPPB exam containing 175 questions, this course provides a review that addresses key information on topics identified in the 2008 UPPCC Body of Knowledge. Considered as a tool to help the student in assessing their own strengths and weaknesses, as they relate to the subject matter, this course is only a part of the candidates overall study plan for preparation. Participation in this class does not guarantee success on the examination.

Course Syllabus:

This course addresses the 10 domain areas identified in the Body of Knowledge.

- Administration aspects of purchasing (19%)
- Procurement requests (17%)
- Solicitation and evaluation of bids/proposals (20%)
- Supplier analysis (8%)
- Negotiation process (3%)
- Contract award and administration (18%)
- Internal/external relationships (9%)
- Materials Management (2%)
- Human Resources/Personnel (2%)
- Forecasting and Strategies (2%)

Registration Fee: (New 2010 Fees)

Register 60 or more days prior: NIGP members pay \$335; Non-members pay \$475

Register 59-30 days prior: NIGP members pay \$360; Non-members \$500

Register 14-29 days prior: NIGP members pay \$410; Non-members \$550.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

To Register Online please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

MN NIGP Seminar Coordinator: Bev Rausch, CPPB; Phone: 952-563-8795
or email: brausch@ci.bloomington.mn.us

For questions regarding registration, please contact Patrice Freeman at the NIGP national office, email: registrationinfo@nigp.org or call: 1.800.367.6447 ext. 276.