



SYLLABUS

Procurement Fundamentals

Course Description

This introductory course provides an overview of basic terminology and practices in public procurement. The various types of solicitation will be discussed such as Request for Quotation, Invitation to Bid, and Request for Proposal. Each procurement need for a good or service is unique, and knowing when to use which type of solicitation is key to a procurement professional's success.

Online Format

This course is delivered entirely online and can be completed at a pace determined by the student. A variety of learning methods will be used including the following:

- Instructional videos on key concepts
- Discussion blog posts with other students
- Reading assignments on specific procurement topics
- Research on leading procurement practices
- Writing assignments consisting of short topical papers
- Online examinations focusing on key concepts

Course Objectives

The objective of this course is to introduce students to key terminology and methods of public procurement. Students will learn about the history of procurement, as well as current trends and future opportunities. At the conclusion of the course, participants should be able to do the following:

- Acquire an understanding of public procurement principles
- Consider the differences between public and private sector procurement
- Identify key terminology associated with public procurement
- Gain an appreciation for the impact of the public procurement profession

Resources

All resources needed for this course will be provided at no additional cost. This includes industry articles, procurement case studies, and topical videos.

Contact Hours

Upon completion of this online course you will receive a Certificate of Completion for eight (8) contact hours (CH) of continuing education which can be downloaded from your online account. All our courses qualify for CH credit for certification programs offered by UPPCC, NIGP, ISM, and NCMA.



Course Outline

Module	Topics
1	Introduction to Procurement • Scope of public procurement • Key terminology related to procurement • Common procurement methods
2	Evolution of Procurement • History of procurement globally • Organizational placement • Case studies and examples
3	Public Procurement Environment • Ethical considerations • Strategic vs. tactical procurement • Public case studies, best practices
4	Trends and Future Opportunities • Professionalism and certification • Leadership opportunities • Current leading trends

Instructor

This course is developed and led by Darin Matthews, FNIGP, CPPO, CPSM, NIGP-CPP. He brings over 25 years of procurement management experience and is one of the most widely published practitioners in the world. In addition to authoring several books and articles, Darin has served on the faculty for University of California, Portland State University, and Florida Atlantic University. From 2020 to 2022 he served as host of the podcast, The Evolution of Procurement. Darin holds a bachelor's degree in Business and masters degrees in Acquisition Management and Educational Technology.

Assistance

For assistance or questions about this course please feel free to reach out to your instructor for the course. Darin Matthews, Instructor darinmatthews@gmail.com