

## 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>
<p><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.</p> <p><b>PTI Courses</b></p> <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>• Ethics/Legal Compliance Course - <b>Mandatory</b> 2 Points/Course</li> </ul> <p><b>NIGP, NAPM or other like professional organization courses</b> 1 Point/7 Course Hours</p> <p><b>College or university procurement related courses</b> (completed with at least a C or, if applicable, passing grade) 2 Points/Course</p> <p><b>City procurement related courses (e.g., VENDEX, FMS)</b> 1 Point/Course</p> <p><b>APT Trainings/Courses - Mandatory</b> 1 Points/Course</p> <p><b>Procurement related CLE/CPE courses</b> 1 Point/Course</p> <p><b>Audited college or university course or university affiliated procurement related adult education courses</b> (with proof of attendance) 1 Point/Course</p>	
<p><b>B. Procurement/ Procurement Related Courses Taught in Last 5 Years</b></p> <p>PTI 4 Points/Course Title</p> <p>Other Approved Entity 3 Points /Course Title</p>	
<b>Other Professional Activities</b>	<b>Maximum to Count Toward Cert.</b>
<p><b>Other than NYC Procurement Certification</b> (highest level currently held) <b>(Maximum = 5 Points)</b></p> <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>	
<p><b>Participation/Attendance in Last 5 Yrs. in Prof'l Activities Approved by CCPO</b> <b>(Maximum = 12 Points)</b></p> <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</li> <li>• Officer (ACCO or DACCO) During Last 5 Yrs. of Prof'l Procurement Org. Approved by CCPO 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. Approved by CCPO 1 Point</li> </ul>	
<p><b>Procurement Related Publication</b> <b>(Maximum = 3 Points)</b></p> <ul style="list-style-type: none"> <li>• Articles, manuscripts, text materials 1-3 Points (determined by CCPO)</li> </ul>	

**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. Approved by CCPO 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.