



## Overview of Public Procurement

Kansas City, MO

April 20-21, 2026

### Instructors:

- Mike Mucha, Deputy Executive Director, GFOA

### Outline / Agenda

#### Day 1

Time*	Training Material	Description	
<b>4/20/26</b>	<b>1. Why Procurement? (Core)</b>		
Objectives:			
<ul style="list-style-type: none"> <li>• Understand the basic principles of public procurement</li> <li>• Identify strategies to better integrate procurement and finance</li> <li>• Explore procurement ethics and how to apply commonly held values to everyday situations</li> <li>• Review components of a procurement policy</li> </ul>			
8:30-11:00	Presentation / Discussion	<ul style="list-style-type: none"> <li>• What is procurement?</li> <li>• Current Topics in Procurement</li> <li>• Start with Why. Purpose of Procurement</li> <li>• Establishing a Procurement Function               <ul style="list-style-type: none"> <li>○ Policies</li> </ul> </li> <li>• Compliance               <ul style="list-style-type: none"> <li>○ Procurement Authority</li> <li>○ Competitive Standards</li> <li>○ Federal Procurement Standards</li> </ul> </li> </ul>	
11:00-12:00	Exercise	<ul style="list-style-type: none"> <li>• Procurement Ethics</li> </ul>	Exercise 1

Time*	Training Material	Description	
<b>4/20/26</b>	<b>2. Procurement and Government (Operational)</b>		
Objectives:			
<ul style="list-style-type: none"> <li>• Learn best practices for common procurement processes</li> </ul>			
1:00 – 3:30	Presentation	<ul style="list-style-type: none"> <li>• Efficiency               <ul style="list-style-type: none"> <li>○ Purchase Requisitions and Purchase Orders</li> <li>○ Supplier Management</li> <li>○ P-Cards</li> </ul> </li> </ul>	
3:30 – 4:00		<ul style="list-style-type: none"> <li>• Procurement Staffing               <ul style="list-style-type: none"> <li>○ Centralized vs. Decentralized</li> </ul> </li> </ul>	
4:00 – 4:30	Exercise	<ul style="list-style-type: none"> <li>• Common Issues with Procurement Policies</li> </ul>	Exercise 2



## Day 2

Time*	Training Material	Description	
<b>4/21/26</b>	<b>3. Procurement and Government (Operational)</b>		
Objectives:			
<ul style="list-style-type: none"> <li>Learn best practices for common procurement processes</li> </ul>			
8:30 – 11:00	Presentation	<ul style="list-style-type: none"> <li>Competition               <ul style="list-style-type: none"> <li>Bids, RFPs, and RFQs</li> <li>Exceptions to Competition</li> </ul> </li> <li>Facilitating the RFP Process               <ul style="list-style-type: none"> <li>Market Research</li> <li>Writing Specifications</li> <li>Supplier Outreach</li> <li>Evaluation Team Facilitation</li> </ul> </li> <li>Cooperative Purchasing</li> </ul>	
11:00 – 12:00		<ul style="list-style-type: none"> <li>Contract Management               <ul style="list-style-type: none"> <li>Risk Management</li> </ul> </li> </ul>	

Time*	Training Material	Description	
<b>4/21/26</b>	<b>4. Strategic Role for Procurement (Strategic)</b>		
Objectives:			
<ul style="list-style-type: none"> <li>Identify how to apply a more strategic role for procurement</li> <li>Understand technologies available to assist public procurement processes</li> </ul>			
1:00 – 4:00	Presentation	<ul style="list-style-type: none"> <li>Strategic Procurement               <ul style="list-style-type: none"> <li>What is Strategic Procurement?</li> <li>Finance and Procurement Collaboration</li> </ul> </li> <li>Skillsets for Modern Procurement</li> <li>Improving Procurement Outcomes               <ul style="list-style-type: none"> <li>Performance Measures</li> </ul> </li> </ul>	
3:00 – 3:30	Discussion	<ul style="list-style-type: none"> <li>GFOA Financial Foundations Framework</li> </ul>	
3:30 – 4:00	Exercise and Wrap Up	<ul style="list-style-type: none"> <li>Creating an Action Plan for Procurement</li> <li>Wrap Up and Overview</li> </ul>	
4:00 – 4:30	Discussion	<ul style="list-style-type: none"> <li>Questions</li> </ul>	

\* All times are listed in CDT.