



## OUTSTANDING CHAPTER PROFESSIONAL DEVELOPMENT



The Virginia Association of Governmental Purchasing (VAGP) represents more than 1,200 procurement professionals working in public entities in the Commonwealth of Virginia. VAGP is steadfastly dedicated to advancing the field of procurement and is committed to promoting professionalism in public purchasing through continued education and networking. VAGP strives to elevate public procurement by supporting professionals and the entities they serve. VAGP currently offers to members participation in NIGP classes, Professional Development classes developed by VAGP associates. The Professional Development Committee is made up of a chair and six (6) additional committee members, representing various entities throughout the Commonwealth. The Professional Development Committee is charged with offering low fee educational professional development opportunities to the membership of VAGP. The Professional Development Committee chair serves on the VAGP Board of Directors as a non-voting member, participating in monthly meetings, reporting on professional development available offerings, schedules, survey experience and generated revenues. The

Professional Development Committee is also tasked with developing virtual classroom offerings as well as webinars offered free to the membership. Currently VAGP offers low fee seminars to members at a cost of \$50 for half-day/\$125 full-day and non-members at a cost of \$100 half-day/\$175 full-day. NIGP members and affiliate chapter members are offered participation in these classes at the same cost as VAGP members.

The following is a list of current low fee full-day professional development seminars offered by VAGP:

- **Competitive Sealed Bids Vs Competitive Negotiation:** Focusing on the competitive negotiation process, Request for Proposal (RFP) development and technique for a win-win negotiation. This class differentiates between IFB and RFP and is a good class for those that may not be familiar with the competitive sealed bidding and/or the competitive negotiation process or can serve as a refresher course.
- **Ethics in Procurement:** Identifies the various sections of the Code of Virginia dealing with ethics and their applicability to public employees who have official responsibility for the procurement of goods/services.
- **How to Award to the Best Vendor:** Focuses on strategies, thought processes and research skills that have been overlooked by organizations that place emphasis on making a fast award rather than a quality award. This course will provide the foundation for a mindset oriented toward professional success and is recommended for new and veteran procurement professionals, end users and others desiring to achieve the best value.
- **Planning and Conducting Successful Meetings:** Focuses on the purpose, process and pitfalls of planning and conducting meetings. It allows attendees to learn to keep meetings on track and under control.
- **Public Purchasing Basics:** Focuses on the legal basis for public procurement in the Commonwealth to include the intent of the Virginia Public Procurement Act, methods of procurement, contract formation/administration as well as public inspection of records and ethics in public procurement.
- **Purchasing Management and the Relentless Pursuit of Excellence:** Focuses on how to be a great manager. During this seminar attendees learn how to recognize, achieve and reward excellence and how to build an excellence driven team.
- **Ten Characteristics of Effective Management:** Fundamentals and principles that help build an effective purchasing staff and bring value to the procurement function in any governmental entity, to include motivating and training staff, effective communication, mentoring, discipline and leadership.
- **Time and Materials Contracts:** Focuses on unique characteristics of time and material purchases on an as-needed basis for materials and emergencies. It will address how to deal with labor costs, repair parts, profit and overhead, travel time, administrative costs, securing estimates and the importance of contract oversight.
- **Virginia Public Procurement Act (Unique to the Commonwealth of Virginia):** Offered by a renowned Virginia Attorney provides an introduction and overview of the Virginia Public Procurement Act (VPPA). Changes to the legislation that occurs through the General Assembly to the VPPA is updated and provided as a part of this session.

- **Virginia Public Procurement Act – Case Law:** Covers the Virginia Supreme Court and Circuit Court cases since 1983 interpreting provisions of the Virginia Public Procurement Act (VPPA), including cases concerning bid procedures, claims procedures, protests, ability of citizen to sue under the VPPA, bid specifications, best value, change orders and other related issues. This class is updated accordingly to include new and updated legislation.

The following is a list of low fee half-day seminars offered by VAGP:

- **Developing a Basic Understanding of Construction and How to Reduce Risks for Your Municipality:** Focuses on the VPPA requirements for construction, the methods to procure and assess the risks associated with construction and development of the IFB including vital clauses to be included and the reasons for each. Additionally, this class covers the construction administration process and construction alternative delivery methods used by procurement.
- **Information Technology Procurements:** Designed to explain the Public Private Education Facilities and Infrastructure Act (PPEA) and the intent of the act, how it is being used in the Commonwealth and the proper implementation and potential benefits such an act may have on your agency. It covers the legal, financial and procurement aspects of this Act.
- **Insurance and Bonds:** Examines various types of insurance, explores insurance terms such as scope of coverage and hold harmless agreements and prepares you to make informed decisions about the importance of insurance in the procurement process.
- **Understand the PPI/CPI:** Provides an overview of the Bureau of Labor Statistics options such as the Consumer Price Index (CPI) and Producer Price Index (PPI), showing users how to select the appropriate index for future price modifications.
- **Quantitative Measures in Procurement – Measuring Performance in a Procurement Office:** In this hands-on course, participants learn different quantitative methods for measuring performance in a public procurement organization. This class will expose participants to various Key Performance Indicators (KPIs) used to measure the effectiveness and efficiency of procurement activity.
- **Writing Specifications:** This seminar deals with the purpose of specifications, defines the different types including advantage/disadvantages and which type is appropriate for each solicitation. At the close of this class, participants will have a better understanding of how to develop meaningful specifications that bring winning results.

Scheduled classes, offered by VAGP, are available on the chapter website under [Upcoming Events](#). VAGP utilizes several methods to notify members of class offerings to include the chapter website, eBlast to members, Facebook and utilization of Regional Chapter Ambassador representatives. The Professional Development Committee meets regularly to develop class schedules and each committee member is tasked with trying to host/sponsor or arrange host/sponsor for multiple classes each year. Additionally, VAGP members are encouraged to reach out to the committee to request class offerings in their region, allowing members the opportunity to host/sponsor a class with a free seat for their participation. Classes typically have a minimum/maximum participant requirement.

In 2019, VAGP offered 20 Professional Development low fee seminars and had 416 registered participants with a total revenue generated in the amount of \$40,850. These classes afforded 20

individuals an opportunity for a free seat in their hosted class and revenues provided funds for scholarships and other VAGP activities. VAGP offered a free legislative webinar to members with 131 participants. In addition, VAGP partnered with members from Virginia Information Technology Agency (VITA) to provide a free webinar on technology procurement with 30 registered participants.

While most VAGP class offerings require a minimum number of participants to be a “go”, minimum attendee requirements are waived in various regions of the Commonwealth to provide training opportunities in less populated areas. In 2019, VAGP was successful in holding back-to-back day long seminars in Southwest Virginia with sell-out attendance. VAGP continues to refresh the Professional Development Program offerings and administration. Virtual class offerings for 2019 were successfully delivered by VAGP and received well by our members. In 2020 VAGP is working to expand virtual offerings using current instructors and content.

