Course Title: Introduction to Cooperative Procurement

Delivery Method: Web Based Training (WBT) – Self Paced

Contact Hours: 2 Hours

CEUs Available: Upon completion of all course requirements (described below), participants are eligible to receive .2 CEUs

Registration: $40 discounted rate; $70 standard rate. Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.

Course Contact: Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. Procurement U staff will respond 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:
1. Determine the defining characteristics of cooperative procurement.
2. Identify best practices in cooperative procurement.
3. Determine the uses of cooperative contracts.
4. Recall various existing national cooperative organizations and their value to your agency’s cooperative purchasing.
5. Identify common limitations associated with cooperative procurement.
6. Determine the benefits of cooperative procurement.

Assessment of Learning:
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 units (CEUs).

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

References and Recommended Readings


Additional Resources

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

NASPO ValuePoint YouTube Channel: https://www.youtube.com/channel/UCKN2yal76Xjismk800Zy-uw

Course Technology Requirements:
- Internet Connection
- Access to Procurement U LMS
- Ability to play and listen to audio through computer speakers or headphones

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 Requirements for CEUs:**
In order to receive CEUs, participants in this course are required to show mastery of the learning outcomes. This is shown through completion of the course post-test. Participants must receive a score of 80% or higher to complete the post-test. Completion of the post test is required for the course to be considered complete and eligible for continuing education units (CEUs).

A certificate of completion showing earned CEUs is available at the completion of the course and is found in the **Transcript** menu. 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. 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.

**Proprietary Interest Policy:**
Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

**Privacy and Information Security Policy:**
NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please click here.