

# Idaho Division of Purchasing



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

Quarterly Workshop  
*4 November 2021*

# 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

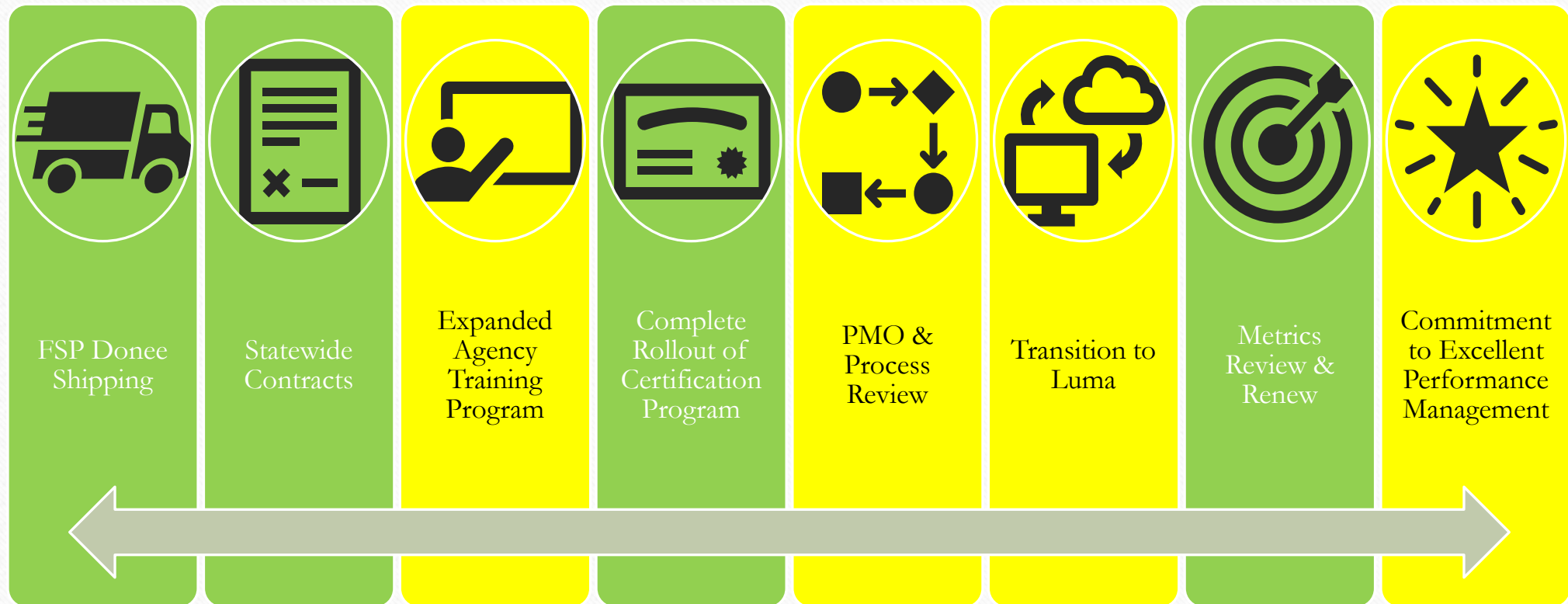
*Forrest Benedict*

# Administrator Updates

*Valerie Bollinger*



# CY21 Initiatives





# FSP Donee Shipping

---

- 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](mailto:sam.sibert@adm.idaho.gov)).



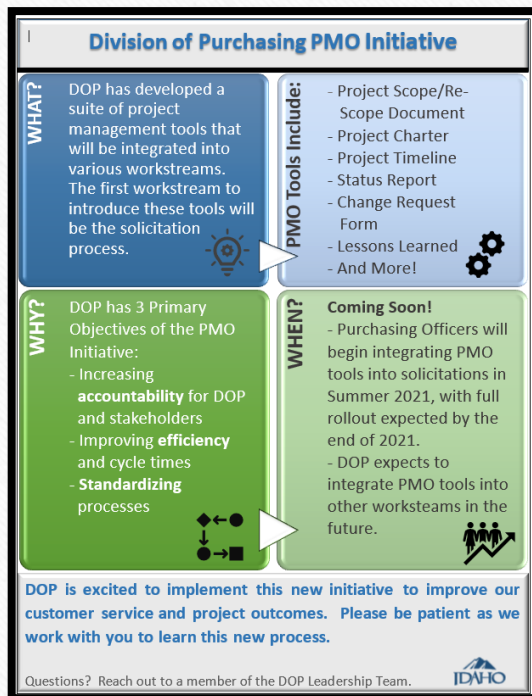
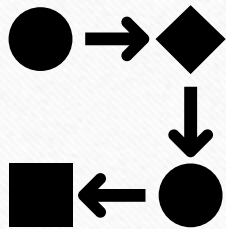


# Expanded Agency Training

---

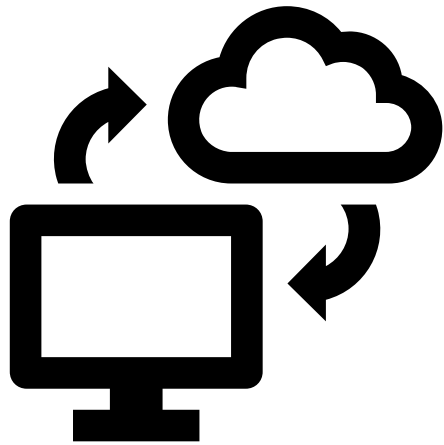
- This initiative is still in the planning phase, but DOP hopes to start on it by the end of the year.
- Objective: to provide agencies with more tailored training for various audiences (e.g. SMEs, leadership, etc.)
- If you have ideas for how we can make this initiative a success, please let us know.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

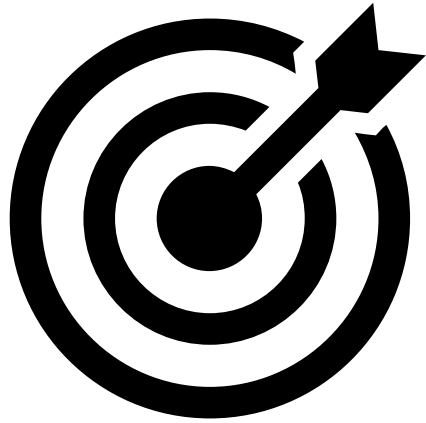




# Transition to Luma

---

- 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

| Division of Purchasing Dashboard |   |  |   |                |  |
|----------------------------------|---|--|---|----------------|--|
| Customer Satisfaction Dashboard  |   |  |   |                |  |
| Net Promoter Score               |   | Solicitation Satisfaction Survey Score |   | Training Score |  |
| Target >8                        |   | Target >8                              |   | Target >8      |  |
| 9.0                              | change from previous reporting cycle<br><br>Net zero gain | 8.1                                    | change from previous reporting cycle<br><br>Net zero gain | 8.1            | change from previous reporting cycle<br><br>-1.3 |

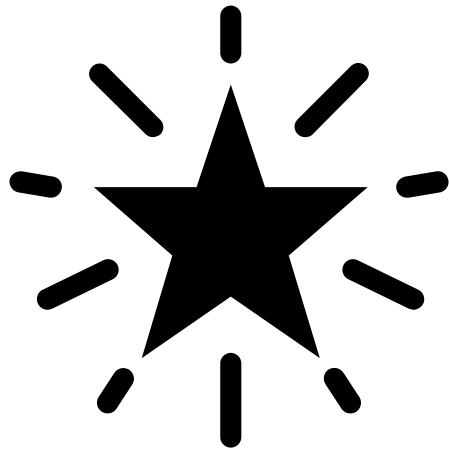


For full metrics, visit the “DOP Analytics” page on the DOP website.

| Procurement Dashboard   |           |  |                  |   |
|---|-----------|--|------------------|---|
| Cycle Time Metrics  |           |  |                  |   |
| Report Date   | 11/1/2021 | Reporting Period   | 5/1/21 -10/31/21 |   |
| RFQ   |           | ITB  |                  | RFP   |
| Distribution of solicitations during reporting period<br>                     |           | Distribution of solicitations during reporting period<br>                      |                  | Distribution of solicitations during reporting period<br>                             |
|   |           |  |                  | FY22 Year to Date <b>\$305,538,784.47</b><br>30 Day Award Summary <b>\$610,254.00</b> |
| Solicitation Cycle Time   |           | Solicitation Cycle Time  |                  | Solicitation Cycle Time   |
| <div>9.2</div> <div>change from previous reporting cycle</div> <div>0.3</div> |           | <div>17.9</div> <div>change from previous reporting cycle</div> <div>0.7</div> |                  | <div>30.1</div> <div>change from previous reporting cycle</div> <div>4.4</div>        |

| Contract Administration Dashboard |  |                         |  |                              |  |
|-----------------------------------|--|-------------------------|--|------------------------------|--|
| Report Date                       | 11/1/2021                                    | Reporting Period        | 5/1/21 - 10/31/21                            |                              |  |
| Amendments - 30 day cycle         |  | Renewals - 30 day cycle |  | Contract Assignments         |  |
|                                   |  |                         |  | Currently Active Assignments |  |
| 7.0                               | change from previous reporting cycle<br>-7.0 | 16.0                    | change from previous reporting cycle<br>-7.0 | 6.0                          | change from previous reporting cycle<br>-1.0 |

| Federal Surplus Dashboard FY22  |  |   |  |   |  |
|---|--|---|--|---|--|
| Report Date   |  | Reporting Period  |  |   |  |
| 11/1/2021   |  | 9/1/21 - 9/30/21  |  |   |  |
| Donations for month   |  | Eligible Donees   |  | Additional Information                                |  |
| Greater than 200 green - 200 to 125 yellow<br>>200<br>200 - 125<br><125 |  | Greater than 250 green - 250 to 225 yellow<br>>250<br>250 - 225<br><225 |  | Active Donees<br>change from previous reporting cycle |  |
| 175   |  | 236   |  | 26<br>-6  |  |
| Donations per month overtime  |  | Average of Eligible Donees overtime                                     |  | Quantity of Items Received                            |  |
| change from previous reporting cycle<br>175.0<br>-16.0                  |  | average for current FY22<br>236<br>239.7                                |  | change from previous reporting cycle<br>454<br>-427.0 |  |



# 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*

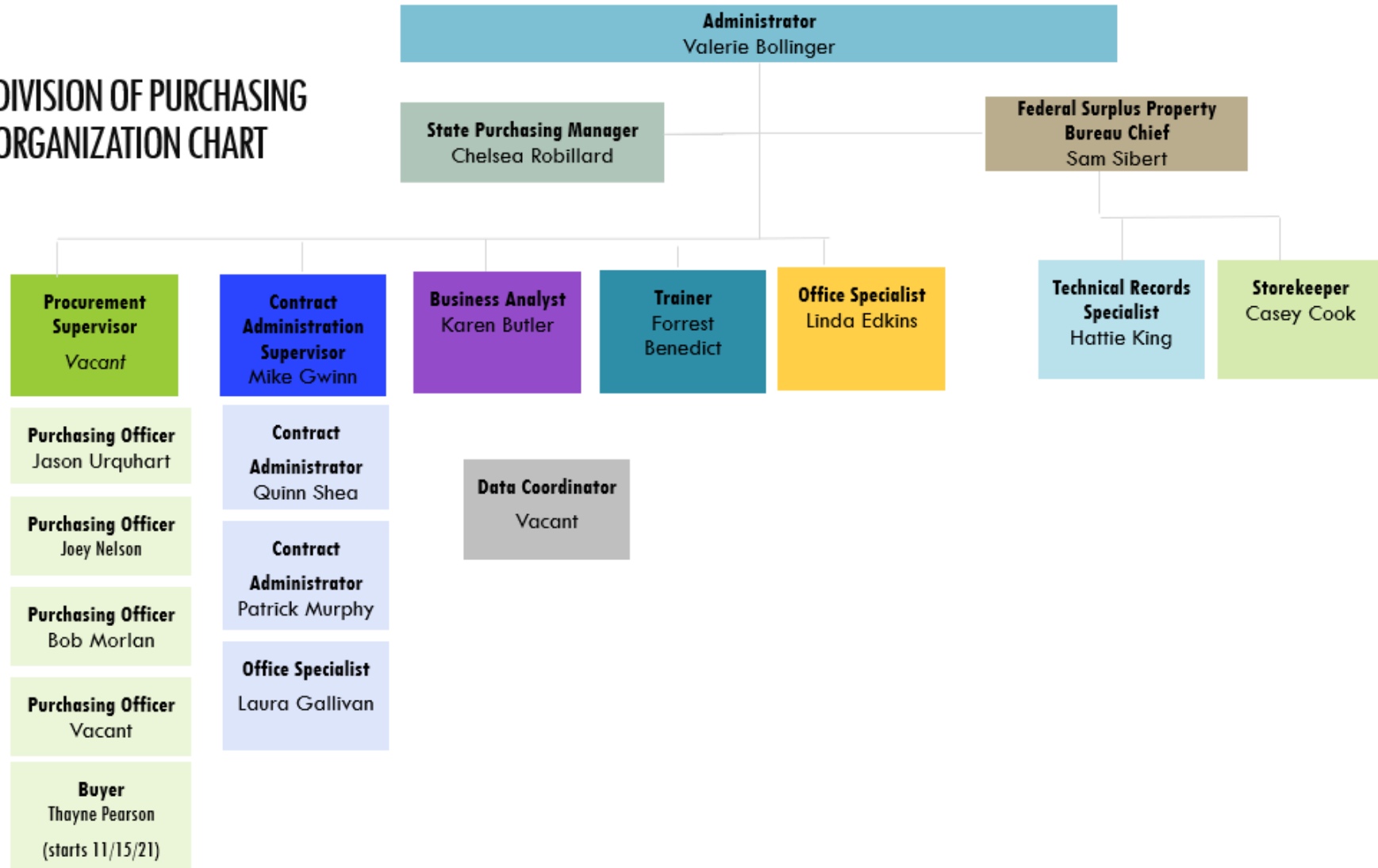


# DOP Staffing & Project Reassignments

- Who's new!
- Promotions
- Open positions and recruitment efforts
- Project reassignments



## DIVISION OF PURCHASING ORGANIZATION CHART





**Questions**



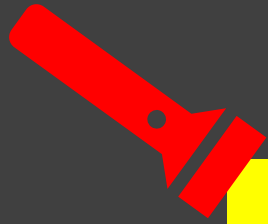
# Contract Administration Supervisor Updates

*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.



# What Does the Marketplace Say?

The screenshot shows the Indeed job search interface. At the top, the browser address bar displays the URL `indeed.com/jobs?q=CPPO&l&vjk=5c989313943f9d4e`. The Indeed logo is on the left, with navigation links for 'Find jobs', 'Company reviews', and 'Find salaries'. On the right, there are links for 'Upload your resume', 'Sign in', and 'Em'. The search bar is divided into 'What' and 'Where' sections. The 'What' section contains the text 'CPPO' and is circled in black. The 'Where' section contains the placeholder text 'City, state, zip code, or "remote"' and a location pin icon. To the right of the search bar is a blue 'Find jobs' button and a link to 'Advanced Job Search'. Below the search bar are several filter buttons: 'Date Posted', 'Remote', 'Salary Estimate', 'Job Type', 'Location', 'Company', and 'Experience Level'. The main content area is divided into two columns. The left column has a header 'Upload your resume - Let employers find you' and a sub-header 'CPPO jobs'. Below this, it says 'Sort by: relevance - date' and 'Page 1 of 419 jobs' (the latter is circled in black). A job listing for 'Procurement Officer Specialist' is shown, with details: 'Virginia Dept of Transportation 3.8 ★', 'Richmond, VA 23219 (Capitol District area) • Remote', and '\$64,000 - \$86,000 a year'. The right column shows a detailed view of the same job listing, including the title 'Procurement Officer Specialist', the company 'Virginia Dept of Transportation' with a 3.8-star rating and 287 reviews, the location 'Richmond, VA 23219 • Remote', and the salary '\$64,000 - \$86,000 a year - Full-time'. It also includes a note: 'You must create an Indeed account before continuing to the company website to apply'. At the bottom of the right column, there is a 'Job details' section with a 'Salary' subsection showing '\$64,000 - \$86,000 a year'.

indeed.com/jobs?q=CPPO&l&vjk=5c989313943f9d4e

indeed Find jobs Company reviews Find salaries Upload your resume Sign in Em

What CPPO Where City, state, zip code, or "remote" Find jobs Advanced Job Search

Date Posted Remote Salary Estimate Job Type Location Company Experience Level

Upload your resume - Let employers find you

CPPO jobs

Sort by: relevance - date Page 1 of 419 jobs

**Procurement Officer Specialist**  
Virginia Dept of Transportation 3.8 ★  
Richmond, VA 23219 (Capitol District area) • Remote  
\$64,000 - \$86,000 a year

The Virginia Department of Transportation's (VDOT) is excited to offer and announce a competitive

**Procurement Officer Specialist**  
Virginia Dept of Transportation ★★★★★ 287 reviews  
Richmond, VA 23219 • Remote  
\$64,000 - \$86,000 a year - Full-time  
You must create an Indeed account before continuing to the company website to apply  
Apply On Company Site

**Job details**  
Salary  
\$64,000 - \$86,000 a year



# 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.

| Minimum Requirements  |
|---|
| Bachelor's Degree   |
| 96 contact hours  |
| 5 years of experience of which a minimum of 3 years is in a management or supervisory position (a min of 50% is public) |

## **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.

| Minimum Requirements                           |  |
|--|--|
| Option 1                                       | Option 2                                       |
| 2-year degree                                  | No degree                                      |
| 72 contact hours                               | 72 contact hours                               |
| 3 years experience<br>(a min of 50% is public) | 5 years experience<br>(a min of 50% is public) |



# Changes to the Fall 2021 CPPB & CPPO Exams

## New Body of Knowledge & Competency (BoK-C)

### CPPO Exam

75 Competency Statements

### CPPB Exam

73 Competency Statements

Both are 175 Questions

Testlets and items that incorporate visual and graphic elements

Immediate scoring effective May 2022

### CPPO

15%  
17%  
20%  
17%  
18%  
13%

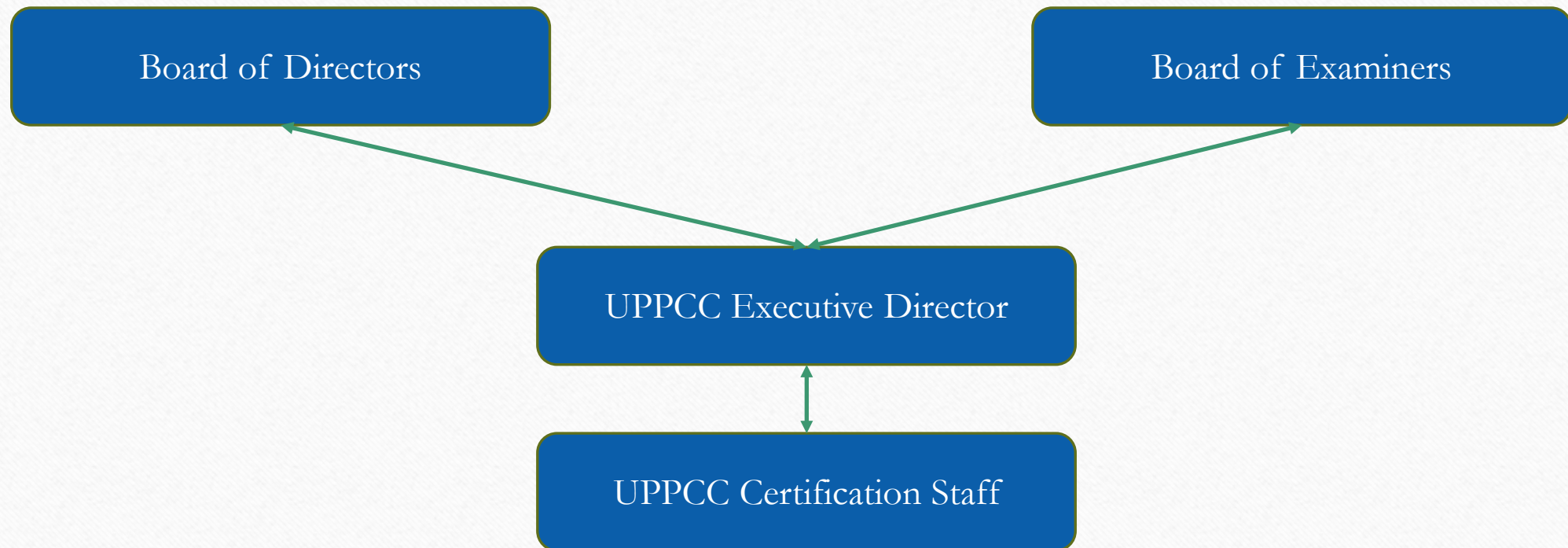
### Domain Areas

Legal Framework  
Procurement Planning & Analysis  
Sourcing & Solicitation  
Contract Development & Management  
Leadership  
Business Principles

### CPPB

14%  
18%  
23%  
21%  
11%  
13%

# UPPCC Governance

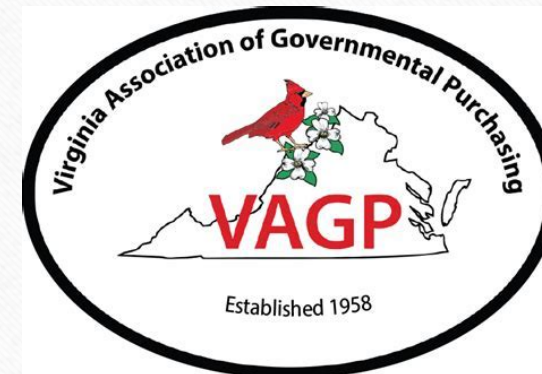




# UPPCC Partners



Empowering Procurement Professionals  
in Higher Education Since 1921™





# Technology Partners



# 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.



# Strategic Themes/Objectives

We will focus on three strategic themes (The Three C's) and six strategic objectives to achieve the new UPPCC vision.

## Certification

1. Update and Upgrade Operations to Improve the Applicant/Candidate Experience
2. Develop New Products and New Markets to Raise the Bar for the Profession

## Content

3. Ensure Continuous Exam Cycle Updates for Knowledge, Competency & Resources
4. Develop & Share Information with Strategic Partners to Enable Learning & Growth

## Community

5. Increase Opportunities to Connect with the Public Procurement Community
6. Engage with the New Generation of Public Procurement Professionals



# Success Measures

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

## Key Deliverables



- Updated Certification Guide
- New CPPO & CPPB Prep Guide
- New Training Resources



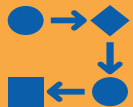
- New Strategic Partners
- New Vendor Sponsorships



- Updated Website



- Increased Applicant/Certificant Satisfaction Scores



- Streamlined Processes



- New & Improved Study Groups



## Success Measures

Increased Applicants  
Increased Certificants  
Increased Recertification  
New Revenue Streams



# UPPCC Certification Guide



## 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 UPPCC site.

uppcc.org/certification



[ABOUT](#) [FAQ](#) [AWARDS](#) [SEARCH](#) [CONTACT US](#)

New CPPO/CPPB Certification Exams Coming in 2021!

[Click here for details](#)

**Certification** - Choose either CPPO or CPPB to get started or check out the Comparison to find the UPPCC Certification that's right for you

[Certification Overview](#)

[CPPO](#)

[CPPB](#)



The CPPO program is geared towards individuals in leadership and management positions within a public/governmental entity. These individuals may or may not be performing the buying for the public entity, but do either supervise a staff of buyers, the procurement department, the public agency, etc. or manage at least one essential function of the procurement cycle (i.e. contracting).

[For Complete Program Details Review The Certification Guide](#)

[Eligibility Requirements](#)



# 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

https://uppcc.org/Certification

https://uppcc.org



[ABOUT](#) [FAQ](#) [AWARDS](#) [SEARCH](#) [CONTACT US](#)

New CPPO/CPPB Certification Exams Coming in 2021! [Click here for details](#)



[Login To MyUPPCC](#)

[Become Certified](#)

[Stay Certified  
With Recertification](#)

## 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](#)



[ABOUT](#) [FAQ](#) [AWARDS](#)

New CPPO/CPPB Certification Exams Coming in 2021! [Click here for details](#)

[+ #8 Test for Your Certification](#)

[+ #9 Earn your CPPB Certification](#)

## Certification Fees

Application  
fee

\$240 for members\*  
\$365 for non-  
members

Examination  
fee

\$315 for members\*  
\$315 for non-  
members

\*Member rates are for all UPPCC Partners. [Click here](#) for more on becoming a UPPCC Partner.

## Exam Schedule

All UPPCC certification examinations are delivered on a computer at a Prometric testing center. 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

[Create a MyUPPCC A/C](#)

[CPPB Requirements](#)

[CPPO Requirements](#)

[Certification Guide](#)

[Recertification](#)

[CPPB BoK-C](#)


[CPPO BoK-C](#)

[Become a UPPCC Partner](#)



[Volunteer at UPPCC](#)

[www.linkedin.com/company/  
uppcc78](http://www.linkedin.com/company/uppcc78)






[Home](#)
[My Network](#)
[Jobs](#)
[Messaging](#)


# THE PREMIER, INDEPENDENT, INDUSTRY LEADING CREDENTIALS IN PUBLIC PROCUREMENT



## UPPCC - Universal Public Procurement Certification Council

Helping procurement professionals and employers on their journey to certification.

Non-profit Organization Management · Lexington, Kentucky · 1,195 followers


Esther works here · 2 employees

[Following](#)
[Visit website](#)
[More](#)


[Home](#)
[About](#)
[Posts](#)
[Jobs](#)
[People](#)
[Insights](#)

### About

The Universal Public Procurement Certification Council (UPPCC) is an independent certification body formed to govern and administer the Certified Public Procurement Officer (CPPO) and Certified Professional Public Buyer (CPPB) certification programs. The CPPO and CPPB credentials are highly regarded and respected among procurement... see more

[See all details](#)

### Page posts




#### UPPCC - Universal Public Procurement Certification Council

1,195 followers · 1d

Excited about our new partnership with NAEP!

UPPCC WELCOMES NAEP AS A UPPCC PARTNER




Lexington, KY August 17, 2023 To formalize their commitment to work together to ensure the continued growth, development and global recognition of their Certified Public Procurement Officer and Certified Professional Public Buyer certification programs, a Memorandum of Understanding (MOU) has been signed between Universal Public Procurement Certification Council (UPPCC) and the National Association of Public Employment (NAEP).

With the signing of this MOU, NAEP has become an official UPPCC Partner. The UPPCC Partner program was established to build a community around business professional organizations and the UPPCC's Certified Public Procurement Officer and Certified Professional Public Buyer certification programs. The UPPCC Partner program is designed to provide a platform for organizations to share their expertise and resources, and to provide a forum for the exchange of information and ideas. The UPPCC Partner program is a key component of the UPPCC's commitment to providing the highest quality certification programs to the public procurement profession.

NAEP has been a UPPCC Partner since 2018. NAEP has a long history of partnership with the UPPCC. This MOU is a formalization of the partnership and a commitment to continue to support the UPPCC's mission to provide the highest quality certification programs to the public procurement profession.

UPPCC and NAEP will continue to work together to ensure the continued growth, development and global recognition of their Certified Public Procurement Officer and Certified Professional Public Buyer certification programs. The UPPCC Partner program is a key component of the UPPCC's commitment to providing the highest quality certification programs to the public procurement profession.

For more information, please visit the UPPCC website at [www.uppcc.org](#) or the NAEP website at [www.naep.org](#).

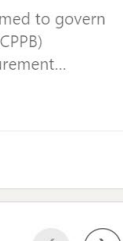


#### UPPCC - Universal Public Procurement Certification Council

1,195 followers · 2d

Featuring one of our new CPPB's, **Kelly Pittman**! Congrats again!

...see more



"This certification solidifies my place in the public procurement world and proves that with hard work, anything is possible."  
- Kelly Pittman, CPPB, MPA





**Questions**

# Procurement U

*Matt Oyer*

*Chief Learning Officer, NASPO*



- Research
- Professional Development
- Publications
- Conferences
- Cooperative contracts

**YOUR PARTNER**

**NASPO**<sup>TM</sup>

**National Association of  
State Procurement Officials**

**NASPO**

**ValuePoint**<sup>TM</sup>



**Procurement**



# NASPO Resources



Procurement  
U Resources



Publications  
and Webinars



Procurement  
Pulse Blog  
and Podcast



Procurement  
Toolbox



Internship  
Toolkit



Mentorship  
Toolkit





# PROCUREMENT U

## FREE COURSES - GIVE BACK PROGRAM

### 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.

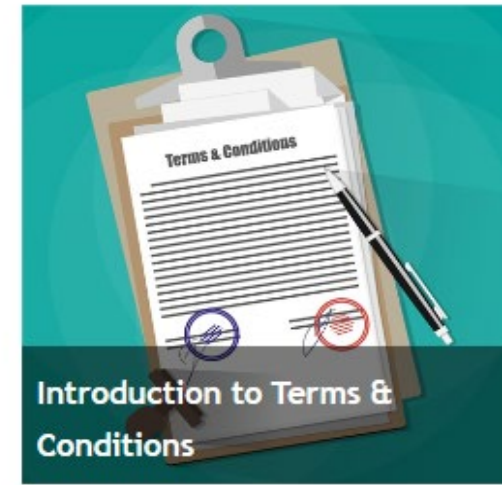
- 40+ on-demand courses and certificates
- 300+ accredited CEUs



**Introduction to Sole Source  
Procurement**



**Negotiations 104: Introduction  
to Negotiations**



**Introduction to Terms &  
Conditions**



**Introduction to Requests for  
Proposals**



**Market Research Strategies**



**Introduction to Market  
Research**

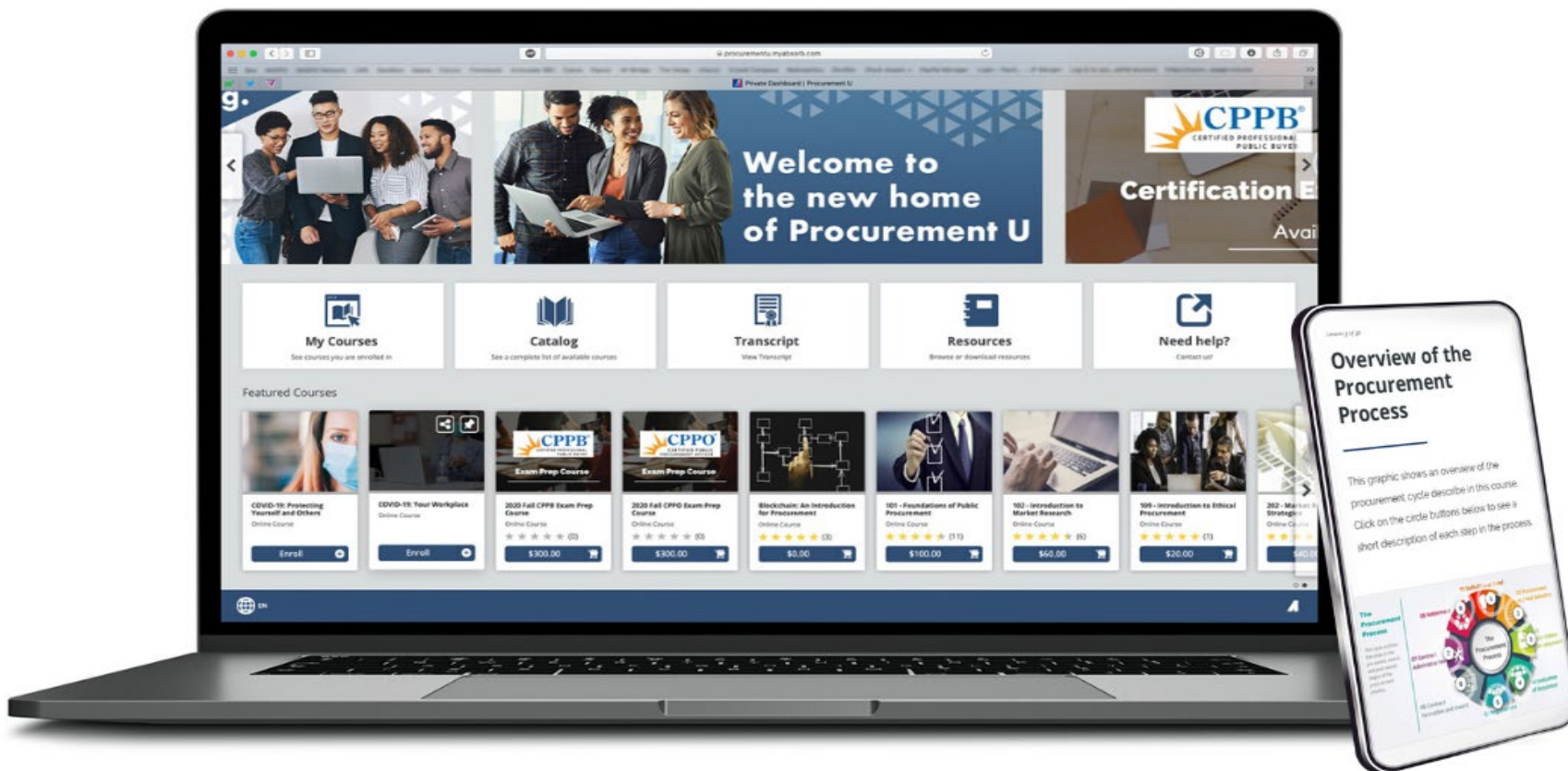






# Certification Exam Prep Courses

---



[naspo.org/procurementu](https://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](http://www.naspo.org)

[www.naspovaluepoint.org](http://www.naspovaluepoint.org)

[www.naspo.org/procurementu](http://www.naspo.org/procurementu)

[www.naspo.org/research-innovation/](http://www.naspo.org/research-innovation/)



# Thank you!



Matt Oyer  
*Acting CLO*

[moyer@naspo.org](mailto:moyer@naspo.org)

[procurementu@naspo.org](mailto:procurementu@naspo.org)



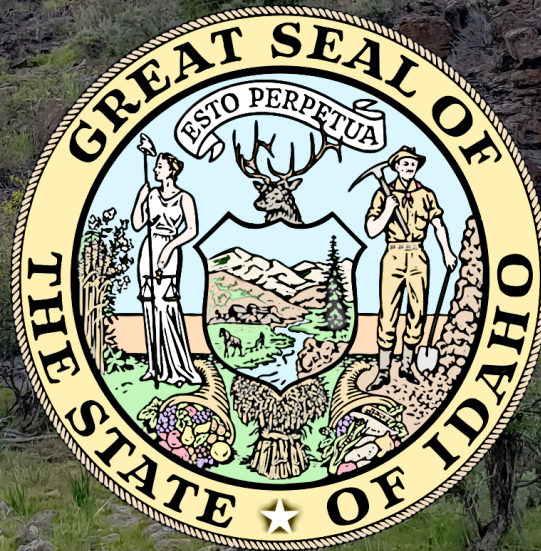
**Questions**



# Open Discussion



# Thank You!



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