

# SC PROCUREMENT

## CERTIFICATE PROGRAM

**PURPOSE:** This program establishes 3 certificate levels for procurement officers. The training requirements consist of MMO and NIGP courses which are specifically grouped to certify basic (Level I), intermediate (Level II), and advanced (Level III) skill levels. Additionally, there are several other courses referenced, which are intended to enhance the required core courses. The combination of the State Certificate and NIGP Certification Programs will provide a means to identify a procurement officer's level of professional development. It will also help prepare individuals for the CPPB and/or CPPO Certification exams. Coursework will also be considered for contact hours for the Universal Public Procurement Certification Council's CPPB and CPPO Certifications.

**PARTICIPATION:** Personnel from all public entities will be eligible to participate in the certification program. All procurement officers within MMO are required to participate. All other governmental procurement officers participate on a voluntary basis. All state agencies are strongly urged to participate. Staff proficiency in procurement is considered when agencies seek additional procurement authority through MMO Audit and Certification.

**TESTING:** There is no testing requirement for state certificates at the current time. The MMO courses only require the successful completion of the entire course for course credit. If an attendee leaves early they will not be issued a certificate for course attendance. To receive State Certificates, applicants need to document completion of the entire required course work.

**CERTIFICATES:** Levels I through III will be issued in numerical order. Applicants must have completed Level I requirements to be eligible for a Level II certificate. Requirements for Levels I and II must be completed to be eligible for a Level III certificate. Multiple levels may be applied for at the same time as long as no level lower than the highest level requested in the application is incomplete. A separate processing fee must be attached for each Level.

A "Certificate Application" can be found in Attachment #1. Documentation of training completion for each course is to be attached to the application. Copies of the official State or NIGP Course Certificates are sufficient documentation. Applicants are responsible to obtain and attach all documentation. A payment of \$25 (processing fee) is to be included for each level completed and attached to each application.

**RECERTIFICATION:** At present, there is no recertification requirement associated with the State program. Once someone has obtained a State certificate, it remains valid throughout the rest of their career or until the program is changed, whichever comes first. **This program does not alter NIGP recertification requirements.**

**REGISTRATION:** Personnel can register for courses via the internet by accessing the Division of Procurement Services MMO web site. Registrations and confirmations are completed electronically.

**PAYMENTS:** The confirmation will serve as the invoice from which an organization's / Agency's Finance Department can generate payment. The check is to be made payable to Materials Management Office. Please notate on the check or attached invoice that the payment is for so it can be applied to the correct individual(s).

The remittance address is:

Materials Management Office  
1201 Main Street, Suite 600  
Columbia, SC 29201

**NOTE:** *Organizations / Agencies are to enclose a copy of the confirmations(s) along with the check when remitting payment. No individual course nor level certificates will be issued until payment is received for all MMO courses taken!*

**CANCELLATIONS:** Agencies will receive a full credit toward the attendance of another MMO training course as long as they notify MMO (in writing, via email, or telephone) more than 24 hours in advance of the start time of the individual who will be cancelling their course registration. **No credit will be given for cancellations received fewer than 24 hours in advance.** As a general rule, refunds will not be issued. Registrants will be allowed to participate in the next class that is offered or use the credit to take any other course that has not been taken. The Materials Management Officer may, under **extreme** circumstances, authorize the issuance of a refund.

**PARKING:** *Parking fees are included in the course fee.* Attendees will be given a parking pass for the City of Columbia Parking Garage that is on the corner of Assembly and Lady Streets. Attendees are discouraged from parking at meters that must be fed during the day. Meter parking will not be reimbursed.

**COMMUNICATIONS DEVICES:** Cell phones, pager, radios, iPads, tablets, computers, smart phones, and other type communications devices are to be turned off or put in silent alert mode while the course is in session, unless otherwise directed by the instructor. No attendee is to take a call while in the classroom unless it is an emergency. Please convey this information to your office when preparing to attend a course. Instructors will generally give breaks every 60-90 minutes that are 10-15 minutes in duration. Attendees may communicate as necessary during these breaks.

# CURRICULUM

*Note: course titles and formats have recently changed. Certificates for previous versions of the courses will still be accepted. All courses must have been completed within 10 years of the application date.*

## **LEVEL I (required):**

**Introduction to Public Procurement** - NIGP - 3 days

**Introduction to the SC Procurement Code** (was Procurement Code in a Nutshell)– MMO – 1 day

**SC Business Practices and Source Selection Methods** (was SC Business Practices) – MMO – 1 day

**SC Procurement and Government Ethics** (was Ethics in Public Procurement) - MMO - 1 day

## **LEVEL II (required):**

**Sourcing in the Public Sector** - NIGP - 3 days

**Intro to Specifications** – NIGP – 1 day **online course**

**Contract Administration** – MMO – 2 days

**SC RFP Process** – MMO – 2 days

**SC. Legal Aspects and Compendium Series** (combines SC Standard Terms and Conditions and SC Legal Aspects of Purchasing) – MMO – 4 days

**FOIA Overview for SC Procurement** - MMO - 1 day

## **LEVEL III (required - minimum of 9 days of course work):**

**\*Contract Administration** - NIGP - 3 days

**The Fundamentals of Leadership and Management** - NIGP - 2 days

**AND** any **1** of the following NIGP 3 day courses **PLUS 1** 1 day course

3 day courses:

**\*Developing and Managing Requests for Proposals** – 3 day course

**\*Legal Aspects of Public Procurement** – 3 day course

**\*Strategic Procurement Planning in the Public Sector** – 3 day course

1 day courses:

**Adding Value to the Procurement Process**

**Effective Management of Construction Contracts**

**Ethics: A Survival Kit for Public Procurement**

**Managing Your End -Users And Suppliers: It's All About Relationships**

**Marketing 101 for the Procurement Professional Principles and Techniques of**

**Problem Solving**

**Protests and Disputes: What is a Buyer to Do?**

**World Class Procurement Practices**

**OR** any **2** of the following 2 day NIGP courses:

**Alternative Dispute Resolution**

**Capital Acquisitions**

**Change Management for Procurement Professionals Contracting for Construction Services**

**\*Contracting for Public Sector Services**

*continued*

CPPB Prep  
CPPO Prep  
Customer Service: The Key to Success in Public  
Procurement Effective Contract Writing  
Get What You Need Through Successful Negotiations  
Logistics and Transportation  
Performance Based Request for Proposals  
Presentation Skills for Procurement Officials  
Procurement Under Federal Programs and  
Grants Project Management for Workgroups  
Risk Management in Public Contracting  
Warehousing and Inventory Control

\*All courses marked with an (\*) can be taken as online courses through NIGP.

**MATERIALS MANAGEMENT CERTIFICATE PROGRAMS  
APPLICATION**

**Name** (as it is to appear on certificates):

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**Organization/Agency Name:**

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**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Mailing Address:**

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**Certificate Type and Level Requested:**

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**Certificate Level Already Achieved and Date of Issue:**

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**Coursework Completed** (list name and date completed for each course completion document attached to application):

Course Names

Date Completed

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**NOTE:** A copy of MMO or NIGP Certificate of Completion is the only acceptable form of documentation. It is the responsibility of the candidate to keep a file with all certificates received, to attach a copy, and deliver along with the application to MMO. Applications will be returned for missing or alternate forms of documentation. If applying for multiple certificate levels, use a continuation sheet (as needed) to list "Course Names" and "Date Completed". All courses must be completed within 10 years of application date.

**Applicants Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

**TO BE COMPLETED BY MMO:**

**Certificate Level Approved:** \_\_\_\_\_ **Date of Approval:** \_\_\_\_\_

**Approving Authority Signature:** \_\_\_\_\_ **Title:** \_\_\_\_\_

Mail or Deliver Applications to: MMO – Certificate Program Coordinator, 1201 Main Street, Suite 600, Columbia, SC 29201 with \$25 application fee for each level certificate applying for in this application.