

MINNESOTA NIGP PRESENTS



Sourcing in the Public Sector
Date: May 12-14, 2010
Location: Metro Airports Commission
6040 28th Ave South, Minneapolis MN

Contact Hours: 24 hours

UPPCC Re-Certification Points: 3

Instructor: Mr. Peter A. Rigterink, CPPO, CPPB, VCO

Objectives:

- Upon successful completion of this course participants will be able to:
- Describe how to determine responsiveness and responsibility when evaluation suppliers
- Describe how to create and maintain a vendor data base while reaching out to global suppliers/green suppliers/minority suppliers, etc.
- Identify when prequalification is appropriate and methods of prequalifying suppliers and products
- Determine appropriate sourcing strategy while balancing risk and price through market research and the use of pricing and award strategies
- Describe how to develop and maintain short term and long term supplier relationships

Course Outline:

The following is an outline of the material for this course. Practical examples, group exercises and case studies will be utilized throughout the course. The content presented during any given class may vary depending on the background and experience of the participants.

Day One

- A Framework for Sourcing
- Stages in the Solicitation Process
- Requirements Analysis
- Sourcing Suppliers

Day Two

- Specification and Standards
- Authorization and Approvals
- The Sourcing Document:
Instructions & General Terms/Conditions
- The Sourcing Document -
Special Terms and Conditions

Day Three

- The Sourcing Document: Technical Specifications or Statement of Work
- The Sourcing Documents - The Bid Proposal Form
- Receiving, Opening and Evaluating Bid/Proposal Responses
- Post-test

This outline may be modified slightly at the course instructor's discretion.

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
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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.