Leaders always choose the harder right, rather than the easier wrong. – Orrin Woodward
Workshop Agenda

4 November 2021
10:00 a.m. – 12:00 p.m.

• 10:00 – 10:05 Introduction (Forrest Benedict)
• 10:05 – 10:30 Administrator Updates (Valerie Bollinger)
• 10:30 – 10:40 State Purchasing Manager Updates (Chelsea Robillard)
• 10:40 – 10:45 Contract Administration Supervisor Updates (Mike Gwinn)
• 10:45 – 11:45 Spotlight on Training and Certification
  • Introduction (Valerie)
  • State of Idaho Procurement Certification (Valerie and Forrest)
  • UPPCC Certification (Derrick Strand, Executive Director, UPPCC)
  • Procurement U (Matt Oyer, Chief Learning Officer, NASPO)
• 11:45 – 12:00 Questions
Introduction

*Forrest Benedict*
Administrator Updates

Valerie Bollinger
CY21 Initiatives

- FSP Donee Shipping
- Statewide Contracts
- Expanded Agency Training Program
- Complete Rollout of Certification Program
- PMO & Process Review
- Transition to Luma
- Metrics Review & Renew
- Commitment to Excellent Performance Management
FSP Donee Shipping

- Can’t make it to Caldwell to pick up FSP property? FSP can ship it!
- If you find property on FSP’s inventory website that can be shipped via FedEx Ground or Express (generally <500 lbs), call FSP and they will package and ship it to you.
- Donee will be charged for the FedEx shipping cost (based on statewide contract pricing); no fee for the boxing.
- FSP Bureau Chief: Sam Sibert (sam.sibert@adm.idaho.gov).
Expanded Agency Training

- This initiative is still in the planning phase, but DOP hopes to start on it by the end of the year.
- Objective: to provide agencies with more tailored training for various audiences (e.g. SMEs, leadership, etc.)
- If you have ideas for how we can make this initiative a success, please let us know. Otherwise, STAY TUNED!
PMO & Process Review

- PMO: implemented
- DOP team is now integrating PMO tools into the procurement process and some contract administration processes.
- We will continue to expand the use of these tools as new opportunities are identified.
- Primary objectives:
  - Increased accountability for DOP and stakeholders
  - Improved efficiency and cycle times
  - Standardized process

- Process Review: in process
- New Templates coming soon to a procurement near you!

Division of Purchasing PMO Initiative

- PMO Tools Include:
  - Project Scope/Re-Scoping Documents
  - Project Charter
  - Project Timeline
  - Status Reports
  - Change Request Form
  - Lessons Learned And More!

DOP has developed a suite of project management tools that will be integrated into various workstreams. The first wave stream to introduce these tools will be the solicitation process.

DOP has 3 Primary Objectives of the PMO initiative:
- Increasing accountability for DOP and stakeholders
- Improving efficiency and cycle times
- Standardizing processes

DOP is excited to implement this new initiative to improve our customer service and project outcomes. Please be patient as we work with you to learn this new process.

Questions? Reach out to a member of the DOP leadership team.

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Primary objectives:
- Increased accountability for DOP and stakeholders
- Improved efficiency and cycle times
- Standardized process

Process Review: in process
- New Templates coming soon to a procurement near you!
Transition to Luma

• Phase I Go Live delayed until July 1, 2022
• DOP continues to work closely with SCO’s Luma team to develop templates and business processes that will meet Agency and DOP needs and maximize the efficiency and transparency of the system
Metrics Review & Renew

• Updated Metrics are available on the DOP and FSP websites

• Objectives were to:
  • Make metrics more valuable to stakeholders and the DOP Team
  • Measure performance
  • Set clear expectations
  • Lessons learned
October Metrics Snapshot

For full metrics, visit the “DOP Analytics” page on the DOP website.
Commitment to Excellent Performance Management

• The DOP Leadership Team is committed to providing our teams with excellent performance management

• The DOP Team has established a set of Team expectations designed to help us meet our vision of DOP as a strategic partner and gold standard

• We value YOUR feedback! Please respond to our cNPS survey, solicitation satisfaction surveys, or reach out directly to a member of the Leadership Team!
Questions
State Purchasing Manager Updates

Chelsea Robillard
DOP Staffing & Project Reassignments

- Who’s new!
- Promotions
- Open positions and recruitment efforts
- Project reassignments
Questions
Contract Administration Supervisor Updates

Mike Gwinn
IPRO & Statewide Contracts

• Contract Renewal & Amendment Template

• Updated Statewide Contract Portfolios

• Assignments, Project Management
SPOTLIGHT ON TRAINING AND CERTIFICATION
State of Idaho Procurement Certification

Valerie & Forrest
Idaho Procurement Certification

- Upgraded virtual trainings
- Simplified certification levels
- Plans for expanding DPA
Questions
UPPCC Certification

Derrick Strand
Executive Director, UPPCC
Five Factors Give Certifications Value

1. The Marketplace
2. Independence
3. Rigor
4. Cost
5. Universal/Global
Benefits to You!

- Agencies recognize the CPPO & CPPB designations as the Universal standards for employment and advancement in public procurement.

- Candidate flexibility in choosing a traditional testing center or remotely proctored exam in your home or office.

- Digital Badge (Credly) providing virtual recognition of Certification.

- Immediate Test Results – Effective May 2022.

- My UPPCC Account: Apply, Credit Hour Tracking, Certification Expiration Reminders, Recertification Training Certificate Repository.
UPPCC Exam Updates/Inputs

- Environmental Scan Project
- Public Procurement Workforce Competency Model Project
- Job Task Analysis Project
- Surveys
- Task Force(s)
- Feedback from certificants, collegial associations
Certified Public Procurement Officer® (CPPO®) - Supervisors of public buyers OR managers of public procurement functions

**CPPO Exam** – designed for management level public procurement professionals. All exam content is based on the necessary competencies of a public procurement leader.

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
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</thead>
<tbody>
<tr>
<td>Bachelor’s Degree</td>
</tr>
<tr>
<td>96 contact hours</td>
</tr>
<tr>
<td>5 years of experience of which a minimum of 3 years is in a management or supervisory position (a min of 50% is public)</td>
</tr>
</tbody>
</table>
**Certified Professional Public Buyer® (CPPB®) -** Perform public purchasing functions (buyers): Non-managerial or supervisory

**CPPB Exam** – designed for non-supervisory level public procurement professionals who are responsible for performing essential functions within the procurement cycle.

<table>
<thead>
<tr>
<th>Minimum Requirements</th>
<th>Option 1</th>
<th>Option 2</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2-year degree</td>
<td>No degree</td>
</tr>
<tr>
<td></td>
<td>72 contact hours</td>
<td>72 contact hours</td>
</tr>
<tr>
<td></td>
<td>3 years experience</td>
<td>5 years experience</td>
</tr>
<tr>
<td></td>
<td>(a min of 50% is public)</td>
<td>(a min of 50% is public)</td>
</tr>
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Changes to the Fall 2021 CPPB & CPPO Exams

New Body of Knowledge & Competency (BoK-C)

<table>
<thead>
<tr>
<th>CPPO Exam</th>
<th>CPPB Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>75 Competency Statements</td>
<td>73 Competency Statements</td>
</tr>
</tbody>
</table>

Both are 175 Questions
Testlets and items that incorporate visual and graphic elements
Immediate scoring effective May 2022

<table>
<thead>
<tr>
<th>CPPO</th>
<th>Domain Areas</th>
<th>CPPO</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>Legal Framework</td>
<td>14%</td>
</tr>
<tr>
<td>17%</td>
<td>Procurement Planning &amp; Analysis</td>
<td>18%</td>
</tr>
<tr>
<td>20%</td>
<td>Sourcing &amp; Solicitation</td>
<td>23%</td>
</tr>
<tr>
<td>17%</td>
<td>Contract Development &amp; Management</td>
<td>21%</td>
</tr>
<tr>
<td>18%</td>
<td>Leadership</td>
<td>11%</td>
</tr>
<tr>
<td>13%</td>
<td>Business Principles</td>
<td>13%</td>
</tr>
</tbody>
</table>
UPPCC Governance

Board of Directors

UPPCC Executive Director

UPPCC Certification Staff

Board of Examiners
UPPCC Partners

NASPO
National Association of State Procurement Officials

CPPC | CCMP
Together in the public eye | Ensemble sous l’œil du public

NAEP
National Association of Educational Procurement
Empowering Procurement Professionals in Higher Education Since 1921™

NIGP
The Institute for Public Procurement

Virginia Association of Governmental Purchasing
Established 1958
Guiding Principles

We have updated our Vision, Mission and Values ...........

Vision
To be the global, premier, independent resource in public procurement.

Mission
To set public procurement standards of knowledge and competency and assess individuals against those standards.

Values
• Integrity
• Excellence
• Passion
• Responsiveness
• Collaboration

.......to reflect the expanded role and vision for UPPCC in global public procurement.
We will focus on three strategic themes (The Three C’s) and six strategic objectives to achieve the new UPPCC vision.

<table>
<thead>
<tr>
<th>Certification</th>
<th>Content</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Update and Upgrade Operations to Improve the Applicant/Candidate Experience</td>
<td>3. Ensure Continuous Exam Cycle Updates for Knowledge, Competency &amp; Resources</td>
<td>5. Increase Opportunities to Connect with the Public Procurement Community</td>
</tr>
<tr>
<td>2. Develop New Products and New Markets to Raise the Bar for the Profession</td>
<td>4. Develop &amp; Share Information with Strategic Partners to Enable Learning &amp; Growth</td>
<td>6. Engage with the New Generation of Public Procurement Professionals</td>
</tr>
</tbody>
</table>
Key Deliverables

• Updated Certification Guide
• New CPPO & CPPB Prep Guide
• New Training Resources
• Updated Website
• Streamlined Processes

Success Measures

• New Strategic Partners
• New Vendor Sponsorships
• Increased Applicant/Certificant Satisfaction Scores
• New & Improved Study Groups

Key Deliverables will drive the desired success measures over the next five years.

Increased Applicants
Increased Certificants
Increased Recertification
New Revenue Streams
UPPCC Certification Guide

UNIVERSAL PUBLIC PROCUREMENT CERTIFICATION COUNCIL

Guide to Applying and Testing for Certification

BEFORE YOU BEGIN YOUR ON-LINE APPLICATION:
For the best on-line user experience, please use the current versions of Google Chrome or Mozilla Firefox web browsers. Internet Explorer has known incompatibilities with the functionality of the site...
Apply Today

- Applicants must have an account with UPPCC via MyUPPCC
- Applications, supporting documentation and payment are all done online
- Track your application status and progress
- Applications are valid for 1 year
- 1-year period begins when application is submitted to UPPCC, not the date of approval
- Allows sufficient time to complete the examination
  - (2 opportunities)
- Allows sufficient time to correct deficiencies
Investment

Welcome to The UPPCC Website

The Universal Public Procurement Certification Council (UPPCC) is an independent entity formed to govern and administer the Certified Public Procurement Officer (CPPO) and Certified Professional Public Buyer (CPPB) certification programs.

The CPPO and CPPB programs are the most highly regarded and well-respected certifications among procurement professionals and their employers in the public sector. To date, the UPPCC has certified well over 13,000 professionals primarily within the US and Canada, but in other nations around the globe.

Find Out More About The UPPCC

New CPPO/CPPB Certification Exams Coming in 2021!

Certification Fees

<table>
<thead>
<tr>
<th></th>
<th>Application fee</th>
<th>Examination fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$240 for members*</td>
<td>$315 for members*</td>
</tr>
<tr>
<td></td>
<td>$365 for non-members</td>
<td>$315 for non-members</td>
</tr>
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</table>

*Member rates are for all UPPCC Partners. Click here for more on becoming a UPPCC Partner.

Exam Schedule

All UPPCC certification examinations are computer-based. Exams will be delivered daily, Monday thru Saturday.
Spring Timeline

Spring Exams: May 2-14, 2022

- Exam App Window Opens: Nov 1
- Apply By: Feb 14
- Apply w/Late Fee By: Feb 28
- Schedule Exam By*: Apr 4

Locate a Test Center
## Important Links

<table>
<thead>
<tr>
<th>Link</th>
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<tbody>
<tr>
<td>Create a MyUPPCC A/C</td>
</tr>
<tr>
<td>CPPB Requirements</td>
</tr>
<tr>
<td>CPPO Requirements</td>
</tr>
<tr>
<td>Certification Guide</td>
</tr>
<tr>
<td>Recertification</td>
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<tr>
<td>CPPB BoK-C</td>
</tr>
<tr>
<td>CPPO BoK-C</td>
</tr>
<tr>
<td>Become a UPPCC Partner</td>
</tr>
<tr>
<td>Volunteer at UPPCC</td>
</tr>
</tbody>
</table>
Contact Us/
Follow Us

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dstrand@uppcc.org
804-814-9921
certification@uppcc.org
www.uppcc.org

www.linkedin.com/company/uppcc78
Questions
Procurement U

Matt Oyer
Chief Learning Officer, NASPO
NASPO Resources

- Procurement U Resources
- Publications and Webinars
- Procurement Pulse Blog and Podcast
- Procurement Toolbox
- Internship Toolkit
- Mentorship Toolkit
FREE Courses

• 40+ contact hours of free learning
• Procurement focused courses, including topics like market research, RFPs, ethics, foundations of procurement and more!

NEW! Skill Focused Catalog
Courses focused on developing professional skills such as data analytics, project management, leadership, and more.

• 40+ on-demand courses and certificates
• 300+ accredited CEUs
Certification Exam Prep Courses
naspo.org/procurementu
NASPO’s Free Publications & Webinars

Publications
• Procurement Toolbox
• Emergency Preparedness Guide
• NASPO Green Purchasing Guide
• Contract Administration Guide
• Reverse Auctions
• Ethics and Accountability

Webinars
How do I access all these great things?

www.naspo.org

www.naspovaluepoint.org

www.naspo.org/procurementu

www.naspo.org/research-innovation/
Thank you!

Matt Oyer
Acting CLO
moyer@naspo.org

procurementu@naspo.org
Questions
Open Discussion
Thank You!

The key to success is to focus on goals, not obstacles. – Success.com