Course Title:	Better RFPs, Better Projects – Spring 2022
Delivery Method:	Instructor-led Blended Online Course
Instructor(s):	Dr. Jake Smithwick (jake.smithwick@uncc.edu), Dr. Brian Lines (brianlines@ku.edu)
Contact Hours:	10 continuing education contact hours
Registration:	**Dates: February 21 – March 21, 2022** **Price: $250** *Course Capacity: Limited to 100 participants.* Log on to the Procurement U Learning Management System (LMS) to register, access the course and materials.
Course Contact:	Please contact procurementu@naspo.org for troubleshooting or any questions pertaining to the course. Procurement U staff will respond promptly.

Course Description:

Looking to enhance your RFPs? Tired of the low-bid procurement process and the headaches that go with it? Join NASPO and the Center for Procurement Excellence (CPE) for this four-session, Virtual Learning Experience to enhance your purchasing toolbox. You will learn how to create better RFPs, work with your clients to develop effective Statements of Work, enhance your Proposer Submittal Protocols, and implement Evaluation Best Practices.

This course includes a Course Handbook with everything you need to make your next RFP great, including tools, guides, and templates… shipped directly to you!

Session 1: RFPs as Part of Procurement Excellence
Session 2: Developing a High-Performing Statement of Work (and Current Conditions)
Session 3: Proposal Submission Protocols & Evaluation Best Practices
Session 4: Practical Steps for your Next Vendor Debriefing

Goal(s):

To explore the best practices behind the development of a strong RFP. This course will help you learn the fundamentals of an RFP from their structure and content to the impact they have on vendor perceptions. You will also learn how to create an effective Statement of Work and how to improve your evaluation process for proposals.

Overall Learning Objectives:

Upon completion of this course participants will be able to:

1. Identify the Five Foundations of RFP Excellence
2. Learn how to organize a High-Performing RFP (document structure, topics, and content)
3. Understand how Statements of Work (SOW) directly impact Supplier proposals, pricing, and performance

4. Explain the specific content and structure of a High-Performing SOW
5. Understand the most efficient evaluation team structure and steps
6. Learn how to conduct interviews that are focused on expertise
7. Appreciate the importance of offering comprehensive debriefings to vendors
8. Leverage the fundamentals of procurement excellence in becoming a "Client of Choice"

Course Structure:
This is an instructor-led course through live webinars and online materials and interaction. In conjunction with the live webinars (schedule below), students will also complete several assignments and readings prior to and after each webinar. These assignments are designed for you to apply the skills and knowledge you learned in the webinars as well as your prior knowledge, skills, and experience.

Course Completion Requirements:
A certificate is available at the completion of the course and is found in the Transcript menu. Click on the Action button next to the course record and choose the Print Certificate option. You can export the certificate as a PDF and/or print it for your records.

Participants must complete each of the following to receive a certificate of completion for the course:

(Note: Assignments, readings, and session dates are subject to change)

Week #1: February 21st, 2022 (2.5 hours)
1. Attend Webinar #1: on February 22nd, 12 – 2:30 PM ET 2. Complete Assignment/Reading #1
Week #2: February 28th, 2022 (2.5 hours)
1. Attend Webinar #2: on March 1st, 12 – 2:30 PM ET 2. Complete Assignment/Reading #2
Week #3: March 7th, 2022 (2.5 hours)
1. Attend Webinar #3: on March 8th, 12 – 2:30 PM ET
Week #4: March 14th, 2022 (2.5 hours)
1. Attend Webinar #4: on March 15th, 12 – 2:00 PM ET 2. Complete Assignment/Reading #3: Apply what you learned by responding to a question posted to the course discussion board.

Attendance Requirements
Participation in this course requires active discussion and participation in all elements and activities as outlined in the weekly schedule above.

Scheduled webinars:
- The live webinars are a central part of this course. Attendance will be taken, and participation is <u>mandatory for all four scheduled webinars</u>. The course completion certificate and contact hours will not be awarded if a participant is absent from any webinar and they do not complete the required makeup assignments.

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- Learners must log into the Zoom online platform through a computer AND either computer audio or phone connection. Participants must also actively participate in the discussion and online group activities and respond to questions when prompted by the instructor.

Weekly assignments and community discussions:
- Learners must complete all weekly assignments (as outlined above) to receive completion credit.
- Responses to instructor questions in the community based on assigned readings should be thoughtful and a meaningful length.

Universal Public Procurement Certification Council (UPPCC):
Certified Public Procurement Buyer (CPPB) Body of Knowledge & Competency: Domain III Sourcing and Solicitation

Certified Public Procurement Officer (CPPO) Body of Knowledge & Competency: Domain III Sourcing and Solicitation

Course Materials:
Syllabus and course materials can be found in the course LMS site once the course begins.

Handouts:
All attendees will receive access to the following tools, checklists, and resources:
- ITBs vs RFPs Reference Guide
- RFP Examples for Internal Training
- RFP Report Scorecard Template
- Procurement Considerations for Specific Industry Sectors
- Statement of Work Checklist
- "Releasing the Budget" White Paper
- Source Selection Plan Template
- Guide to Proposal Evaluations Ratings
- FAQs on Proposal Evaluation Best Practices
- Procurement Scheduling Tool
- Guide to Effective Vendor Debriefings

Course Technology Requirements:
- Internet Connection
- Supported browsers:
    - Recommended: Chrome, Firefox, Safari (latest versions)
    - Avoid: Internet Explorer and Microsoft Edge
- Access to Procurement U LMS
- Ability to play and listen to audio through computer speakers or headphones as well as video conference capabilities through Zoom.

Cancellation & Refund Policy:
All cancellations must be made in writing and emailed to procurementu@naspo.org. Cancellations over the telephone will not be accepted. To receive a full refund, cancellations must be received prior to the start of the class. After the course has started, no refunds will be issued. No-shows will not be refunded.

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In the unlikely event that Procurement U cancels a class, the total amount of the registration fee will be refunded.

Proprietary Interest Policy:
Any subject matter experts and NASPO staff involved in the development of this course have no proprietary interest in any of the content, materials, activities, or resources used or referenced herein.

Privacy and Information Security Policy:
NASPO respects your privacy and is committed to protecting it through compliance with our privacy policy. NASPO has adopted this policy to govern the process of personal data collection and information sharing. This policy explains how NASPO may collect, use, share, and safeguard personal information, as well as release of learner records.

To review the privacy policy, please click here.

References and Recommended Readings:

1. NASPO. (2019). State and local government procurement: A practical; guide (3rd Ed.). Lexington, KY: NASPO
2. Other readings and resources provided through course handbook and assignments.

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