

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: DEVELOPING & MANAGING RFPs

Dates: 3-DAYS – JULY 20-22, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process.

Intended Audience:

Designed for procurement professionals that are entrenched in the competitive process this in-depth study of RFPs, from development through evaluation, will be enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful public procurement should be encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving “best value” during this acquisition process should register.

Prerequisites:

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

DATE: JULY 20-22, 2009

LOCATION: Winter Park, FL

HOTEL: TBD