

# Professional Procurement Certificate Program COURSE CATALOG

The following courses are offered in the Procurement Certificate (PRO CERT) Program. This document provides more details about the certificates and specific topics that are covered in each, including the assignments and deliverables.

Each certificate was created to allow participants to both learn the material via instructional videos, targeted and relevant reading material that was specifically selected for each topic, and use what was learned on hands-on projects/assignments.



Courses Available:

Course	Title	CEUs	LUs	Prerequisite
PRO 100	Procurement Foundations	2.5	25	None
PRO 200	RFP Excellence: Procedures & Execution	2.5	25	PRO100
PRO 300	Advanced Tools & Leadership in Procurement	<i>Coming Winter 2020</i>		

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## ***Procurement Foundations***

Course Code: **PRO100**

Suggested Prerequisite: **None**

Approximate Duration: **4-6 weeks**

Credits: **25 Learning Units/Professional Development Hours (2.5 CEUs)**

### **OVERVIEW**

The procurement of goods and services is a critical function within many organizations. This certificate focuses on providing a foundational understanding and application of the key procurement fundamentals and core concepts. The certificate covers the different types of solicitations and elements of Requests for Proposals (RFPs). Participants will gain exposure to industry practices and case studies, which will build knowledge and allow participants to improve communication and interaction with internal staff. From this exposure, participants will be able to ask good questions, evaluate alternatives, and make critical decisions.

### **LEARNING MATERIAL**

#### **Fundamental Concepts of Procurement**

- Procurement Overview
- Core Procurement Fundamentals

#### **Ethics and Conflicts in Procurement**

- Role of the Procurement Agent
- Ethics

#### **Common Types of Solicitations**

- Overview of Solicitations
- The ITB Solicitation
- The RFP Solicitation
- Sole Source Awards
- Requests for Information
- Contracts vs Solicitations
- Introduction to RFP Fundamentals

### **RFP Format & Structure**

- Impacts of the RFP Format & Structure
- Critical Elements

### **Scope of Work**

- Overview
- Budgets
- Current Conditions

### **Criteria & Weights**

- Overview
- Past Performance & References
- Proposal Documents
- Weighting Schemes

### **Other Elements**

- Administrative Procedures
- Submittal Forms, Exhibits, & Attachments

### **READINGS**

Supplementary reading provided (includes industry best practices, codes, policies, and case studies)

### **ASSIGNMENTS**

- 1) Procurement Fundamental Policies Assessment
- 2) Protests Review
- 3) RFP Comparative Assessment
- 4) Client Scope Scenarios
- 5) Key Wisdoms Application

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## ***RFP Excellence: Procedures & Execution***

Course Code: **PRO200**

Suggested Prerequisite: **None**

Approximate Duration: **4-6 weeks**

Credits: **25 Learning Units/Professional Development Hours (2.5 CEUs)**

### **OVERVIEW**

Requests for Proposals (RFPs) can be challenging to create and further challenging to execute the needed procedures. Without a clear understanding of the proper procedures, even a well-developed RFP can cause issues and lead to failed outcomes. This certificate focuses on providing the step-by-step key RFP procedures. The certificate covers the actions and plans to execute an RFP, as well as understanding the purpose or goal of each of these actions. From this exposure, participants will be able to feel confident in executing the key RFP procedures and guiding their RFP from planning/preparation, to awarding a successful vendor.

### **LEARNING MATERIAL**

#### **Planning**

- Preparing the Procurement Schedule
- Preparing a Project Schedule
- Preparing an Internal Client Schedule
- Preparing the Source Selection Plan (SSP)
- Selecting the Evaluation Committee
- Educating the Evaluation Committee

#### **Advertising**

- The Advertising Period
- The Preproposal Meeting

### **Evaluation & Selection Process**

- Receiving Proposals & The Evaluation Process
- Creating an Evaluation Matrix
- Analyzing Data & Shortlisting Vendors
- Conducting Presentations
- Conducting Negotiations
- Award & Debriefing Process

### **READINGS**

Supplementary reading provided (includes industry best practices, codes, policies, and case studies)

### **ASSIGNMENTS**

- 6) Preparing a Procurement Schedule
- 7) Developing your Pre-Proposal Meeting
- 8) Creating an Evaluation Matrix and Conducting Prioritization
- 9) Key Wisdoms Application

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