



PURCHASING:

Practices & Policies in Local Government

6 Session Webinar Series

September 13, 15, 20, 22, 27 and 29
11:00 a.m. to 12:00 p.m.



Purchasing is a critical function within local government. Learn modern sensible purchasing practices and policies in the comfort of your own office, over a three week period.

WHO SHOULD ATTEND:

This webinar was designed for the local government finance officer who is responsible for, or wishes to gain a better understanding of, purchasing practices within the organization. It will also be of benefit for those who are seeking a refresher in current practices utilized by purchasing staff and for engineers involved in tendering or buying.

BENEFITS OF ATTENDING:

The webinar covers:

- The key elements of a purchasing policy
- What is sustainable purchasing and how can it be applied?
- What are the various purchasing instruments and is there a difference between an Invitation to Tender and a Request for Proposal?
- How does TILMA or AIT affect me?
- What are the laws of competitive bidding and how to comply with them in competitions?
- The tools and resources available to assist in better purchasing

WEBINAR OBJECTIVES:

This webinar will explore the opportunities and the perils presented by purchasing practices in local government. We will discuss the value and contribution of good purchasing practices, the benefits of a defined policy, and the resources available to assist you. You will gain an understanding of current legislation and case law as it applies to the competitive bidding. Finally, you will leave with tools and tips that can be immediately put into practice.

ABOUT THE WORKSHOP LEADER:

Laurie Darcus is the Director of Corporate Services for the City of Pitt Meadows. Along with the typical Municipal Clerk duties, she is also responsible for Sustainability, IT, Contracts and Purchasing, and has had in her portfolio in the past Economic Development, Risk Management and Facilities Management. Laurie started her career as a Municipal Clerk with the City of Pitt Meadows in 2005. Prior to that she was involved in Procurement for 21 years, first with a municipality and then with two post secondary institutions. She holds two professional designations in Purchasing, the Supply Chain Management Professional (SCMP) and Certified Management Professional (CPM) and continues to educate herself and expand her skills in Procurement through professional development.

WEBINAR DATES (6 one-hour sessions in the series)

This program is 6 hours long, consisting of six one-hour sessions as follows:

Session One

Tuesday, September 13, 2011 – 11:00 a.m. to 12:00 p.m.

Session Two

Thursday, September 15, 2011 – 11:00 a.m. to 12:00 p.m.

Session Three

Tuesday, September 20, 2011 – 11:00 a.m. to 12:00 p.m.

Session Four

Thursday, September 22, 2011 – 11:00 a.m. to 12:00 p.m.

Session Five

Tuesday, September 27, 2011 – 11:00 a.m. to 12:00 p.m.

Session Six

Thursday, September 29, 2011 – 11:00 a.m. to 12:00 p.m.

REQUIREMENTS & REGISTRATION FEES

The meeting will be presented using GoToWebinar software over the internet. You will require a USB headset with mic in order to sign-on to the Webinar and participate with the group.

\$240 + HST (members only)

6 PD points required

The webinar will be limited to 20 participants.