



# Contracting for Services and Resolving Disputes and Protests

Two full days of instruction:

**Speaker:** Darin Matthews, CPPO, C.P.M..

Darin currently serves as President of the National Institute for Governmental Purchasing and as Director of Procurement for Portland Public Schools in Oregon. He has nearly 20 years of purchasing and supply management experience in state and local government, as well as private industry. Darin is a Master Instructor for NIGP and speaks throughout the U.S. and Canada on a variety of procurement topics. His writings have been featured in *Purchasing Today*, *Government Procurement*, *Contract Management*, and *The Journal of Public Procurement*. The co-author of two supply management texts through Florida Atlantic University and NIGP, he has also been published by the Australian Institute of Purchasing and Materials Management. Darin is currently working on a text for ISM's new qualification program for supply management professionals.

## Anchorage

**When:** October 12 & 13, 2006, 8:00 a.m. - 4:30 p.m. (both days)

**Where:** Howard Johnson Hotel, 239 W. 4<sup>th</sup> Ave. (4<sup>th</sup> & C)

**Cost:** \$345 NAPM members \$395 non-members

Price includes lunch and snacks both days

## Registration Form E1

Address below will be used for mailing certificate of completion.

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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### Method of Payment:

Check \_\_\_\_\_ (please attach) Purchase Order Number \_\_\_\_\_ (please attach copy)

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Please print clearly, Card Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ CVV No. \_\_\_\_\_ (A 3 digit number on the back of the

card following the card number)

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**SIGNATURE:** \_\_\_\_\_

Mail Registration to: NAPM-Alaska, Inc., PO Box 93047, Anchorage, AK 99509-3047.

Fax Registrations to: 907-243-6293, Attention Pam Chenier.

Call Ben, 907-746-4411 for additional information.

# **“Contracting For Services” “Resolving Disputes and Protests”**

\*Two Day Course Overview

This seminar will address the role of the procurement professional in the service contracting process, including writing an effective work scope, developing the solicitation document and negotiating the contract, the various aspects of disputes and protests, and how employing a variety of techniques can help you avoid litigation.

**Required Text:**        None        Course material provided by instructor

## **Who Should Attend:**

Purchasing professionals who purchase services of any type on a routine or on an occasional basis and anyone faced with the possibility of a contract dispute or protest.

## **Participants will leave understanding:**

- ◆ The difference between purchasing services and commodities.
- ◆ The legal issues involved in the procurement of services.
- ◆ The risk management issues involved in the procurement of services.
- ◆ Public sector trends in the area of service contracting.
- ◆ The importance of developing a sound scope of work.
- ◆ Developing specifications for professional services.
- ◆ Choosing the right solicitation process.
- ◆ The importance of properly administering contracts.
- ◆ Techniques to avoid contract disputes.
- ◆ Real life case studies involving bid and contract disputes.
- ◆ Options to settle disputes.
- ◆ The steps in the dispute resolution process.

*This course valid for fourteen (14) hours of continuing education credit **including State of Alaska Procurement Officer Certification.***

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