



**Overview of Public Procurement
Virtual Workshop**

March 13, 14, 15, 2023

Instructors:

- Mike Mucha, Deputy Executive Director / Director, Research and Consulting, GFOA

Outline / Agenda

Time*	Training Material	Description	
3/13	1. Why Procurement?		
Objectives:			
<ul style="list-style-type: none"> • Understand the basic principles of public procurement • Identify strategies to better integrate procurement and finance • Explore procurement ethics and how to apply commonly held values to everyday situations 			
1:00 – 3:30	Presentation / Discussion	<ul style="list-style-type: none"> • Who is involved in the procurement function? • Basic Procurement Components • Purpose of Procurement • Procurement Policies and Legal Framework • Procurement Ethics 	
3:30 – 4:00	Exercise	<ul style="list-style-type: none"> • Ethics 	Exercise 1

Time*	Training Material	Description	
3/14	2. Procurement and Government		
Objectives:			
<ul style="list-style-type: none"> • Review components of a procurement policy • Learn best practices for common procurement processes 			
1:00 – 3:30	Presentation	<ul style="list-style-type: none"> • Purchasing Policies • Purchase Requisitions and Purchase Orders • Contract Management • P-Cards • Standard Processes and Competition <ul style="list-style-type: none"> ○ Bids and RFPs ○ Supplier Management 	
3:30 – 4:00	Exercise	<ul style="list-style-type: none"> • Rethinking Procurement Process 	Exercise 2

Time*	Training Material	Description	
3/15	3. Evolution of Public Procurement		
Objectives:			
<ul style="list-style-type: none"> • Identify how to apply a more strategic role for procurement • Understand technologies available to assist public procurement processes 			
1:00 – 1:45	Presentation	<ul style="list-style-type: none"> • Procurement Maturity Model • Strategic Role for Procurement <ul style="list-style-type: none"> ○ Customer Service ○ Role of the Procurement Officer ○ Government Service as a Network • NPI Model for Procurement Excellence 	
1:45– 2:30	Presentation	<ul style="list-style-type: none"> • Procurement and Finance <ul style="list-style-type: none"> ○ Budgeting ○ Capital Planning ○ Grants ○ Cash Flow Analysis 	
2:30– 3:00	Exercise	<ul style="list-style-type: none"> • Better Integrating Procurement and Finance 	
3:00 – 3:30	Presentation	<ul style="list-style-type: none"> • Procurement in a Rapidly Changing Environment <ul style="list-style-type: none"> ○ Case Study: IT Procurement 	
3:30 – 4:00	Discussion	<ul style="list-style-type: none"> • Questions 	

* All times are listed in EDT.