Core Competency Addressed in this Class:
Managing Work
Describe purchasing processes and procedures required to prepare RFP’s and bids and to administer contracts.

Class Duration: One Day

Objective:
This class provides government professionals with a broad overview of both traditional and innovative procurement concepts in order that they might use them to obtain higher quality and less costly supplies, equipment and services for the betterment of their agencies and the taxpayer.

Desired Learning Outcomes:
By the end of this class the participant should be able to:
1. Describe purchasing practices in use today, and at least one new innovation that they can put to use right away.
2. Identify which purchasing techniques are available for each of the following purchases/contracts: supplies, equipment, professional services.
3. Identify the strengths and weaknesses of their organization’s purchasing process.
4. Explain the bid/RFP process.
5. Explain the essentials for administering and monitoring contracts executed as a result of a bid/RFP.

Instructor:
Cheryl Oliva is the former Purchasing Director for the City of Milwaukee, where she designed and implemented many innovative efficiencies in the procurement process. She currently works...
as an independent management consultant specializing in organizational effectiveness and efficiency.