

Call for Subject Matter Experts

Share your procurement expertise and give back to the public procurement community! The NIGP Content Team is looking for enthusiastic Subject Matter Experts (SMEs) to work on a contract basis to develop and facilitate engaging content sessions for two upcoming conferences:

- **NIGP VCON: Technology & Innovation:** Offering an all-virtual experience from April 28 – April 30, 2026
- **NIGP Forum 2026:** Offering both an in-person and a virtual experience from August 23 – 26, 2025 in Columbus, OH and virtually

We're excited to collaborate with our members to create impactful learning experiences!

1) NIGP VCON: Technology & Innovation 2026

NIGP VCON 2026 is a fully virtual, three-day learning experience designed to address real-world challenges in public procurement through the practical application of technology. The program offers both foundational and advanced sessions for professionals at all career stages, focusing on building core understanding of technologies and AI, applying digital tools to improve outcomes and manage risk, and strengthening leadership strategies to support long-term digital transformation. Content areas include AI, cybersecurity, procurement data, system integration, and emerging technologies equipping participants to apply these tools directly in their day-to-day work.

In addition to educational sessions, VCON 2026 features supplier demo segments that highlight technology solutions relevant to public procurement—offering attendees exposure to tools that can improve efficiency, transparency, and strategic performance. Session topics and formats are subject to change as program development continues.

Project Goal: Develop and present content at VCON 2026 on April 28 – April 30, 2026.

Project Description: Procurement SMEs to develop and facilitate virtual session(s) on the following technology suggested topics. **Please note, we welcome other topics that align with public procurement practitioner job application and professional development.**

Foundation	Advanced
• Get starting using AI Tools effectively in procurement	• Procurement Analytics and Data-Driven Decision Making • Automation and Process Optimization in Procurement Operations • AI Applications and Predictive Analytics in Public Procurement • Digital Transformation Leadership in Procurement • Emerging Technologies • Data Governance and best practice for use of AI systems. • Best Practices for AI-Related Contract Clauses for Bids, RFPs, and Contracts
• AI in Practice: A Peer-Led Showcase of Procurement Innovations	

Project Schedule: The project is scheduled to start December 2025 and conclude April 30, 2026. Please note that scheduling delays may necessitate adjustments to the timelines below. In such cases, SME contractors and NIGP will collaborate to address these issues.

Session Content Development	
In partnership with NIGP staff, develop and facilitate the NIGP VCON: Technology & Innovation conference for 2026. Content is to be aligned with session description and job applications created during content design sessions and result in a PowerPoint slide deck and additional resources and/or learning takeaways.	
Completion Date	Deliverable
12/15/25	Content Brainstorming Meeting / Draft Title and Description
1/12/26	Final Title and Session Description
3/12/26	Draft Curriculum / Content Prepared for Instructional Designer (ISD)
4/6/26	Review and Approval of Instructional Materials from ISD
4/13/26	Finalize Presentations
4/20/26	Dry Run and Facilitation Logistics
4/28/26 – 4/30/26	Facilitate Presentations to a Virtual Audience

SME's Responsibilities and Role: SMEs will serve as experts in their respective fields, adhere to agreed upon timelines, and will operate within pre-designed templates and instructional design methodologies provided by NIGP. Additionally, a support team will be established to assist SMEs with instructional design and content creation.

SME Compensation: Payment for SMEs is set at \$750 per session for developing and presenting.

Evaluation Criteria: We are looking for individuals with strong subject matter knowledge, experience in public speaking, and the ability to effectively engage with virtual audiences. Familiarity with NIGP practices and methodologies is preferred, along with additional skills in areas such as writing and editing. This is a great opportunity to enhance your presentation and leadership skills while contributing to the public procurement community.

Evaluation Process: The NIGP Content Team will review applicant submissions, which may take 1-2 weeks. They will then notify applicants and extend contract offers within 1 week. Selected applicants will receive contract offers, while non-selected applicants will also be notified. *Note: Applicants and their submissions will be retained for future opportunities or notified of other available positions.*

Contract: Once an applicant is selected, they will be required to sign a contract. Contracts will include a comprehensive statement of work with detailed descriptions and deadlines.

Apply: We're looking for your ideas! Please submit your resume along with a short description of the topic you'd like to develop, the audience level (foundation or advanced), and how you plan to deliver an engaging, interactive session for our virtual audience. Send your submission to DistanceLearning@nigp.org by December 12, 2025.

2) NIGP Forum 2026 Learning Paths

Project Goal: Develop and present learning path content at the NIGP Forum 2026 conference on August 23 – 26, 2026 in Columbus, Ohio.

Project Description: Procurement SMEs to develop and facilitate learning paths (learning paths consist of 4, 75-minute session) on the following procurement topics:

- Learning path: Advanced Technology
- Learning path: Advanced Construction
- Learning path: Leadership
- Learning path: Project Management

Project Schedule: The project is scheduled to start December 2025 and conclude August 26, 2026. Please note that scheduling delays involving NIGP Staff may necessitate adjustments to the Contractor's deadline. In such cases, SMEs and NIGP will collaborate to address these issues.

Learning Path Session Development	
In partnership with NIGP staff, develop and facilitate a Forum Learning Path experience. Content is to be aligned with performance objectives created during content design sessions and result in a PowerPoint slide deck.	
Completion Date	Deliverables
1/15/26	Content Brainstorming Meeting / Draft Title & Session Descriptions
2/5/26	Mind Mapping Meeting / Final Title and Session Descriptions
5/11/26	Draft Curriculum Due / Content Prepared for Instructional Designer (ISD)
5/21/26	Review and Approval of Instructional Materials from ISD
6/27/26	Finalize Presentations Due
8/23/26 – 8/26/26	Facilitate presentations to In Person and Virtual Audience

SME's Responsibilities and Role: SMEs will serve as experts in their respective fields and will operate within pre-designed templates and instructional design methodologies provided by NIGP. Additionally, a support team will be established to assist SMEs with instructional design and content creation.

SME Compensation: Compensation for SMEs is set at \$750 for developing and presenting in person (Columbus, Ohio) plus free Forum 2026 registration.

Evaluation Criteria: We are looking for individuals with strong subject matter knowledge, experience in public speaking, and the ability to effectively deliver engaging sessions to both in-person and virtual audiences. Familiarity with NIGP practices and methodologies is preferred, along with additional skills in areas such as writing and editing. This is a great opportunity to grow your presentation and leadership skills while contributing to the public procurement community.

Evaluation Process: The NIGP Content Team will review applicant submissions, which may take 1-2 weeks. They will then notify applicants and extend contract offers within 1 week. Selected applicants will receive contract offers, while non-selected applicants will also be notified. *Note: Applicants and their submissions will be retained for future opportunities or notified of other available positions.*

Contract: Once an applicant is selected, they will be required to sign a contract. Contracts will include a comprehensive statement of work with detailed descriptions and deadlines.

Apply: Interested applicants should submit a resume along with a brief paragraph detailing how your skills align with the learning path topic (listed above) that you wish to develop to DistanceLearning@nigp.org by January 6, 2026.

Questions? Please email DistanceLearning@nigp.org if you have questions or need additional information.