



Public Purchasing Association of East Texas PRESENTS:

PURCHASING IN A NUTSHELL

LEARN THE OVERALL PURCHASING PROCESS FROM CRADLE TO GRAVE

By

CAROL COOPER

TARGET AUDIENCE: *This program targets individuals involved in purchasing and procurement activities such as buyers/purchasing agents, and contract administrators. The class will take us through the purchasing life cycle from cradle to grave. We will learn best practices and a variety of procurement templates will be provided to use at your agency.*

8:30 to 9:00	Registration and opening remarks by PPAET
9:00 to Noon	<p>Purchasing in a Nutshell Today's purchaser has so many balls to juggle when creating a successful solicitation that results in a successful outcome. Are there any that are more important than others? What exists that will help us not drop any of those balls? What are the best practices? What equals those watch words of purchasing, "fair – open – transparent"? This session will be interactive, drawing from the presenter's understanding of the profession and the experience of the participants. Samples and examples of templates, checklists and forms will be provided. Learning Objectives: 1. Identify procurement best practices in the solicitation process 2. Distinguish the "must do" steps for a successful solicitation 3. Spot the risk in the phases of the solicitation process 4. Understand what needs to be in place before starting</p>
Noon to 1:00	Lunch
1:00 to 2:00	<p>Dos and Don'ts of Bidding and Purchasing This session discusses the Sherman Antitrust and accompanying acts, why they are important for public procurement and how to spot suspicious activity. Anticompetitive scenarios are covered, and examples given. Learning Objectives: 1. Explain the Federal antitrust acts with examples 2. Make aware of the red flags of fraud 3. Describe the various fraud tactics that affect public procurement 4. Emphasize the importance including and verifying non- conclusion and antitrust statements in solicitation documents</p>
2:00 to 3:00	<p>Legislative Update The 86th Legislative Session ended in June of 2017. While procurement specific bills were practically non-existent, there is still plenty of laws that impact our daily lives. This session will cover State and Local Governmental Agencies. Learning Objectives: 1. Create an understanding of the Texas Legislative process 2. Demonstrate how to find and track legislation 3. Review legislation affecting procurement in the 86th legislative session 4. Discuss the impact and the must/shall statutes</p>
3:00 to 4:00	<p>Real Procurement Quandaries Actual real-life public procurement problems/challenges and questions are presented to the class for interactive problem solving. Discussion of the various solutions suggested considering law, ethics and best practices. Learning Objectives: 1. Present procurement questions taken from live situations 2. Brainstorm solutions 3. Identify statutes that affect the solutions 4. Discuss preventative measure</p>



About the Presenter:

CAROL COOPER, C.P.M., CPSM, CPPO

N&C Consulting, Government Procurement and Compliance

Carol has been providing consulting and training on procurement and professional development topics at conferences, workshops and governmental work-sites since 1996. Prior to retirement from the City of Garland, Texas in 2011, Carol was the Director of Materials Management (purchasing and warehouse). She was actively employed in the purchasing and supply profession since 1978. She has both public and private sector experience in a variety of sectors. Carol has served as President for ISMDallas, Chair for ISM Southwest Forum and a trustee for BuyBoard, a governmental cooperative. She is a Charter member of the Texas Public Purchasing Association and served on the TxPPA Board of Directors. She maintains her membership in both the National Procurement Institute (NPI) and NIGP, The Institute for Public Procurement and participates with the local associations of both. She is also a founding Board member of Garland Area MakerSpace. She was honored with a lifetime membership for both NPI and ISM.

Carol is a co-founder of N&C Consulting, specializing in procurement training and solutions. N&C provides one and two-day workshops, conference presentations and public procurement consulting for clients such as: the Texas Public Purchasing Association, Southeast Texas Public Procurement Association, National Procurement Institute, Houston Airport System, Harris County Department of Education, City of Dallas, City of Denton, Town of Addison, Town of Trophy Club, Travis County, Bell County and others.

N&C Consulting has been awarded Cooperative training and consulting agreements with the Allied States Cooperative (ESC 19) and the HCDE cooperative Choice Partners.

Carol is a graduate of the University of Texas at Dallas and holds a lifetime C.P.M. and CPPO

Training Date/Time:	Thursday, April 9 th , 2020 9:00 am – 4:00pm LUNCH WILL BE PROVIDED
Training Location:	The ETCOG Facility 3800 Stone Rd. Kilgore, TX 75662
Registration:	100.00 PPAET members 125.00 Non-members
CEH's:	Credit for education hours for this class are provided (ISM) (NIGP/UPPCC)

This class is limited to 40 attendees so get your registration in TODAY!!