

# NYS Procurement Training Project

## NEED:

In November, 2013, the Public Policy Institute of New York State, Inc. issued a report entitled *Re-examining Issues In Procurement*. They identified education and training of purchasing officers as a concern and in their executive summary stated:

“Professional development in procurement is integral to ensure adherence to guidelines, fair and open competition and prudent use of taxpayer dollars. In its 2012 benchmark survey, the National Institute of Government Purchasing (NIGP)... found that the average number of procurement training hours per FTE was only 7.3 hours, annually. The NIGP recommends at least **20 hours of training each year** for FTEs.” [emphasis added]

As NYS procurement laws and processes become more complex, and agencies tackle these multifaceted tasks with limited resources, the need for baseline training has become more evident. State agencies appreciate that the Office of General Services (OGS) and Office of the State Comptroller (OSC) offer bi-annual training sessions at their respective forums; however, time at the forums is limited. Additionally, agencies often not have adequate resources (people and time) to provide substantial and comprehensive on-demand procurement training.

In the 2002 NYS Procurement Council’s *Strategic Plan* two strategies were offered to address procurement training:

1. Offer classroom training on a regular schedule and use existing training alliances between agencies within regions to increase timeliness and coverage.
2. Develop interactive e-learning modules through which to disseminate straightforward information that can be accessed by agency purchasing staff to train or re-train on demand.

## SCOPE:

- **Goal:** Provide and sustain training resources for individuals responsible for and involved in NYS purchasing (regardless of agency). Each agency would determine if and how to use those resources.
- **Population:** All NYS State agencies, authorities and municipalities. The training would be tiered for both experienced and new staff (to NYS and/or purchasing) and include procurement & other professionals (e.g., accounts payable, supervisors) involved in the procurement process.

## FORMAL PLAN:

- **Short term goals:**
  1. come to agreement on NYS procurement fundamentals (what must be known);

2. identify:
    - a) existing training resources (materials and staff) and develop an easily accessible central repository;
    - b) most immediate needs/greatest risks not covered by our existing resources; and
    - c) immediate remedies to lessen those risks.
- **Long term goals:**
    1. identify the NYS training population and understand their corresponding needs;
    2. develop a NYS procurement curriculum and training program that:
      - a) is comprehensive;
      - b) collaborative/coordinated (central repository);
      - c) interactive;
      - d) sustainable/archive-able; and
      - e) addresses different skill requirements for the various job duties within the NYS procurement process and that could lead to professional development.
  - **Example of a Tiered Approach**

**TIER I**

FUNDAMENTALS OF PUBLIC PROCUREMENT (FAIR & OPEN COMPETITION)

**TIER II**

NYS PROCUREMENT BASICS

**TIER III**

AGENCY SPECIFICS & ADVANCED NYS PROCUREMENT

**REQUEST:**

We are asking the Procurement Council to:

- sponsor this project;
- ask NYS agencies to:
  - submit their individual procurement training resources to the committee; and
  - participate on the committee; and
- eventually house the resulting central repository of training resources on its website.