



# Contracting for Services

One full day 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.

### Juneau

**When:** October 10, 2006, 8:00 a.m. - 4:30 p.m.  
**Where:** Travel Lodge Hotel, 9700 Glacier Highway  
**Cost:** \$200 NAPM members \$250 non-members  
Price includes lunch and snacks

### 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)

For credit card payment  VISA Check/Credit Card  Master Card Credit Card

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

Expiration date: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_ (Please Print)

**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”**

\*One 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.

**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.

*This course valid for seven (7) hours of continuing education credit, **including State of Alaska Procurement Officer Certification.***

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