



New York City  
Procurement Policy  
Board

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**TO:** Mayor Bill de Blasio  
Comptroller Scott M. Stringer  
City Council Speaker Melissa Mark-Viverito

**FROM:** Wayne H. Ho, Chair, Procurement Policy Board  
Lisa Flores, Member, Procurement Policy Board  
Arva Rica, Member, Procurement Policy Board  
Mathew Wambua, Member, Procurement Policy Board  
Maya Wiley, Member, Procurement Policy Board

**DATE:** May 21, 2015

**SUBJECT:** Professional Standards and Certification for Agency Contracting Officers

## BACKGROUND

Pursuant to § 311 of the Charter, the Procurement Policy Board issues this annual report setting forth the professional standards for agency contracting officers adopted by the Mayor, including any applicable certification process.

By way of Executive Order 38 of 1992, the New York City Procurement Training Institute (PTI) was established to provide, among other things, training and education programs for City personnel in professional skills necessary for the procurement of goods, services and construction by City agencies. Local Law 20 and Executive Order 121 of 2008 charged the Mayor's Office of Contract Services (MOCS) with promulgating professional development standards for the City's senior procurement staff. The PTI Certification program was created with goal of ensuring that the agencies are regularly trained on the best practices in procurement methods and policies.

## CERTIFICATION OVERVIEW

All senior procurement personnel of Mayoral Agencies, including Agency Chief Contracting Officers (ACCOs), Deputy Agency Chief Contracting Officers (DACCOs), and relevant MOCS staff, are required to complete an initial PTI certification within the first 2 years of their appointment and thereafter, to recertify every 5 years.<sup>1</sup> Although certification is not required for other agency procurement staff, pursuant to the approval of the ACCO and the availability of funding, such staff persons may pursue city certification.

For initial PTI certification, 20 qualifying points are required and can be satisfied by procurement experience, and attending and/or teaching relevant coursework. There are 2 required courses in the PTI curriculum for certification: Ethics/Legal Compliance and Automated Procurement Tracking (APT) Training. For recertification, which is required every 5 years, 15 qualifying points are necessary and can be accomplished by teaching and/or attending relevant coursework. Other areas of professional experience that can generate qualifying points are: achievement and maintenance of certification status from other accrediting organizations; participation in professional conferences, membership organizations, and (for those whose attendance record is deemed excellent) monthly ACCO meetings; and publication of procurement-related material. These other areas of professional experience can be applied for initial PTI certification as well. For additional

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<sup>1</sup> PTI Certification was only required for ACCOs at agencies with greater than \$1M annual procurement volume and for DACCOs at agencies with procurement volumes over \$5M annually. That requirement was expanded in September 2014 to include all ACCOs and DACCOs regardless of the agency's procurement volume.

information on the certification program, see the Professional Standards Framework for Certification and Training of NYC's Procurement Staff contained in the index.

## **MANDATORY TRAINING: PROCUREMENT ETHICS & APT TRAINING**

It is essential that public procurement professionals are highly trained and held to a high degree of excellence. To that end, public employees have the responsibility to uphold the City's underlying procurement policy related to ethics. PPB Rule § 1-03(a) requires that all public employees responsible for the expenditure of taxpayer dollars take the appropriate measures to ensure that their conduct does not violate the public trust placed in them. The mandatory PTI Ethics/Legal Compliance course reinforces the City's procurement policy by educating participants on the core ethical concepts arising in the procurement context such as accountability for compliance, conflicts of interest avoidance, confidentiality and openness in government. The course also explores the historical evolution of the Mayor's procurement authority. Through use of interactive and creative problem solving techniques, the PTI Ethics/Legal Compliance course teaches participants how to identify and address ethical issues that might arise in today's procurement world.

In addition to the ethics course, PTI participants are required to obtain APT training to satisfy the program certification requirements. The APT system allows agencies to more accurately develop, track and report on agency procurement activity. The system also allows agency procurement staff to electronically share documents and approve contract actions, thus increasing procurement accountability, transparency and timeliness. Understanding how to use this system is imperative to all procurement staff to track procurements throughout the process. The APT training serves to provide a basic overview of the APT system and best practices on completing daily procurement tasks.

## **PTI SURVEY**

In October 2014, a survey was conducted for the purpose of better understanding the professional training needs of the City's procurement staff. The survey results revealed that 69% of the 25 participants do not participate in any other form of professional development training aside from the PTI Certification program, and that 76% would be more inclined to attend PTI courses if they were accredited Continuing Legal Education (CLE) courses. Majority of participants prefer other class formats currently not being offered through the certification program, such as: Hands on experience (83%), Interactive/Scenario based learning (63%), Web based or online seminars (63%) and System demonstrations (54%). Survey participants also expressed an interest for additional courses on Information Technology Purchasing (67%), Cost and Price Analysis (59%), Contract Administration (58%), and CSP Preparation & Proposal Evaluation Skills (54%). MOCS is exploring how to best implement as many of these suggestions into the PTI Certification program.

## **PROGRAM EXPANSION**

Since the survey, the PTI Certification program has expanded to provide additional skill enhancement training through the development, operation and maintenance of procurement best practices. In the fall 2014, several courses were included to the PTI curriculum intended to build on principles for effective procurement. These courses comprised of the following: Subcontractor Tracking, Working with HHS Accelerator, and NYC Nonprofit Assistance-Building Capacity for Program Evaluation. This spring of 2015, courses included to the curriculum focused on various procurement methods and contracting techniques. These courses included: Intergovernmental Procurements; Introduction to Procurement; Small Purchase Procurements; NYC Nonprofit Assistance – Approaching Foundation & Responding to RFP's; NYC Nonprofit Assistance-Intro to Fundraising Planning; and Contract Negotiation Techniques.

In November 2014, the LL34 Compliance/Doing Business Accountability (DBA) training was incorporated again into the PTI curriculum, in order to provide procurement staff with an overview of Local Law 34 of 2007 (LL34) requirements, which expanded the New York City Campaign Finance Act by mandating disclosure and limiting contributions from organizations and individuals that have business dealings with the City. In collaboration with the Department of Citywide Administrative Services (DCAS), MOCS offers this training session to agency contracting and legal staff for the purpose of providing insight on the background and requirements of LL34, and detailed instructions on how to complete a Doing Business Data form. Due to the high demand of the training, MOCS has increased the course offerings to over 30 classes for the spring 2015 PTI semester.

## **INDICATORS**

During Fiscal 2014, 590 individuals attended one or more of the 31 PTI classes offered, though some participants attended multiple courses throughout the year. Although many courses were geared toward assisting City procurement staff with their professional responsibilities, attendees included various other agency staff members of both Mayoral and Non-Mayoral agencies. In Fiscal 2014, 18 individuals received initial PTI certifications and another 14 were recertified. Since the program's inception in 2006, over 150 procurement professionals (119 consisting of agency procurement staff) have received PTI certification with an additional 50 accounting for recertified staff.

## **INDEX**

### Supplementary Materials for Review

- a. Professional Standards Framework
- b. PTI Certification Application
- c. PTI Recertification Application
- d. Spring 2015 Catalogs

cc: Lisette Camilo, Director, Mayor's Office of Contract Services and City Chief Procurement Officer

## Professional Standards Framework for Certification and Training of NYC's Procurement Staff

- I. Requirements for Initial Certification** – Mandatory for all ACCOs, DACCOS, and MOCS staff as designated by CCPO – **20 points must be achieved within 2 years of appointment OR within 2 years of effective date of this requirement, whichever is later.**

Area	Point Value
<b>Procurement Experience (Mandatory) Two Years of Service is Mandatory</b>	<b>(Minimum = 2 Pts.; Maximum= 5 Pts.)</b>
Service in procurement professional capacity with City government or other gov't entity	1 Point/Year
<b>College/Graduate Education</b>	<b>(Maximum = 8 Points)</b>
(Highest degree now held from accredited institution) <ul style="list-style-type: none"> <li>• Doctorate</li> <li>• Master's Degree</li> <li>• Bachelor's Degree</li> <li>• Associate Degree</li> </ul>	8 Points 6 Points 4 Points */ 3 Points ** 2 Points */ 1 Point ** * Procurement-related field (e.g., business, law, public administration) ** Other field
<b>Procurement Course Work (Mandatory)</b>	<b>(Minimum = 7 Points)</b>
<b>A. Hours/Credits Earned in Last 5 Years</b> May be comprised of courses offered by entities cited below or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.	
<b>PTI Courses</b> <ul style="list-style-type: none"> <li>• <b>Generic Course</b> (e.g., Cost and Price Analysis; LEAP Courses)</li> <li>• <b>City Specific Course</b> (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)</li> <li>• Ethics/Legal Compliance Course - <b>Mandatory</b></li> </ul>	1 Point/7 Course Hours 2 Points/7 Course Hours  2 Points/Course
<b>NIGP, NAPM or other like professional organization courses</b>	1 Point/7 Course Hours
<b>College or university procurement related courses</b> (completed with at least a C or, if applicable, passing grade)	2 Points/Course
<b>City procurement related courses (e.g., VENDEX, FMS)</b>	1 Point/Course
<b>APT Trainings/Courses - Mandatory</b>	1 Points/Course
<b>Procurement related CLE/CPE courses</b>	1 Point/Course
<b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance)	1 Point/Course
<b>B. Procurement/ Procurement Related Courses Taught in Last 5 Years</b> PTI Other Approved Entity	4 Points/Course Title 3 Points /Course Title
<b>Other Professional Activities</b>	<b>Maximum to Count Toward Cert.</b>
<b>Other than NYC Procurement Certification</b> (highest level currently held) <ul style="list-style-type: none"> <li>• NIGP CPPO</li> <li>• NIGP CPPB</li> <li>• ISM CPM Certification</li> <li>• ISM APP Certification</li> <li>• Certification from another accredited institution</li> </ul>	<b>(Maximum = 5 Points)</b> 5 Points 4 Points 3 Points 2 Points (Points TBD by CCPO)
<b>Participation/Attendance in Last 5 Yrs. in Prof'l Activities Approved by CCPO</b> <ul style="list-style-type: none"> <li>• Participation as Speaker/Instructor/Panel Member @ Approved Prof'l Conf.</li> <li>• Attendance @ Approved Prof'l Conf.</li> <li>• Excellent Attendance @ MOCS/ACCO Monthly Mtgs. (per CCPO Determination)</li> <li>• Officer (ACCO or DACCO) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO</li> <li>• Member (Procurement Professional other than ACCO or DACCO, i.e. Procurement Analyst) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO</li> </ul>	<b>(Maximum = 12 Points)</b> 2 Points/Conference 1 Point/Conference 2 Points 2 Points  1 Point
<b>Procurement Related Publication</b> <ul style="list-style-type: none"> <li>• Articles, manuscripts, text materials</li> </ul>	<b>(Maximum = 3 Points)</b> 1-3 Points (determined by CCPO)

**II. Requirements for Re-Certification** – Mandatory for all ACCOs, DACCOs, and MOCS Staff as designated by CCPO) – **15 points must be achieved w/in 5 yrs. of certification/re-certification** -- must include 6 coursework points.)

Area	Point Value
<b>College/Graduate Education</b>	<b>(Maximum = 8 Points)</b>
<ul style="list-style-type: none"> <li>• Doctorate Degree</li> <li>• Master's Degree</li> <li>• Bachelor's Degree</li> <li>• Associate Degree</li> </ul>	Points = difference betw. point value of degree achieved in last 5 yrs. & point value credited for prior degree.  8 Points 6 Points 4 Points */ 3 Points ** 2 Points */ 1 Point ** * Procurement-related field (e.g., business, law, public administration) ** Other field
<b>Procurement Course Work (Mandatory)</b>	<b>(Minimum =6 Points, incl. 2 points for procurement ethics/legal compliance)</b>
<b>A. Hours/Credits Earned in Last 5 Years</b> May be comprised of courses offered by entities cited below or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.  <b>PTI Courses</b> <ul style="list-style-type: none"> <li>• <b>Generic Course</b> (e.g., Cost and Price Analysis; LEAP Courses) 1 Point/7 Course Hours</li> <li>• <b>City Specific Course</b> (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts) 2 Points/7 Course Hours</li> <li>• <b>Ethics/Legal Compliance Course - Mandatory</b> 2 Points/Course</li> </ul> <b>NIGP, NAPM or other like professional organization courses</b> 1 Point/7 Course Hours  <b>College or university procurement related courses</b> (completed with at least a C or, if applicable, passing grade) 2 Points/Credit  <b>City procurement related courses (e.g., VENDEX, FMS)</b> 1 Point/Course  <b>Procurement related CLE/CPE courses</b> 1 Point/Course  <b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance) 1 Point/Course	
<b>B. Procurement/ Procurement Related Courses Taught in Last 5 Years</b> PTI 4 Points/Course Title Other Approved Entity 3 Points /Course Title	
<b>Other Professional Activities</b>	<b>Maximum to Count Toward Recert.</b>
<b>Other than NYC Procurement Certification</b> (highest level currently held) <b>Maximum = 5 Points)</b> <ul style="list-style-type: none"> <li>• NIGP CPPO 5 Points</li> <li>• NIGP CPPB 4 Points</li> <li>• ISM CPM Certification 3 Points</li> <li>• ISM APP Certification 2 Points</li> <li>• Certification from another accredited institution (Points TBD by CCPO)</li> </ul>	
<b>Participation/Attendance in Last 5 Yrs. in Prof'l Activities Approved by CCPO</b> <b>(Maximum = 12 Points)</b> <ul style="list-style-type: none"> <li>• Participation as Speaker/Instructor/Panel Member @ Approved Prof'l Conf. 2 Points/Conference</li> <li>• Attendance @ Approved Prof'l Conf. 1 Point/Conference</li> <li>• Excellent Attendance @ MOCS/ACCO Monthly Mtgs. (per CCPO Determination) 2 Points/5 yr. Cycle</li> <li>• Officer (ACCO or DACCO) During Last 5 Yrs. of Prof'l Procurement Org. 2 Points</li> <li>• Member (Procurement Professional other than ACCO or DACCO, i.e. Procurement Analyst) During Last 5 Yrs. of Prof'l Procurement Org. 1 Point</li> </ul>	
<b>Procurement Related Publication</b> <b>(Maximum = 6 Points)</b> <ul style="list-style-type: none"> <li>• Articles, manuscripts, text materials 1-3 Points (determined by CCPO)</li> </ul>	

### III. Requirements for Other Procurement Staff

Certification is not required for other agency procurement staff. However, pursuant to the approval of the ACCO and the availability of funding, such staff persons may pursue City Certification, as described above.

As an alternative to certification, however, **any agency procurement staff member who is assigned any procurement signatory authority above the micro-purchase level shall be required to take at least 1 course every two years**, as a condition of such signatory authority. This requirement will also be applied prospectively to all Mayoral ACCOs and DACCOs from agencies whose procurement volumes fall below the respective \$1 million and \$5 million thresholds.

Other appropriate agency procurement staff, as determined by the ACCO, should also be strongly encouraged to take at least one procurement course every two years, as part of their continued professional development.

# Application for Initial Procurement Training Institute Certification

*Complete the application in its entirety. Please use a blank sheet to submit additional information if needed and include all applicable attachments.*

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Each of the areas where one can claim points towards certification, as detailed below, require documentation. Please attach appropriate documentation supporting the following, as appropriate:

- *Procurement related work experience (a resume will suffice)*
- *Hours/Credits earned in the last 5 years*
- *Procurement related courses taught in the last 5 years*
- *Other than NYC Procurement certification(s)*
- *Documentation that will support points awarded at CCPO discretion*

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*I hereby affirm that I have read and understand the program information as outlined in the Professional Training Initiative Application for Certification, version September 2014 and agree to the policies and procedures as described in the corresponding version of the Professional Standards Framework for Certification and Training of NYC's Procurement Staff. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead MOCS staff will forfeit my right to certification.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit completed application and required documentation to:

**Mayor's Office of Contract Services**  
**Attn: Mersida Ibric**  
**253 Broadway, 9<sup>th</sup> Floor**  
**New York, NY 10007**

**Phone: 212-442-6359**

# Application for Initial Procurement Training Institute Certification

**Requirements for Initial Certification** – Mandatory for all ACCOs, all DACCOs, and MOCS staff as designated by CCPO.

**20 points must be achieved within 2 years of appointment OR within 2 years of effective date of this requirement, whichever is later.**

Please use attachments to provide further information, such as date(s) classes taken/taught or other supporting documentation.

Questions	Point(s) Value	Quantity	Your Points
<b>Years of Service in a Procurement Related Position</b>			
(Minimum = 2 Pts.; Max. = 5 Pts.)			
<b>Please Note Two Years of Service is a Mandatory Requirement.</b>			
How many years of service in procurement professional capacity with City government or other government entity do you have?	1 Point/Year		
<b>College/Graduate Education</b>			
(Maximum = 8 Points) Highest degree now held from accredited institution) * Procurement-related field (e.g., business, law, public administration)			
<b>** Other field</b>			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point **		
<b>Procurement Course Work (Mandatory)</b>			
(Minimum 7 Points, including 2 points for procurement Ethics/Legal Compliance Course and 1 point for APT Training/Course)			
<b>A. Hours/Credits Earned in Last 5 Years</b>			
May be comprised of courses offered by entities cited on application or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.			
<b>PTI Courses</b>			
<b>Generic Course</b> (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
<b>City Specific Course</b> (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
<b>Ethics/Legal Compliance Course</b>	2 Points/Course <b>MANDATORY</b>		
<b>NIGP, NAPM or other like professional organization courses</b>	1 Point/7 Course Hours		
College or university procurement related courses (completed with at least a C or, if applicable, passing grade)	2 Points/Course		
<b>City procurement related courses</b> (e.g., VENDEX, FMS)	1 Point/ Course		
<b>APT Trainings/Courses</b>	1 Point/Course <b>MANDATORY</b>		
<b>Procurement related CLE/CPE courses</b>	1 Point/Course		
<b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance)	1 Point/Course		



# Application for Initial Procurement Training Institute Certification

B. Procurement/ Procurement Related Courses Taught in Last 5 Years			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
Other Professional Activities			
Other than NYC Procurement Certification (highest level currently held)			(Maximum = 5 Points)
NIGP CPPO	5 Points		
NIGP CPPB	4 Points		
ISM CPM Certification	3 Points		
ISM APP Certification	2 Points		
<b>Certification from another accredited institution</b>	(Points TBD by CCPO)		
Participation/Attendance in Last 5 Yrs. in Professional Activities Approved by CCPO			(Maximum = 12 Points)
Participation as Speaker/Instructor/Panel Member at Approved Prof'l Conf.	2 Points/Conference		
Attendance at Approved Prof'l Conf.	1 Point/Conference		
Excellent Attendance at MOCS/ACCO Monthly Mtgs. (CCPO Determination)	2 Points		
Officer During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	2 Points		
Member During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	1 Point		
Procurement Related Publication			(Maximum = 3 Points)
Articles, manuscripts, text materials (CCPO Determination)	1-3 Points		

Individual Submission		MOCS Approval
Years of Service	_____	_____
College/Graduate Education	_____	_____
Procurement Course Work		
Ethics/Legal Compliance (Mandatory)	_____	_____
PTI Classes Taken	_____	_____
Procurement Related Classes Taught*	_____	_____
Other Professional Activities*		
<i>Other than NYC Certification</i>	_____	_____
<i>Participation in Other Activities Approved by CCPO</i>	_____	_____
<i>Procurement Related Publication</i>	_____	_____
Total Points	_____	_____

\*Points awarded at the discretion of the CCPO

Approved by Lisette Camilo, CCPO \_\_\_\_\_

Date \_\_\_\_\_

# Application for Procurement Training Institute Recertification

Complete the application in its entirety. Please use a blank sheet to submit additional information if needed and include all applicable attachments.

Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Each of the areas where one can claim points towards certification, as detailed below, require documentation. Please attach appropriate documentation supporting the following, as appropriate:

- *Hours/Credits earned in the last 5 years*
- *Procurement related courses taught in the last 5 years*
- *Other than NYC Procurement certification(s)*
- *Documentation that will support points awarded at CCPO discretion*

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*I hereby affirm that I have read and understand the program information as outlined in the Professional Training Initiative Application for Certification, version September 2014 and agree to the policies and procedures as described in the corresponding version of the Professional Standards Framework for Certification and Training of NYC's Procurement Staff. I affirm that the statements and information set herein this application are true and correct, and that any falsification or willful misstatements or omissions intended to mislead MOCS staff will forfeit my right to certification.*

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit completed application and required documentation to:

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**Attn: Mersida Ibric**  
**253 Broadway, 9<sup>th</sup> Floor**  
**New York, NY 10007**  
  
**Phone: 212-442-6359**

# Application for Procurement Training Institute Recertification

**Requirements for recertification** – Mandatory for all ACCOs, DACCOs, and MOCS staff as designated by CCPO – **15 points must be achieved within 5 years of certification/re-certification** -- must include 5 coursework points.)

Please use attachments to provide further information, such as date(s) classes taken/taught or other supporting documentation.

Questions	Point(s) Value	Quantity	Your Points
<b>College/Graduate Education</b>			
Points = difference between point value of degree achieved in last 5 years and point value credited for prior degree			
* Procurement-related field (e.g., business, law, public administration)			
** Other field			
Doctorate	8 Points		
Master's Degree	6 Points		
Bachelor's Degree	4 Points */ 3 Points **		
Associate Degree	2 Points */ 1 Point *		
<b>Procurement Course Work (Mandatory)</b>			
(Minimum 5 Points, including 2 point for procurement Ethics/Legal Compliance)			
<b>Hours/Credits Earned in Last 5 Years</b>			
May be comprised of courses offered by entities cited on application or any other entity approved by CCPO. For non-matriculated college/university courses, only courses taken <u>subsequent</u> to highest degree credited above are eligible in this category.			
<b>PTI Courses</b>			
<b>Generic Course</b> (e.g., Cost and Price Analysis; LEAP Courses)	1 Point/7 Course Hours		
<b>City Specific Course</b> (e.g., City Specific Contracting; Contracting via Competitive Sealed Bidding; Purchasing Off of NYS Contracts)	2 Points/7 Course Hours		
<b>Ethics/Legal Compliance Course</b> – may be generic or City-specific (credit is subject to CCPO approval)	2 Points (as above) <b>MANDATORY</b>		
<b>NIGP, NAPM or other like professional organization courses</b>	1 Point/7 Course Hours		
<b>College or university procurement related courses</b> (completed with at least a C or, if applicable, passing grade)	2 Points/Credit		
<b>City procurement related courses</b> (e.g., VENDEX, FMS)	1 Point/ Course		
<b>APT Trainings/Courses</b>	1 Point/Course		
<b>Procurement related CLE/CPE courses</b>	1 Point/Course		
<b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance)	1 Point/Course		
<b>B. Procurement/ Procurement Related Courses Taught in Last 5 Years</b>			
PTI	4 Points/Course Title		
Other Approved Entity	3 Points/Course Title		
PTI Faculty Management (approved by CCPO)	1 Point/Year		

# Application for Procurement Training Institute Recertification

Other Professional Activities			
<b>Other than NYC Procurement Certification (highest level currently held)</b>			<b>(Maximum = 5 Points)</b>
NIGP CPPO	5 Points		
NIGP CPPB	4 Points		
ISM CPM Certification	3 Points		
ISM APP Certification	2 Points		
Certification from another accredited institution	(Points TBD by CCPO)		
<b>Participation/Attendance in Last 5 Yrs. in Professional Activities Approved by CCPO</b>			<b>(Maximum = 12 Points)</b>
Participation as Speaker/Instructor/Panel Member at Approved Prof'l Conf.	2 Points/Conference		
Attendance at Approved Prof'l Conf.	1 Point/Conference		
Excellent Attendance at MOCS/ACCO Monthly Mtgs. (CCPO Determination)	2 Points		
Officer During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	2 Points		
Member During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO	1 Point		
<b>Procurement Related Publication</b>			<b>(Maximum = 3 Points)</b>
Articles, manuscripts, text materials (CCPO Determination)	1-3 Points (determined by CCPO)		

	Individual Submission	MOCS Approval
College/Graduate Education	_____	_____
Procurement Course Work	_____	_____
Ethics/Legal Compliance (Mandatory)	_____	██████████
PTI Classes Taken	_____	██████████
Procurement Related Classes Taught*	_____	██████████
Other Professional Activities*		
<i>Other than NYC Certification</i>	_____	██████████
<i>Participation in Other Activities Approved by CCPO</i>	_____	██████████
<i>Procurement Related Publication</i>	_____	██████████
 Total Points	 _____	 _____

\*Points awarded at the discretion of the CCPO

Approved by Lisette Camilo, CCPO \_\_\_\_\_

Date \_\_\_\_\_

## 2015 Spring Semester PTI Schedule

### **PIP Subcontractor Tracking – January 22, 2015 (1:30pm-5:00pm) – CANCELLED DUE TO LOW REGISTRATION**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

### **NYC Nonprofit Assistance: Nonprofit Revitalization Act – January 27, 2015 (9:00am-12:30pm)**

How does the Nonprofit Revitalization Act affect my board in audit oversight? This law includes new audit and review thresholds and the expectation of board members in oversight has changed. This training will cover the various changes to the law and steps your board and staff must take to be in compliance with the new rules.

*Targeted to nonprofit executives and program managers, registration required.*  
Please visit <https://a002-oom03.nyc.gov/rsvp1/rsvp2> to register.

### **PIP Subcontractor Tracking at DDC – January 30, 2015 (11:00am-1:00pm; 2:00pm-4:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

### **PIP Subcontractor Tracking – February 19, 2015 (1:30-5:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

### **Ethics/Legal Compliance – February 26, 2015 (9:00am-5:00pm)**

In this course participants will learn about core ethical concepts arising in the procurement context such as accountability for compliance, conflicts of interest avoidance, confidentiality and openness in government. The course also explores the historical evolution of the Mayor's procurement authority. The course uses an interactive approach and creative problem solving techniques to teach how to identify and address ethical issues that might arise in the procurement world.

### **Procurement Law for Beginners – March 5, 2015 (1:30pm-5:00pm)**

This course presents a basic introduction to the legal framework for City procurements. City procurements are governed by State Law, the Charter, the Administrative Code, and the PPB Rules. The class will discuss these rules and how they apply to the decisions procurement professionals make every day in solicitations, evaluations, responsibility determinations and more. The class is an opportunity for program staff to understand the rules that procurement professionals have to follow.

**APT (Automated Procurement Tracking) Basics – March 12, 2015 (12:30pm - 5:00pm)**

This course is designed for new APT users to learn about the system. It will provide you with the information you need to complete your tasks in the system. The attendees should have basic procurement knowledge.

**PIP Subcontractor Tracking – March 17, 2015 (1:30-5:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

**Local Law 63 Compliance – March 19, 2015 (1:30pm-5:00pm)**

This course provides an overview of Local Law 63 of 2011, which governs displacement in City contracting. During this training session, agency contracting and legal staff will learn:

- The background and requirements of Local Law 63
- How to conduct a displacement analysis
- How to put together the Local Law 63 annual contracting plan
- How to conduct a cost-benefit analysis

**Understanding the VENDEX Process – March 25, 2015 (9:00am-12:30pm)**

In this course, participants will learn about the Vendor Information Exchange System (VENDEX), the City's primary tool for determining vendor responsibility. Participants will learn VENDEX policies and procedures as well as how to query the database. The objective of the class is to understand the VENDEX statute and other legal requirements for determining vendor responsibility; to learn about the various VENDEX forms and the information vendors are required to provide; how to use the VENDEX system, including how to conduct queries and initiate vendor name checks; to understand the sources of information that appear on the VENDEX system and how to analyze this information in making responsibility determinations.

**NYC Nonprofit Assistance: Approaching Foundation & Responding to RFPs - March 25, 2015 (9:00am-12:30pm)**

This workshop is designed for Capacity Building Grantees that want to learn best practices in building relationships with foundation and elected officials to secure funding for great projects and programs. The more preparation you do as an organization before making an ask, the better your chances of success. From knowing what a foundation is looking for in a grantee to being able to articulate project goals and objectives in a government request for proposal, asking for money should be part of a well-paced, thoughtful process.

*Targeted to nonprofit executives and program managers, registration required.*  
Please visit <https://a002-oom03.nyc.gov/rsvp1/rsvp2> to register.

**Intergovernmental Procurements – March 26, 2015 (1:30pm-5:00pm)**

In this class, participants will learn how to procure goods and services through New York State Office of General Services (OGS) and federal General Services Administration (GSA)

Contracts. Participants will also learn proper solicitation procedures for OGS and GSA intergovernmental contracting, relevant local, state, and federal rules that govern such contracting, and best practices.

**Vendor Responsibility/Determinations – April 14, 2015 (1:30pm-5:00pm)**

In this course, participants will learn about the vendor responsibility process as governed by the Procurement Policy Board Rules. Participants will learn skills on how to analyze data and will be provided resources to help research prospective vendors. Objectives include understanding the legal requirements for determining vendor responsibility, including VENDEX; to review policies and processes for submitting responsibility determinations to MOCS/Comptroller; to learn skills that will enable agency personnel to gather and analyze data on prospective vendors; to learn how to gather vendor information from the Internet and other resources, including VENDEX, Lexis and other governmental databases; step by step instructions on how to query Internet and other online resources.

**NYC Nonprofit Assistance: Intro to Fundraising Planning - April 14 (9:00am-12:30pm)**

This workshop is designed for Capacity Building Grantees that will be developing or have started to develop a fundraising plan. CBO attendees will receive numerous practical handouts, including sample fundraising plans, revenue worksheets, template documents, and resource lists.

*Targeted to nonprofit executives and program managers, registration required.*  
Please visit <https://a002-oom03.nyc.gov/rsvp1/rsvp2> to register.

**PIP Subcontractor Tracking – April 16, 2015 (1:30pm-5:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

**Performance Evaluation Process – April 21, 2015 (9:00am – 12:30pm)**

In this course, participants will learn the step by step process of evaluating a contract through the VENDEX database. Participants will learn how to determine which contract needs evaluating, create and complete a performance evaluation, as well as review and upload the evaluation into VENDEX. Participants will also learn how to monitor the evaluation throughout the evaluation process using various VENDEX reports.

Target Audience: This course is designed for City procurement personnel involved in all stages of evaluating a vendor performance on a contract.

**Procurement for Beginners – April 21, 2015 (1:30pm-5:00pm)**

This course will provide an introduction to basic procurement methods, and principles. The purpose of the course is to provide an introductory framework for procurement planning. The course will cover the following areas:

- Methods definitions
- Business requirements
- Municipal tracking systems

- Key local laws

This course is intended for agency procurement and program staff with no background knowledge on municipal procurement.

**Procurement for Beginners – May 1, 2015 (1:30pm-5:00pm)**

This course will provide an introduction to basic procurement methods, and principles. The purpose of the course is to provide an introductory framework for procurement planning. The course will cover the following areas:

- Methods definitions
- Business requirements
- Municipal tracking systems
- Key local laws

This course is intended for agency procurement and program staff with no background knowledge on municipal procurement.

**Project Labor Agreements (PLA) for Contract Administrators – May 14, 2015 (9:00am-12:30pm)**

This course will focus on the role of Contract Administrators as part of The City’s team effort to implement NYC’s Project Labor Agreements (PLAs).

SEMINAR OBJECTIVES:

- A brief overview of the City’s PLAs
- A discussion of how prevailing wage standards are affected by the PLAs
- Contract Administrators responsibilities at project mobilization
- ‘Tell-tale signs’ of potential non-compliance with the PLAs

Target Audience: This course is designed for all City procurement personnel

**Contract Public Hearings – May 19, 2015 (9:00am - 12:30pm)**

This course provides an overview of the relevant rules, pursuant to Section 326 of the New York City Charter and Section 2-11 of the Procurement Policy Board Rules, procedures, deadlines and submissions before a Public Hearing is held in order to receive testimony on any contract over \$100,000.

Objectives:

- Describe what documentation is required from the Agency in the APT System for the Public Hearing.
- Review the various methods of source selection for each contract.
- Discuss the Public Hearing Notices to be advertised in The City Record.
- Highlight notification documents to be submitted to elected officials prior to the Public Hearing.
- Requirements for designation letters from agency heads to be transmitted prior to the Public Hearing.
- Master Schedule for Contract Public Hearings.
- APT Tasks, Process and Review.

**PIP Subcontractor Tracking – May 21, 2015 (1:30pm-5:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee



Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.

**Small Purchase Procurements – June 2, 2015 (1:30pm-5:00pm)**

This course will provide an overview of the small purchase procurement method, and hands on exercises for the various phases of the related procurement process. The course will cover the following areas:

- Method Definition
- Method Phases
- Local Law 1 Requirements
- FMS Small Purchase Module
- Best practices

This course is intended for agency procurement and program staff with basic to no background knowledge with this procurement method.

**PIP Subcontractor Tracking – June 11, 2015 (1:30pm-5:00pm)**

Subcontracting will provide participants with an overview of the requirements surrounding subcontractor data collection and reporting. The course will include a demonstration of the Payee Information Portal (PIP) subcontractor data collection system and the subcontractor screens in FMS. The course will also cover the regulatory requirements around subcontracting in the PPB Rules and Local Law 1 of 2013 (M/WBE). Participants should be prepared to discuss practices within their agency and share best practices with colleagues.