

# CAROLINAS ASSOCIATION OF GOVERNMENTAL PURCHASING NEWSLETTER

Fall 2020 Issue  
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Organized in 1953  
University of North Carolina  
Chapel Hill School of Government



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## Updates from the Board Meeting in October



What a year 2020 has been!! Even though it is passing by quickly, there is not an end in sight with the virus. We hope everyone is healthy and remaining safe. As we adjust to our "new" normal, please remember to practice some self-care. We were all thrown into a new way without notice, while some folks were thrown into a new way to work: from home. All of us have new PPEs and had to learn technologies of Zoom, WebEx, etc. It has been a learning curve for us all. Just hang in there!

The board thanks you for taking the conference survey. Along with the survey and a long discussion, the board ultimately made the decision to hold the 2021 Spring Conference virtually in March 2021 for the safety of participants, event staff, and vendors. Now that conference committee knows which

direction to proceed with plans, the logistics of technology, speakers, and possible vendors. More plans will be announced soon.

### Updates from our CAGP committees:

- CAGP finances are in good condition. The board approved the e-checks platform for the Treasurer.
- As we are wrapping up early CAGP dues renewals: CAGP have 336 members and 7 pending payment.
- Reminder: NIGP dues renewals start November 1, 2020.
- Social Media - Facebook has 163 members. [Click here](#) to join.
- Certification - has received several certification packets and the committee is working on these packets. Deadline is Nov 1, 2020.
- Chris Payne and Conner Crews with SOG are working on new technology for exams.
- Conner Crews is working on some new course policies. Some exciting new courses are to be offered at SOG next year. Thank you to School of Government as being a huge asset to CAGP!!

- Legislative - New UG changes as reviewed in the Regional Training are effective November 12, 2020.
- Professional Development - the regional training was a success with 116 registered attendees.



CARRIE RAWN, CMP, CEM  
Director  
Events & Program Delivery

• NIGP Director, Carrie Rawn, recently moved to Henderson Co., NC. Welcome to the North Carolina !!

- Sherrie Bernhardt, Karl Biel, and Shawn Mizell attended the virtual Chapter Leaders Meeting. They felt the chapter is right on point with the ease of use with technology.
- CAGP won 2 awards at NIGP Virtual Conference. 1) NIGP Platinum Chapter a performance standard seal for our website. 2) Chapter Champion for the highest new members to join before July 1, 2020. We are greatly honored for these awards.

This concluded the Board of Directors meeting on October 15, 2020.





# UPPCC's CPPO & CPPB Certifications



In order to more effectively promote and ensure professionalism in public sector procurement, the National Institute for Governmental Purchasing (NIGP) and the National Association of State Procurement Officials (NASPO), jointly established the Universal Public Purchasing Certification Council (UPPCC) as an independent entity in 1978. The organization later changed its name to Universal Public Procurement Certification Council in 2010.

The UPPCC programs are designed specifically for public procurement personnel in federal, state, provincial, territorial, and local governmental organizations and agencies. Only those individuals who have government-specific procurement experience are eligible to achieve the designations. UPPCC offers two distinctly different credentials; the Certified Public Procurement Officer (CPPO) and the Certified Professional Public Buyer (CPPB).

The CPPO program is geared towards individuals holding supervisory and/or managerial positions within a public/governmental agency. These individuals may or may not be performing the buying for the governmental entity, but do either supervise a staff of buyers, the procurement department, the public agency, etc. or manage at least one (1) essential function of the procurement cycle (i.e. contracting). Individuals who possess the following minimum requirements are encouraged to apply for the CPPO:

- Bachelor's Degree from a post-secondary accredited institution of higher learning
- 96 contact hours of procurement-related coursework/training completed within the previous 10 years, and
- 5 years of procurement experience within the previous 10 years of which a minimum of 3 years is in a management or supervisory position. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).

The CPPB program is geared to individuals who have demonstrated prescribed levels of professional competency as a buyer within a public/governmental entity in a non-managerial and/or supervisory position. Individuals who possess the following minimum requirements are encouraged to apply for the CPPB:

- Completion of a 2-year post-secondary educational program OR 2 additional years of experience
- 72 contact hours of procurement-related coursework/training completed within the previous 10 years, and
- 3 years of procurement experience within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).

## CERTIFICATION COMPARISON



### Certified Public Procurement Officer (CPPO)

For procurement professionals in leadership and management positions. Applicants for CPPO manage one or more aspects of the procurement cycle or supervise procurement staff and must demonstrate that a minimum of 3 years of the required years of experience are in a management/supervisory role.

#### Eligibility Requirements

- ✓ Bachelor's Degree
- ✓ 5 years of experience
- ✓ 96 contact hours of coursework/training



### Certified Professional Public Buyer (CPPB)

For procurement professionals responsible for performing essential functions within the procurement cycle, but may or may not have management or supervisory responsibilities. Applicants for CPPB serve in responsible procurement positions with their organizations – clerical and administrative-support positions within procurement are excluded.

#### Eligibility Requirements – 2 options

- | <b>Option 1</b>                           | <b>Option 2</b>                           |
|---|---|
| ✓ 2 year degree                           | ✓ no degree                               |
| ✓ 3 years of experience                   | ✓ 5 years of experience                   |
| ✓ 72 contact hours of coursework/training | ✓ 72 contact hours of coursework/training |

*\*All applicable experience and coursework/training hours must be procurement-related and completed within the previous 10 years. A minimum of 50% of the required years of experience must be in public sector (remaining experience may be from either public or private sector).*

Along with the required years of experience, procurement-related coursework/training contact hours are required. All educational activities may be acceptable for contact hours from UPPCC so long as the activity was completed within the previous 10 years, is procurement-related and can be properly documented. Courses taken for academic credit (e.g., face-to-face, independent study/correspondence, online) at a U.S. or Canadian accredited college or university may also be applied towards meeting the coursework/training requirement. Credit hours are earned for academic credit courses. To determine the equivalent contact hours, multiply credit hours by 16. For example, a 3-credit hour course would be equivalent to 48 contact hours. Non-academic credit courses (workshops, webinars, seminars, training, educational conferences, etc.) that do not earn credit hours can earn 1 contact hour per actual clock time of education including partial hours, up to a maximum of 8 contact hours per day.

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## UPPCC's CPPO & CPPB Certifications continued

UPPCC certification programs follow a two-part process in which the applicant must first demonstrate eligibility via an application and then successfully complete an examination covering the essential knowledge and competencies performed in public/government procurement. Once certified, recertification is required every five (5) years in order to maintain certified status. To become certified by the UPPCC, all individuals must complete the following steps:

- Review the Guide to Applying and Testing for Certification to determine if you are eligible to apply. All eligibility requirements must be fully met at the time of application.
- Select the credential that best aligns with your professional qualifications.
- Complete the application for certification providing the required documentation and payment.
- Upon notification of eligibility, pay the exam scheduling fee and schedule a testing appointment.
- Successfully complete the examination.
- Candidates who are successful in both establishing his/her eligibility via the application process and demonstrating competency via successful testing results will earn the CPPO/CPPB credential.
- Maintain CPPO/CPPB certified status through recertification every five (5) years and continuing to abide by UPPCC's Code of Ethics and Professional Conduct



A great way to connect with others is for chapter members to let their chapter know if they are pursuing UPPCC certifications and connect as a study group, share ideas and serve as a resource to one another! UPPCC is working on developing a resource for candidates, but is currently not yet available. For additional information, contact UPPCC staff at [certification@uppcc.org](mailto:certification@uppcc.org).

Article written by Jennifer Antiporda Nguyen, Certification Manager

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*To see the differences that distinguish the NIGP-CPP from the current CPPO and CPPB programs, see page 8.*

## IMPORTANT LINKS...



UNC / School of Government (SOG) - Local Government Purchasing & Contracting Program

<https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting>

UNC / School of Government (SOG) - Uniform Guidance

<https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/federal-procurement-requirements>

Coates-Cannon Law Blog

<http://canons.sog.unc.edu/>

NC Finance Connect

<https://www.sog.unc.edu/about/news/nc-finance-connect-new-one-stop-resource-local-government-finance-north-carolina>

Purchasing Listserv

<https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/listserv>

CAGP Website

<https://www.cagponline.org>

CAGP Facebook

<https://www.facebook.com/groups/910595738984927/>

CAGP Twitter

[@ncagp](https://twitter.com/ncagp) or [www.twitter.com/NCAGP](https://www.twitter.com/NCAGP)

NIGP - The Institute for Public Procurement

<http://www.nigp.org/>

State Archives of NC - Retention Schedules

<https://archives.ncdcr.gov/government/retention-schedules/local-government-schedules#localschedules>

NC Historically Underutilized Businesses (HUB) Office

<https://ncadmin.nc.gov/businesses/hub>

NC MWBE Coordinator's Network

<http://mwbenetwork.org/>

NC Historically Underutilized Businesses - Small Business Enterprise Program

<https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/new-small-business-enterprise-program>

NC Pandemic Recovery Office (NC PRO)

<https://www.nc.gov/agencies/ncpro>

Universal Public Procurement Certification Council (UPPCC)

<https://www.uppcc.org/Certification>



## CAGP BOARD OF DIRECTORS & COMMITTEE CHAIRS

### ELECTIVE OFFICERS

President	Shaun Mizell, CLGPO
Vice President	Noelle Woods, CLGPO
Secretary	Karl Beil, CLGPO
Past President	Deborah Taylor, CPPO, MBA

### ELECTIVE BOARD OF DIRECTORS

1st Year Director	Brent Quick, CLGPO
2nd Year Director	Craig Wilkie, CLGPO
3rd Year Director	Julia Faircloth, CLGPO, MBA

### APPOINTIVE OFFICERS

Conference Site Selection	Laura Jones, CLGPO, CPPO
Membership Chair	Candy Harmon, CLGPO, CPPB
Nominating Chair	Deborah Taylor, CPPO, MBA
Registrar	Sonjia Cross, CLGPO
Treasurer	Sherri Barnhardt, CLGPO, CPPB
Vendor Relations Chair	Steve Maynard, CLGPO
Webmaster	Chris Bernat, CLGPO

### COMMITTEE CHAIRS

Bylaws	Christina Russell, CLGPO
Social Media Coordinator	Cleve Haddock, CLGPO
CLGPO Certification	Chris S. Payne, CPM, CLGPO
Future Directions	Genetta Carothers, APP, CLGPO
Historian	Lori Colon, CLGPO, MBA
Legislative	Anna Bumgarner, CLGPO
Newsletter	Mia Brown, CLGPO
NC State Liaison	Todd Self
Professional Development	Brent Quick, CLGPO
South Carolinas Liaison	Vacant
2021 Conference Co-Chair	Terra Vuncannon, CLGPO
2020 Conference Co-Chair	Julia Faircloth, CLGPO, MBA
UNC SOG Liaison	Conner Crews



### Interested in volunteering your expertise and talents to CAGP?

We're always looking for individuals who want to work together to develop, support, and promote the public procurement profession within our states.

There are several ways to volunteer your time, expertise, and talents to the mission and success of CAGP. Some commitments extend for multiple years while others are brief, project-focused engagements. Some committees require travel to a meeting or event while other committees are project teams allow you to participate via teleconferencing.

Please see the attached information and let us know, we'd love to have you!

The 2020 volunteer application is available at [www.CAGPonline.org](http://www.CAGPonline.org)

## BOARD OF DIRECTORS MEETINGS

**December 3, 2020** – 10:00 am until 12:00 pm - Call in

**January 21, 2021** – 10:00 am until 12:00 pm - Call in



## Historically Underutilized Business Office Training Videos



The HUB Office has recently created a page where we have posted a series of videos (listed below) that I wanted to share with you as resources: <https://ncadmin.nc.gov/businesses/historically-underutilized-businesses-hub/business-resources/video-training-recap>

In particular I wanted to make sure you were aware of the recording of the HUBSCO training that is posted for viewing by anyone who needs new training or a refresher. Please remember any new completed building construction projects (new, renovations, repairs) that cost \$30,000 or more need to be reported in HUBSCO.

- HUB Certification Training: <https://www.youtube.com/watch?v=W4U8hbG7bVE>
- HUB Vendor Orientation Purchasing 101: [https://www.youtube.com/watch?v=m1JLGqz\\_8rw](https://www.youtube.com/watch?v=m1JLGqz_8rw)
- HUB Goods and Services Reporting: <https://www.youtube.com/watch?v=9xHxzivbAos>
- HUBSCO Reporting for Construction Projects: <https://www.youtube.com/watch?v=VzdAGolONVw>
- Uniform Guidance MWBE Requirement for Federal Grant Funded Projects: <https://www.youtube.com/watch?v=zsW1IAWmHOs>

The HUB Office posts the annual reports of Construction spending on our [HUB Reports webpage](#).

If you cannot find your local government in the Annual Construction Reports it means you need a HUBSCO account (and that you are not in compliance with [NC GS 143-131](#) or [NC GS 143-128.3](#)).

To get a HUBSCO account for your local government please complete the [HUBSCO Access Request form](#) and return it to me.

I hope these videos can be helpful and allow local government staff to train when they need it and have time.

Please let me know if you have any questions about HUB or reporting.

Sincerely,

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Office for Historically Underutilized Businesses  
Department of Administration  
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**NIGP**  
The Institute for  
Public Procurement

New virtual offerings are added on a regular basis, so keep checking our website and your email for updates. Contact [events@nigp.org](mailto:events@nigp.org) for more information.

# Prioritize your professional development with NIGP. You save, your chapter earns.

## | Get 30% Off on Select Virtual Courses

NIGP's mission is to develop, support and promote our members and the incredible work you do to keep our communities and our lives safe.

Lifelong learning and educational training are essential to your growth and continued success as a future public procurement leader. NIGP strives to provide innovative professional development opportunities that challenge you, empower you and give you the tools to thrive in this ever-evolving world.

We understand your budget constraints and are doing everything we can to keep training costs to a minimum while providing maximum impact and value. We hope you can take advantage of these special savings as we continue to create innovative, cost-effective training experiences for our Members.

Virtual learning experiences range from 1/2 day to 3 days. In addition, our 2, 4 & 8 week courses allow you to study on your own and then come together with peers and an NIGP instructor to discuss concepts in detail. With virtual instructor-led training, you get the benefit of interacting and collaborating with a live instructor while maintaining the ease and flexibility of a virtual online course.

To register for these virtual offerings, please visit our Virtual Learning Calendar  
[https://www.nigp.org/docs/default-source/new-site/calendar-oct-to-june-2021-no-links-final.pdf?sfvrsn=fec1948e\\_2](https://www.nigp.org/docs/default-source/new-site/calendar-oct-to-june-2021-no-links-final.pdf?sfvrsn=fec1948e_2)

**Member Exclusive Savings through December 31, 2020**

SCHOOL OF  
GOVERNMENT

COURSES



# Intermediate Purchasing Seminar

Chapel Hill, NC - [Click here to register for this course offering](#)

November 30 - December 4, 2020

Courses offered annually

This course is sponsored by [Carolinas Association of Governmental Purchasing](#)

**Due to COVID-19 precautions and travel restrictions**, this course will be held in an online format using Zoom. Virtual live sessions will be held on Monday, November 30 through Friday, December 4, 2020 each morning from approximately 9:00 a.m. to 1:00 pm. This year's online version of the course will feature approximately 3.5 hours of asynchronous content, such as pre-recorded video segments, and synchronous live sessions with instructors. This week long virtual seminar offered once a year in the fall will sharpen participants' purchasing skills and deepen their understanding of the legal and practical aspects of public purchasing.

**Course** is intended for officials with *two or more years of experience in local governmental purchasing*, and will cover:

- bidding,
- property disposal,
- capital leasing,
- performance management and benchmarking,
- insurance and risk management,
- electronic bidding,
- contract management,
- effective communications,
- ethics and conflicts of interest,
- practical skills training, handling difficult bids.

**Pre-requisite/Experience:** Officials with two or more years of experience in local government purchasing. It is recommended - but not required - that attendees take the Basic Principles of Local Government Purchasing Course prior to registering for this course. The online format and virtual delivery will not change the substantive content of the course, and the course will continue to fulfill the requirements for the CAGP Certified Local Government Purchasing Officer (CLGPO) certification.

**Certification:** This seminar is required for the CLGPO (Certified Local Government Purchasing Officer) certification.

**Credit:** The seminar includes continuing education hours for those who attend and is a required course for the CLGPO (Certified Local Government Purchasing Officer) certification.

**Scholarship Information:** Local Government Federal Credit Union offers scholarships to local government employees to apply toward tuition for conferences, classes, and seminars offered by the School of Government. There are four deadlines to submit applications:

- March 1 (for courses starting between April 1 and June 30)
- June 1 (for courses starting between July 1 and September 30)
- September 1 (for courses starting between October 1 and December 31)
- December 1 (for courses starting between January 1 and March 31)

[Visit the LGFCU website for more information and to submit an application.](#)






# NIGP-CPP is a Complement to the CPPO and CPPB

There are differences that distinguish the NIGP-CPP from the current CPPO and CPPB programs and these differentiators should guide potential candidates as they consider their pathway to attaining the NIGP certification.

[View the differences in Exam Content](#)



[UPPCC Body of Knowledge Alignment](#)

<b>NIGP PATHWAYS</b>   <b>NIGP-CPP (Competency-based)</b>	 <b>CPPO/CPPB (Knowledge-based)</b>
The NIGP-CPP is targeted to <b>mid to senior level leaders</b>	The CPPO is geared towards individuals in <b>leadership or management positions</b> and the CPPB is designed for individuals who are responsible for <b>performing essential functions</b> within the procurement cycle.
The NIGP-CPP is a competency-based exam based on the <b>Public Procurement Competency Framework (PPCF)</b> which focuses on knowledge, skills and performance.	The CPPO and CPPB are knowledge-based exams based on the <b>Public Procurement Body of Knowledge (PPBOK)</b> .
The NIGP-CPP is based on <b>43 competency statements</b> within <b>seven areas</b> of focus within the PPC	The CPPO and CPPB are based on <b>88 knowledge statements</b> within <b>six major domains</b> . The knowledge statements are the same for the CPPO and CPPB; although the weighted percentages are different.
The <b>NIGP-CPP eligibility</b> provides optional pathways for candidates who do not have a post-secondary diploma, an associate's, bachelor's, or advanced degree.	The <b>CPPO</b> requires a bachelor's degree while the <b>CPPB</b> requires a 2-year post-secondary educational program or two additional years of work experience.
The <b>NIGP-CPP</b> does not require procurement course work or training as an eligibility requirement.	The <b>CPPO</b> application requires 96 contact hours of procurement-related coursework/training and the <b>CPPB</b> application requires 72 contact hours.
The NIGP-CPP is a two-part modular exam.	The CPPO and CPPB are single exams.
<b>All three exams focus on public procurement's technical aspects: sourcing, negotiation, contract administration, and supply management. However, the emphasis placed on these 4 PPBOK domains is different. These 4 domains make up:</b>	
⇒ 25% of the NIGP-CPP exam.	⇒ 55% of the CPPO exam and 72% of the CPPB exam.
⇒ Half of the NIGP-CPP exam will cover three new focus areas: Strategy (10%), Business Principles and Operations (14%) and Leadership (26%).	
⇒ NIGP-CPP re-certification is every three years with a minimum requirement for 36 contact hours in continuing education activities.	⇒ The UPPCC requires re-certification every five years with a requirement for a minimum of 45 contact hours. There are options to earn points in continuing education and professional development, employment experience in public procurement (1 contact hour per year) and professional contributions in procurement (20 contact hours maximum).
⇒ NIGP will automatically upload all contact hours earned through all NIGP educational programs (seminars, learning modules, webinars, virtual conferences, the annual Forum, etc.) to the candidate's secure certification portal; saving time and effort in tracking contact hours.	⇒ The UPPCC requires manual, online data entry via MyUPPCC for each activity earning re-certification points.  <b>Information in this table can be found <a href="#">here</a>.</b>