



Course Title:	Introduction to Cooperative Procurement
Delivery Method:	Web Based Training (WBT) - Self Paced
Contact Hours:	2 Hour
Registration:	\$40 discounted rate; \$70 standard rate Log on to the <a href="#">Procurement U Learning Management System</a> (LMS) to register, access the course and materials.
Course Contact:	Please contact <a href="mailto:procurementu@naspo.org">procurementu@naspo.org</a> for troubleshooting or any questions pertaining to the course. The NASPO staff will respond to you promptly.

**Course Description:**

This course is designed to help current public procurement professionals understand the role and use of cooperative procurements. This will include covering the use, benefits and characteristics of the different types of cooperative contracts. The use of statewide contracts, national cooperatives and the General Service Administration schedules are discussed. Furthermore, learners will explore the due diligence process for selecting a cooperative contract.

Suggested Audience: Procurement Assistants (administrative support, warehouse inventory manager, warehouse inventory support staff) and buyers (entry-level buyers, intermediate buyers)

**Goal(s):**

To provide procurement officers with an understanding of the fundamental concepts of cooperative procurements.

**Learning Objectives:**

Upon completion of this course participants will be able to:

- Identify the defining characteristics of cooperative procurement.
- Discuss best practices in cooperative procurement.
- Differentiate between the uses of cooperative contracts.
- Discuss the characteristics of a cooperative solicitation.
- Identify and describe your own state policy on cooperative contracts.
- Identify existing national cooperative organizations.

**Assessment of Learning:**

The participant's learning will be assessed through the completion of a post-test at the end of the course. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post exam is required for the course to be considered complete and eligible for continuing education contact hours.

**Universal Public Procurement Certification Council (UPPCC):**

Certified Public Procurement Buyer (CPPB) Body of Knowledge \_ Domain I Procurement Administration, Domain II Sourcing

Certified Public Procurement Officer (CPPO) Body of Knowledge \_ Domain I Procurement Administration, Domain II Sourcing

**Course Materials:**

Syllabus and course materials are located in the [108 - Introduction to Cooperative Procurement Community](#) discussion thread.

**References and Recommended Readings**

1. Ettinger, M.S. and Altman, J.C. "Compliance with Most Favored Customer Clauses: Giving Meaning to Ambiguous Terms While Avoiding False Claims Allegations," *Notre Dame Law Review Online*, Vol. 90 Issue 1 (12-2014) [http://scholarship.law.nd.edu/ndlr\\_online/vol90/iss1/1/](http://scholarship.law.nd.edu/ndlr_online/vol90/iss1/1/)
2. McCue, C. P., & Johnson, B. R. (2010). *Strategic procurement planning in the public sector*. Herndon, VA: National Institute of Government Purchasing.
3. NASPO, *Strength in Numbers: An Introduction to Cooperative Procurements* (2017). <http://www.naspo.org/Publications>
4. NASPO. (2015). Chapter: 12 Cooperative Purchasing, State and local government procurement; A practical guide (2nd ed.) (pp. 299-300).
5. National Institute of Government Purchasing (Rev. for 2010 ed.) Public procurement dictionary ~~terms~~ The comprehensive reference public purchasing terms and concepts. Herndon, VA. Online version: <http://www.nigp.org/home/find-procurement-resources/dictionary-of-terms>
6. National Institute of Government Purchasing (2012), *Public Procurement Practice, Use of Cooperative Contracts for Public Procurement* available at <http://www.nigp.org/docs/default-source/New-Site/global-best-practices/cooperativecontracts.pdf?sfvrsn=4>.
7. Nelson, J., and LoBosco, J. "Understanding the WSCA-NASPO Cooperative Purchasing Organization: It's Time to Invite the Elephant Out of the Corner," *Public Contract Law Journal*, Vol 44, No. 1, Fall 2014 (Chicago: American Bar Association, 2014) ("ABA WSCA-NASPO")
8. *State and Local Model Procurement Code* (Rep.). (2000). American Bar Association website: <http://apps.americanbar.org/dch/committee.cfm?com=PC500500>

**Additional Resources**

US Communities YouTube Channel: <https://www.youtube.com/user/USCommunitiesVideos>

NASPO ValuePoint YouTube Channel:

<https://www.youtube.com/channel/UCKN2yal76Xjjsmk800Zy-uw>

**Course Information:**

- Internet Connection
- Access to [LMS](#)
  - Visit the [108 - Introduction to Cooperative Procurement Community](#) to engage in discussion with other participants.
  - To learn how to change your email setting, please click [HERE](#).

**Course Structure:**

This is a web-based training (WBT) that is self-paced and not facilitated by an instructor. Participants determine when, where and at what speed they complete the training. In order to enhance engagement and learning, relevant podcast recordings and videos have been included. Additionally, there are interactive elements, and exercises incorporated into the course that require the user to apply their own knowledge and experiences. Real life examples and links to public resources have been included as well. Please note that this course does not have narration.

**Course Completion:**

A certificate is available at the completion of the course and is found in the [Transcript](#) menu. Click on the **Action** button next to the course record and choose the **Print Certificate** option. You can export the certificate as a PDF and/or print it for your records.

**Cancellation & Refund Policy:**

All cancellations must be made in writing and emailed to [procurementu@naspo.org](mailto:procurementu@naspo.org). Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the end of the class. After the course has ended, no refunds will be issued. No-shows will not be refunded.

In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.