

## Calendar of Events

rozalyn@opba.ca

January 1, 2026  
- January 31, 2026

### **Principles - Introduction to Public Procurement (Virtual - PPLL)**

**Public Procurement Learning Lab via Brightspace**

05:30 PM - 08:30 PM EST

*Course Access: January 1 - January 31, 2026*

*Mandatory Live Zoom Session: Tuesday, January 27, 2026 | 5:30pm - 8:30pm ET*

*Registration Deadline: December 19, 2025*

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions after registration closes on August 25. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. These tasks will all have deadlines assigned that will be mandatory to meet in order to successfully complete this course.*

*A mandatory live Zoom session will take place on Wednesday, January 28, 2026 at 5:30pm - 8:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be sent the week before the session.*

*This course is the pre-requisite for the Principles of Effective Public Procurement certificate program, giving an introduction to policy and procedures, authority and agency, the public purchasing cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations purchasing staff need to know when developing and handling bid documents, deciding the best procurement option (tender and RFP processes), as well as discuss centralized versus decentralized procurement systems.*

*Instructor: Marie Kavanagh, CPPO, CPPB, NIGP-CPP*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Describe the roles and responsibilities of public procurement, and the differences from the private sector*
- *Explain the importance of developing clear purchasing policies and procedures*
- *Discuss the advantages and disadvantages of a centralized and decentralized purchasing organization structure*
- *Outline the seven 'R's of public purchasing and the steps associated with the public purchasing cycle*
- *Describe the legalities associated with public purchasing*

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Cancellations: In writing only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until December 19, 2025</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until December 19, 2025</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes December 19, 2025*

January 1, 2026  
- January 31, 2026

## **Principles - Risk Management (Virtual - PPLL)**

**Public Procurement Learning Lab via Brightspace**

05:30 PM - 09:00 PM EST

*Course Access: January 1 – 31, 2026*

*Mandatory Live Zoom Session: Thursday, January 29, 2026 | 5:30pm - 9:00pm ET*

*Registration Deadline: December 19, 2025*

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions after registration closes on September 24. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. These tasks will all have deadlines assigned that will be mandatory to meet in order to successfully complete this course.*

*A mandatory live Zoom session will take place on Thursday, January 29 at 5:30pm - 9:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be sent the week before the session.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

*Instructor: Carl Bonitto, CPPO, CPPB  
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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Cancellations: In writing only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning Member Rate*  
\$288.10  
*Until December 19, 2025*  
*Members Only*  
0.0000  
0.0000  
9.5

*Virtual Learning - Non Member*  
\$352.10  
*Until December 19, 2025*  
*All Registrants*  
0.0000  
0.0000  
9.5

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes December 19, 2025*

January 27, 2026  
- January 28, 2026

## **PPS - Advanced Procurement for Construction (Virtual - Zoom)**

**Zoom - links will be distributed prior to event**

06:00 PM - 09:00 PM EST

*January 27 - 28, 2026*

*6:00 PM - 9:00 PM ET*

*Virtual Learning*

*Registration closes Tuesday, January 20, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*The Advanced Procurement for Construction course is for procurement professionals in the public sector who are called upon for their expertise in developing and administering large, sometimes complex procurement for construction. This course is part of OPBA's Public Procurement Specialties (PPS).*

*Although the Introduction to Construction is not a pre-requisite for the Advanced Construction course, it is strongly advised that learners have experience in construction procurement. The Advanced course qualifies as one of the two additional courses required to be eligible to write the Principles exam. Learners do not have to be enrolled in the Principles Certificate program to take this course.*

*Instructor: Victoria Mirlocca, Q.Arb, CPPB, C.Mgr., C.I.M., NIGP-CPP, CPSD*

### **LEARNING OBJECTIVES**

*By the end of this course participants will be able to:*

- Explain many of the pre-construction activities and activities that need to be addressed during a construction project: i.e., studies, assessments and surveys*
- Explore a variety of sustainability considerations; including LEED*
- Identify the phases of a construction project*
- Describe the types of contract methods that can be used for a construction project; including control, risk and cost considerations*
- Explain the roles and responsibilities the Prime Consultant and the Construction Manager and their relationships to the Owner*

### **DATE AND TIME**

*This six (6) hour Zoom virtual learning seminar has two (2) online sessions:*

*Tuesday, January 27 at 6:00 pm - 9:00 pm ET*

*AND*

*Wednesday, January 28 at 6:00 pm - 9:00 pm ET*

*Students must attend both sessions to receive course credit.*

*The Zoom meeting link and login information will be distributed before the first session.*

### **PRE-WORK**

*Students will receive a short pre-work assignment to complete approximately 4 business days (Jan. 21) before the first session. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible*

for emailing [members@opba.ca](mailto:members@opba.ca) to obtain them before your course start date.

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

## FORMAT

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*OPBA Principles Program seminars are designed for student participation. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Students are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions, and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## CERTIFICATE PROGRAM

*Attendance Credit: Six (6) contact hours. Students must attend both sessions to receive course credit.*

*Program Textbook: \*\* Learners can purchase the updated textbooks for each construction course, which are available for purchase in the OPBA Store.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must be enrolled in the program - please click the link to enroll.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Cancellations: In writing only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee. Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*  
\$269.73  
*Until January 20, 2026*  
*Members Only*  
0.0000  
0.0000  
6.0000

*Virtual Learning - Non Member*  
\$329.68  
*Until January 20, 2026*  
*All Registrants*  
0.0000  
0.0000  
6.0000

*Registration closes January 20, 2026*

January 28, 2026

**OPBA Ignite: Audit-Proof Procurement - How Ontario Public Buyers Can Defend Decisions in Procurement**

10:00 AM - 11:00 AM EST

*OPBA Ignite*

*Wednesday, January 28, 2026*

*10 AM - 11 AM ET (Virtual Event)*

*Registration closes January 27, 2026 - 12:00 PM ET.*

*Public procurement decisions are facing greater scrutiny than ever — from internal auditors, external reviewers, elected officials, suppliers, and the public. Even when decisions are fair and well-intentioned, weak documentation, inconsistent evaluation practices, or unclear rationale can leave procurement professionals exposed. This OPBA Ignite session focuses on what auditors actually look for when reviewing procurement files and how public procurement professionals can better protect their work throughout the procurement lifecycle. From evaluation and scoring to documentation and post-award decisions, the session will explore practical ways to reduce risk, increase confidence, and ensure procurement decisions are defensible. Participants will gain insight into:*

*Common audit findings and red flags in public sector procurements*  
*How procurement decisions are assessed after the fact — sometimes years later*  
*Practical documentation and evaluation practices that strengthen defensibility*  
*?Ways to align procurement processes with policy, fairness, and transparency expectations*

*This session is designed to help public procurement professionals feel more confident standing behind their decisions — not just at award, but if and when those decisions are reviewed, challenged, or audited.*

*Presenters:*

*Sandra Lisi, Vice President Supplier Engagement — Kinetic GPO*

*Sandra is a seasoned procurement professional with over two decades of distinguished experience in the public and private sectors. Renowned for her strategic acumen, innovative thinking, and collaborative approach she brings a wealth of knowledge to the Kinetic GPO team as Vice President of Supplier Engagement.*

*As the Director of Purchasing Client Services at the City of Toronto and Interim Chief Procurement Officer, Sandra led a dynamic team of procurement professionals. She created and implemented the City's category management and strategic sourcing practice, which changed the procurement culture from a buying function to a more strategic approach and partnership with City divisions, Agencies and Boards. Her tenure at the City underscored her exceptional leadership skills and her ability to navigate complex procurement landscapes and deliver impactful results in a high-stakes environment.*

*Before her role at the City of Toronto, Sandra honed her skills at BMO, where she served as the Director of Strategic Sourcing & Supplier Management. During her tenure, she played a pivotal role in shaping the bank's procurement strategies and forging strong partnerships with suppliers to drive operational efficiency and cost savings.*

*Sandra is also the Founder of a not-for-profit organization that supports women and children who are victims of domestic violence living in Ontario shelters.*

*LouAnn Birkett, CSCMP, FSCMP — Kinetic GPO*

*LouAnn Birkett, CSCMP, FSCMP, has over 35 years experience in the public sector and retired as Purchasing Manager for the Regional Municipality of Durham in 2016. There*

*she was responsible for the leadership of the Procurement staff to strategically deliver the supply of goods and services required by all Regional Departments. LouAnn has held various volunteer positions with both SCMA, SCMAO, and NISCL including, Vice Chair, and Chair. Most recently she holds the position of Vice Chair of the Nominations Committee for NISCL. LouAnn was awarded the prestigious National Fellowship designation by SCMA in 2017. In addition to instructing for various colleges and other Professional Organizations, LouAnn has extensive experience developing Supply Chain educational programs. Currently, LouAnn is a Senior Supply Chain Advisor – Contracts, for Kinetic GPO, where she continues to utilize her skills in public procurement.*

*Registration Fees:*

*Title*

*Fee*

*Member Status*

*Points*

*CEUs*

*Hours*

*Members*

*\$20.00 + HST*

*Members Only*

*0.0000*

*0.0000*

*1.00*

*Non Members*

$\$35.00 + HST$

*All Registrants*

*0.0000*

*0.0000*

*1.00*

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

January 29, 2026

**Coffee with Counsel: Understanding Bill 72 ? What Buy Ontario Means for Public Procurement**

01:00 PM - 02:30 PM EST

January 29, 2026 at 1:00 PM - 2:30 PM ET

Format: Interactive Zoom meeting

Cost: Free for OPBA Members

Registration closes on January 28, 2026 at 12 PM ET

*Ontario's new Bill 72, the Buy Ontario initiative, represents a significant shift in how public-sector organizations approach procurement. This legislation aims to strengthen Ontario's economy by prioritizing provincial suppliers, enhancing supply chain resilience, and increasing transparency and accountability in public procurement.*

*But what does this really mean for municipalities, broader public-sector agencies, and procurement professionals responsible for implementing these changes?*

*Join Rosslyn Young, Chief Legal Officer at Supply Ontario, for a practical and informative walkthrough of Bill 72. Rosslyn will unpack the intent behind the legislation, outline anticipated requirements, explore what may change for the public sector, and discuss potential implications for procurement processes, vendor engagement, competition, and policy alignment across agencies.*

*Some of the questions top of mind include:*

*How will Buy Ontario shape future procurement planning and sourcing strategies?*

*What will compliance look like for municipalities and public-sector organizations?*

*How might this legislation impact supplier diversity, competition, and market access?*

*What challenges or opportunities should procurement leaders anticipate?*

*Rosslyn will address these topics and more, followed by an open Q&A.*

*Feel free to post your questions on OPBA MemberConnect's "Bill 72 Buy Ontario message board" (for OPBA Members) or you can email your questions to [wendy@opba.ca](mailto:wendy@opba.ca).*

*Please come prepared with your questions—this is your opportunity to gain clarity and engage directly with one of the province's leading legal experts on public procurement.*

*Presenter: Rosslyn Young, Chief Legal Officer at Supply Ontario*

*Rosslyn is a seasoned commercial lawyer and procurement executive with over 20 years of experience advising on and leading transformation of procurement and legal operations in large public sector organizations. Prior to joining Supply Ontario, Rosslyn served as Chief Legal Officer at the LCBO, where she led the legal and indirect procurement teams and supported the organization's multi-million-dollar transformational technology initiatives. Before that, she held the roles of Director, Procurement & Document Services and legal counsel at the LCBO.*

*Rosslyn previously served as Vice President of Procurement Services at Metrolinx, where she led the transformation of the department to better support the province's transit infrastructure expansion. Since being called to the bar in 2006, she has practiced primarily in commercial contracting and procurement law.*

*Title*

*Fee*

*Member Status*

*Points*

*CEUs*

*Hours*

*Members*

\$0.00

*Members Only*

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1.50

*Non Members*

\$35.00 + HST

*All Registrants*

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1.50

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

February 1, 2026  
- February 28, 2026

## **Principles - Competitive Bidding (Virtual - PPPL)**

**Public Procurement Learning Lab via Brightspace**

12:00 PM - 03:00 PM EST

Course Access: February 1 – 28, 2026

Mandatory Live Zoom Session: Friday, February 27 | 12:00pm - 3:00pm ET

Registration Deadline: January 23, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPPL) using the Brightspace learning platform.*

*If this is your first course with PPPL, you'll receive an email with login instructions after registration closes on September 24. If you've already taken a course through PPPL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on February 7th, February 14th, February 21st and February 28th.*

*A mandatory live Zoom session will take place on Friday, February 27 at 12:00pm - 3:00pm ET?. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives a detailed examination of the tendering & request for proposal processes. It includes concepts, issues and the resolution of issues relating to preparing and issuing the procurement documents as well as the ultimate receiving, opening and checking of bids. Participants will be given an overview of the various components comprising tenders and request for proposals documents and the differences of each.*

*Instructor: Victoria Mirlocca, Q.Arb, CPPB, C.Mgr., C.I.M., NIGP-CPP, CPSD*

### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define competitive bidding and its basic elements
- Describe the many procurement document formats and their use
- Explain a variety of bidder candidacy restrictions
- Outline the aspects associated with the development of a bid document
- Explain the purpose of pre-bid meetings; along with when to use them effectively and pitfalls to watch for
- Outline the alternatives to competitive bidding

### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

### **CERTIFICATE PROGRAM**

*Attendance Credit: 8.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*

*\$288.10*

*Until January 23, 2026*

*Members Only*

*0.0000*

*0.0000*

*8.5*

*Virtual Learning - Non Member*

*\$352.10*

*Until January 23, 2026*

*All Registrants*

*0.0000*

*0.0000*

*8.5*

*Registration closes January 23, 2026*

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February 1, 2026  
- February 28, 2026

**Principles - Procurement and the Law (Virtual - PPLL)**  
05:30 PM - 08:30 PM EST  
Course Access: February 1 – 28, 2026  
Mandatory Live Zoom Session: Thursday, February 26 | 5:30pm - 8:30pm ET  
Registration Deadline: January 23, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions after registration closes on January 23. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on February 7th, February 14th, February 21st and February 28th.*

*A mandatory live Zoom session will take place on Thursday, February 26 | 5:30pm - 8:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be available within the course.*

*In this course the mysteries of the law and the relationship of the procurement agent to it are unraveled in a concise and easy to understand format. Candidates are given an overview of the issues and responsibilities related to entering into a legal contract as well as determining what comprises a contract. Other topics discussed are the Law of Agency, Contract Law, Laws of Competitive Bidding, comments on various Acts, bonding and alternatives to bonding.*

*Instructor: Michelle Trudel, NIGP-CPP, CPPB*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Explain the Law of Agency and the duties of the three parties involved in an agency relationship
- Describe the six essential elements to create a binding, valid contract
- Give a detailed description of when Contracts A and B are formed and their importance to Procurement Law
- Describe the duty of full disclosure and the duty of fairness and good faith
- Outline the key provisions of several significant cases, major Acts and Trade Agreements affecting public purchasing

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Attendance Credit: 9 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

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<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until January 23, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until January 23, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes January 23, 2026.*

February 10, 2026  
- February 11, 2026

**PPS - RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual - Zoom)**  
**Zoom - links will be distributed prior to event**  
09:00 AM - 12:00 PM EST  
*February 10 + 11, 2026*  
9:00 AM - 12:00 PM ET  
*Virtual Learning*

*Registration closes Tuesday, February 3, 2026*

#### **COURSE DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*In this course, participants will uncover the secrets behind crafting successful Request for Proposals. The content is presented in an easily digestible format, providing an overview of RFP-related issues and responsibilities. Participants will have an in-depth look at all elements of the RFP process, including policies and procedures, RFP templates, methodology, communications with proponents, compliance, price proposals, contract assembly, and more. By the end of the training, participants will understand all facets of the RFP process, including how to provide relevant information during debriefings.*

#### **LEARNING OBJECTIVES**

*By the end of this course, participants will be able to:*

*Define the term Request for Proposal  
Describe the Elements of the RFP process  
Describe the RFP template, including the different types of RFP's  
Describe the RFP structure  
Understand evaluation criteria and its purpose  
Understand the negotiation process and strategy  
Understand criteria and its purpose  
Understand the purpose and role of the evaluation committee  
Execute the RFP process  
Understand and conduct debriefs*

*Instructor: Sarah Denomy, CPPB*

#### **DATE AND TIME**

*This six (6) hour Zoom virtual learning seminar has two (2) online sessions:*

*Tuesday, February 10 at 9:00 am - 12:00 pm ET*

*AND*

*Wednesday, February 11 at 9:00 am - 12:00 pm ET*

*Learners must attend both sessions to receive course credit.*

*The Zoom meeting link and course materials will be distributed before the first session. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing [members@opba.ca](mailto:members@opba.ca) to obtain them before your course start date.*

## ATTENDANCE AND CREDIT

*Learners are advised that they must attend both sessions in full to receive course credit. A learner that arrives late to a course or has been found to be away or inactive for a duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development. As this course is not part of the Principles Program, it can count as two (2) of the additional meetings/courses/workshops required if you are enrolled in the Principles Certificate Program and intend to write the exam. To qualify, participants must attend and participate in the full six (6) hours.*

## PRE-WORK

*Learners will receive a short pre-work assignment to complete approximately 4 business days before the first session.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

## FORMAT

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*This course is designed for learners to be able to engage and participate in the sessions. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Learners are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## CERTIFICATE PROGRAM

*Attendance Credit: Six (6) contact hours. Learners must attend both sessions to receive course credit.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

*Title  
Fee  
Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning Member Rate*

**\$359.65**

*Until February 3, 2026*

*Members Only*

**0.0000**

**0.0000**

**6.0000**

*Virtual Learning - Non Member*

**\$419.59**

*Until February 3, 2026*

*All Registrants*

**0.0000**

**0.0000**

**6.0000**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes February 3, 2026*

February 12, 2026

## **Coffee with Counsel: What's New Under Ontario's Construction Act**

01:00 PM - 02:00 PM EST

*Coffee with Counsel*

*Thursday, February 12, 2026*

*1 PM - 2 PM ET (Virtual Event)*

*Registration closes February 11, 2026 - 12:00 PM ET.*

*Ontario's Construction Act has recently been updated, introducing new rules that impact public sector construction contracts and their administration. For public procurement professionals, these changes raise important considerations around contract terms, risk management, compliance, and dispute resolution.*

*Join Jason J. Annibale and Natasha Rodrigues of McMillan LLP for this Coffee with Counsel session as they provide an overview of the already-in-force Construction Act amendments and discuss what public procurement professionals need to know now. The session will focus on understanding the nature of the updates, potential implications for public sector procurement, and key areas where procurement teams may need to work closely with legal and project stakeholders.*

*This session will help public procurement professionals:*

*Build awareness of recent updates to Ontario's Construction Act*

*Understand potential impacts on construction contract administration and the resolution of disputes*

*Identify considerations from a legal and risk perspective*

*Gain insight into issues to watch for as the construction industry adjusts to the implemented changes*

*Presenters:*

*Jason Annibale, McMillian LLP*

*Partner, Construction & Infrastructure  
h*

*Natasha Rodrigues, McMillian LLP*

*Associate, Litigation & Dispute Resolution*

*Registration Fees*

*Title*

*Fee*

*Member Status*

*Points*

*CEUs*

*Hours*

*Members*

\$20.00 + HST

*Members Only*

0.0000

0.0000

1.00

*Non Members*

\$35.00 + HST

*All Registrants*

0.0000

0.0000

1.00

February 21, 2026  
- February 22, 2026

## **Principles Certificate Exam Prep [for March exam] Course (Virtual - Zoom)**

09:00 AM - 12:00 PM EST

*February 21 + 22, 2026*

*9:00 AM - 12:00 PM ET*

*Virtual Learning*

*Registration closes Friday, February 13, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*The Principles Certificate exam prep course is designed to get you ready for the exam - the next exam session is March 1st - 7th. The topics covered in the course are what will be on the exam.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

### **DATE AND TIME**

*This six (6) hour Zoom virtual learning course has two (2) online sessions:*

*Saturday, February 21 at 9:00 am - 12:00 pm ET*

*AND*

*Sunday, February 22 at 9:00 am - 12:00 pm ET*

*The Zoom meeting link and login information will be distributed before the first session, after registration deadline February 13.*

### **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

### **REFUNDS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. In writing only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee. Course fees are nontransferable to other courses.*

*Registration Fees:*

*Title*

*Fee*

*Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning Member Rate*  
\$269.73  
*Until February 13, 2026*  
*Members Only*  
0.0000  
0.0000  
0.0000

*Virtual Learning - Non Member*  
\$329.68  
*Until February 13, 2026*  
*All Registrants*  
0.0000  
0.0000  
0.0000

*Registration closes February 13, 2026*

March 1, 2026  
- March 31, 2026

## **Principles - Advanced Competitive Bidding (Virtual - PPLL)**

05:30 PM - 09:00 PM EST

*Course Dates: March 1 - 31, 2026*

*Mandatory Live Zoom Session: Monday, March 30 | 5:30pm - 9:00pm ET*

*Registration Deadline: February 20, 2026*

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on March 7th, March 14th, March 21st and March 28th.*

*A mandatory live Zoom session will take place on Monday, March 30 at 5:30pm - 9:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course builds on the foundations of the Competitive Bidding – General course and focuses more on complex competitive bid solicitations, including both RFTs and RFPs. Candidates will discuss evaluated bid submissions, how to develop evaluation criteria, work with evaluators and evaluation groups, explore different costing calculations, as well as the two-envelope approach for the receipt of both proposals and tenders.*

*Instructor: Carl Bonitto, CPPO, CPPB*

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## LEARNING OBJECTIVES:

*By the end of this course participants will be able to:*

- *Explain the phases associated with the RFP process*
- *Describe the considerations involved in the evaluation, award and debrief of a bidding competition*
- *Explain the purpose and benefits of an evaluation team*
- *Outline the preferred approach to conducting a vendor debrief and practice for increased confidence*
- *Describe the differences between protests and disputes and some considerations for handling each effectively*

## COURSE LEARNING MATERIALS

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## CERTIFICATE PROGRAM

*Attendance Credit: 10 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning Member Rate*  
\$288.10  
*Until February 20, 2026*  
*Members Only*  
0.0000  
0.0000  
10

*Virtual Learning - Non Member*  
\$352.10  
*Until February 20, 2026*  
*All Registrants*  
0.0000  
0.0000  
10

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes February 20, 2026*

March 1, 2026  
- March 31, 2026

## **Principles - Introduction to Procurement for Construction (Virtual - PPLL)**

### **Public Procurement Learning Lab via Brightspace**

12:00 PM - 03:30 PM EST

Course Access: March 1 – 31, 2026

Mandatory Live Zoom Session: Monday, March 30 | 12:00pm - 3:30pm ET

Registration Deadline: February 20, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on March 7th, March 14th, March 21st and March 28th.*

*A mandatory live Zoom session will take place on Monday, March 30 at 12:00pm - 3:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

### *Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*  
\$288.10  
*Until February 20, 2026*  
*Members Only*  
0.0000  
0.0000  
9

*Virtual Learning - Non Member*  
\$352.10  
*Until February 20, 2026*  
*All Registrants*  
0.0000  
0.0000  
9

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes February 20, 2026.*

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March 1, 2026  
- March 31, 2026

**Principles - Co-operative Procurement (Virtual - PPLL)**  
12:00 PM - 03:00 PM EST  
Course Access: March 1 - 31, 2026  
Mandatory Live Zoom Session: Tuesday, March 31 | 12:00pm - 3:00pm ET  
Registration Deadline: February 20, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on March 7th, March 14th, March 21st and March 28th.*

*A mandatory live Zoom session will take place on Tuesday, March 31 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives an overview of the cooperative purchasing process in the public sector, describing the types, benefits, structure, legal considerations and challenges cooperative purchasing groups face. Attendees will be shown and discuss examples of constitutions, strategic plans, business plan reports, commodity listings and standard terms and conditions for public tenders issued by cooperative groups.*

*Instructor: Scott Agnello, CPPO, CPPB*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define cooperative purchasing
- Describe a variety of methods and group purchasing models associated with cooperative purchasing
- Outline the benefits and challenges associated with cooperative purchasing, along with ways to measure savings
- Explain several rules, statutes and treaties related to cooperative purchasing
- Describe the characteristics and traits of a successful cooperative
- Outline the business components of a cooperative group

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

### *Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until February 20, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until February 20, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes February 20, 2026*

March 1, 2026  
- March 7, 2026

## **MARCH 2026 PRINCIPLES CERTIFICATE EXAM**

**Brightspace - you will be provided access in the last week of February 2026**  
12:00 AM - 12:00 AM EST  
*March 1 - 7, 2026*  
*Virtual*  
*OPBA online platform*

*Registration closes Friday, February 20, 2026*

*Welcome to OPBA's Principles of Effective Public Procurement Certificate exam registration page. If you have not done so already, click the link below to complete the Principles exam application, and wait to receive confirmation you are eligible to write the exam. It is important to note you will not be permitted to write the exam without applying first.*

*Principles of Effective Public Procurement Exam Application*

*Once your eligibility is confirmed, you will receive an email notifying you of next steps to get access to the exam writing platform and all pertinent details. The exam will be available to you to write at anytime between: March 1st at 12:01am EST to March 7th at 11:59pm EST. If you have any questions, contact us at [members@opba.ca](mailto:members@opba.ca)*

*OPBA is now offering a Principles Certificate Exam prep course, please [click here](#) to find more information and to register.*

*For any cancellations, adjustments, or requests to join this exam session after the deadline, there will be an admin fee of \$25.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*First Attempt Fee Exam 2026*

*\$123.62*

*Available until Feb 20, 2026*

*All Registrants*

*0.0000*

*0.0000*

*0.0000*

*Second Attempt Exam Fee 2026*

*\$101.97*

*Available until Feb 20, 2026*

*All Registrants*

*0.0000*

*0.0000*

*0.0000*

*Please refer to our payment policy for information regarding cancellations and/or refunds.*

March 16, 2026

## **PPS - Supplier Performance (Virtual - Zoom)**

**Zoom - links will be distributed prior to event**

06:00 PM - 09:00 PM EST

*March 16, 2026*

*6:00 PM - 9:00 PM ET*

*Virtual Learning*

*Registration closes Monday, March 9, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in one (1) three 3-hour session.*

*Contractor/Supplier/Consultant (Suppliers) Performance Program (the Program) sets out the guidelines for managing the performance of Suppliers. The program is administered in accordance with the agency's procurement policy. The project manager is responsible for administering the program in accordance with the policy.*

*The purpose of this training is to provide support with supplier performance trends that will be assessed over both the short and long term to provide suppliers with feedback and to facilitate continuous improvement, where required. Feedback from the project manager to the supplier will be provided through written evaluation as described below.*

*The objectives of this program are to:*

*Ensure consistent compliance with the program through the completion of required documentation;*

*Establish clear expectations and benchmarks that encourage responsibility and accountability that benefit both the supplier and the agency;*

*Monitor and evaluate a supplier's performance against the contractual requirements and deliverables;*

*Address shortfalls in supplier performance; and*

*Encourage continuous improvement through appropriate corrective action as necessary.*

*Instructor: Marie Kavanagh, CPPO, CPPB, NIGP-CPP*

### **DATE AND TIME**

*This three (3) hour Zoom virtual learning seminar has one (1) online session:*

*Monday, March 16 at 6:00 pm - 9:00 pm ET*

*The Zoom meeting link and login information will be distributed before the first session, after the March 9th registration deadline.*

### **ATTENDANCE AND CREDIT**

*Students are advised that they must attend the session in full to receive course credit. A student that arrives late to a course or has been found to be away or inactive for a duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development.*

*Please note, there is no pre-work for this course.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

#### **FORMAT**

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*OPBA seminars are designed for student participation. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Students are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions, and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

#### **CERTIFICATE PROGRAM**

*Attendance Credit: Three (3) CE hours. Students must attend the full session to receive course credit.*

#### **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning - Member Rate*

*\$203.80*

*Until March 9, 2026*

*Members Only*

*0.0000*

*0.0000*

*3.0000*

*Virtual Learning - Non Member*

*\$269.73*

*Until March 9, 2026*

*All Registrants*

*0.0000*

*0.0000*

*3.0000*

*Registration closes March 9, 2026*

April 1, 2026  
- April 30, 2026

## **Principles - Introduction to Public Procurement (Virtual - PPLL)**

### **Public Procurement Learning Lab via Brightspace**

12:00 PM - 03:00 PM EST

Course Access: April 1 - April 30, 2026

Mandatory Live Zoom Session: Wednesday, April 29 | 12:00pm - 3:00pm ET

Registration Deadline: March 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on April 7th, April 14th, April 21st and April 28th.*

*A mandatory live Zoom session will take place on Wednesday, April 29, 2026 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course is the pre-requisite for the Principles of Effective Public Procurement certificate program, giving an introduction to policy and procedures, authority and agency, the public purchasing cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations purchasing staff need to know when developing and handling bid documents, deciding the best procurement option (tender and RFP processes), as well as discuss centralized versus decentralized procurement systems.*

*Instructor: Shelly Ann Henry, CSCMP*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Describe the roles and responsibilities of public procurement, and the differences from the private sector*
- *Explain the importance of developing clear purchasing policies and procedures*
- *Discuss the advantages and disadvantages of a centralized and decentralized purchasing organization structure*
- *Outline the seven 'R's of public purchasing and the steps associated with the public purchasing cycle*
- *Describe the legalities associated with public purchasing*

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until December 19, 2025</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until December 19, 2025</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

April 1, 2026  
- April 30, 2026

**Principles - Risk Management (Virtual - PPLL)**  
**Public Procurement Learning Lab via Brightspace**  
12:00 PM - 03:30 PM EST  
Course Access: April 1 – 30, 2026  
Mandatory Live Zoom Session: Tuesday, April 28 | 12:00pm - 3:30pm ET  
Registration Deadline: March 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on April 7th, April 14th, April 21st and April 28th.*

*A mandatory live Zoom session will take place on Tuesday, April 28 at 12:00pm - 3:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

Instructor: Sarah Denomy, CPPB  
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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning - Member Rate*  
\$288.10  
*Until March 25, 2026*  
*Members Only*  
0.0000  
0.0000  
9.5

*Virtual Learning - Non Member*  
\$352.10  
*Until March 25, 2026*  
*All Registrants*  
0.0000  
0.0000  
9.5

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes March 25, 2026.*

April 13, 2026  
- April 14, 2026

## **Certified Professional Public Buyer (CPPB) Exam Preparation 2-Day Course**

**Zoom - course link will be circulated the week prior to the course**

**09:00 AM - 05:00 PM EST**

**April 13 + 14, 2026**

**9:00 AM - 5:00 PM EDT**

**Virtual Learning**

*Registration closes April 7, 2026*

### **DESCRIPTION**

*The Certified Professional Public Buyer (CPPB) is a recognized certification designed for procurement professionals performing essential functions within the procurement cycle. Upon meeting the eligibility criteria, learners must also complete the CPPB exam as the final step in earning their CPPB certification.*

*Please note, any queries around exam eligibility can only be answered by the Universal Public Procurement Certification Council (UPPCC) as they manage the CPPB certification.*

*Preparation is important and the CPPB BoK-C (Body of Knowledge and Competencies) is your best resource. The CPPB BoK-C will guide your preparation efforts as it provides a comprehensive listing of the content that you will find on the exam, as well as the number of questions that will be presented from each of the content domains that comprise the BoK-C for CPPB.*

*As a recognized training partner of the Universal Public Procurement Certification Council (UPPCC), the Ontario Public Buyers Association (OPBA) has developed this examination preparation course based on the BoK-C. Led by a qualified instructor, the course will cover the six (6) domain areas which comprise the BoK-C for CPPB exam. The course will help learners understand their strengths and the areas that require additional focus.*

*This course has been designed to be one of the tools in a learner's study toolbox, and participation in this class does not guarantee success on the examination.*

*Instructor: Melissa Mordue, CPPO, CPPB*

### **DATE & TIME**

*Monday, April 13 at 9am - 5pm EDT*

*and*

*Tuesday, April 14 at 9am - 5pm EDT*

*The Zoom meeting link and login information will be distributed before the first session in early April.*

### **LEARNING OUTCOMES**

*By the end of this course, participants will:*

*Describe the structure and setup of the CPPB exam, including question types and scoring methods.*

*Evaluate personal strengths and areas for improvement through assessment exercises.*

*Identify common pitfalls and develop strategies for maximizing test performance.*

Analyze test questions by applying public procurement principles and best practices.

## PRE-WORK

*This course does not have any pre-work assignments.*

## FORMAT

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible. Students are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions, and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## UPPCC CERTIFICATION

*This course is to prepare for the exam that completes the Certified Professional Public Buyer (CPPB) certification program offered by the Universal Public Procurement Certification Council (UPPCC). As this certification is managed and offered by the UPPCC, any questions related to exam eligibility or program requirements can only be answered by the UPPCC team.*

## REGISTRATION

*Space is limited: this course has a minimum of 10 learners and a maximum of 20. Register early to avoid disappointment. Registration will be open until April 7, 2026. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

## PAYMENT/REFUND INFORMATION

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Cancellation/refund requests must be submitted in writing (by email) only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee. Course fees are nontransferable to other courses.*

## REGISTRATION FEES

*Title*

*Fee incl. HST*

*Member Status*

*Points*

*CEUs*

*Hours*

*Members*

*\$494.66*

*Members Only*

*0.0000*

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*Non Members*  
\$611.05  
*All Registrants*  
0.0000  
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*Registration closes April 7, 2026*

April 21, 2026  
- April 22, 2026

## **PPS - Advanced Procurement for Construction (Virtual - Zoom)**

**Zoom - links will be distributed prior to event**

06:00 PM - 09:00 PM EST

*April 21 + 22, 2026*

*6:00 PM - 9:00 PM ET*

*Virtual Learning*

*Registration closes Tuesday, April 14, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*The Advanced Procurement for Construction course is for procurement professionals in the public sector who are called upon for their expertise in developing and administering large, sometimes complex procurement for construction. This course is part of OPBA's Public Procurement Specialties (PPS).*

*Although the Introduction to Construction is not a pre-requisite for the Advanced Construction course, it is strongly advised that learners have experience in construction procurement. The Advanced course qualifies as one of the two additional courses required to be eligible to write the Principles exam. Learners do not have to be enrolled in the Principles Certificate program to take this course.*

*Instructor: Carl Bonitto, CPPO, CPPB*

### **LEARNING OBJECTIVES**

*By the end of this course participants will be able to:*

- Explain many of the pre-construction activities and activities that need to be addressed during a construction project: i.e., studies, assessments and surveys*
- Explore a variety of sustainability considerations; including LEED*
- Identify the phases of a construction project*
- Describe the types of contract methods that can be used for a construction project; including control, risk and cost considerations*
- Explain the roles and responsibilities the Prime Consultant and the Construction Manager and their relationships to the Owner*

### **DATE AND TIME**

*This six (6) hour Zoom virtual learning seminar has two (2) online sessions:*

*Tuesday, April 21 at 6:00 pm - 9:00 pm ET*

*AND*

*Wednesday, April 22 at 6:00 pm - 9:00 pm ET*

*Students must attend both sessions to receive course credit.*

*The Zoom meeting link and login information will be distributed before the first session.*

### **PRE-WORK**

*Students will receive a short pre-work assignment to complete approximately 4 business days before the first session. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing*

*members @opba.ca to obtain them before your course start date.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

## **FORMAT**

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*OPBA Principles Program seminars are designed for student participation. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Students are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions, and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: Six (6) contact hours. Students must attend both sessions to receive course credit.*

*Program Textbook: \*\* Learners can purchase the updated textbooks for each construction course, which are available for purchase in the OPBA Store.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must be enrolled in the program - please click the link to enroll.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members @opba.ca to request a late registration.*

*Cancellations: In writing only, up to ten (10) business days before the event, after which we regret that we cannot refund your registration fee. Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*  
\$269.73  
*Until January 20, 2026*  
*Members Only*  
0.0000  
0.0000  
6.0000

*Virtual Learning - Non Member*  
\$329.68  
*Until January 20, 2026*  
*All Registrants*  
0.0000  
0.0000  
6.0000

*Registration closes January 20, 2026*

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May 1, 2026  
- May 31, 2026

## **Principles - Competitive Bidding (Virtual - PPPL)**

**Public Procurement Learning Lab via Brightspace**

06:00 PM - 09:00 PM EST

Course Access: May 1 - 31, 2026

Mandatory Live Zoom Session: Thursday, May 28 | 6:00pm - 9:00pm ET

Registration Deadline: April 24, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPPL) using the Brightspace learning platform.*

*If this is your first course with PPPL, you'll receive an email with login instructions. If you've already taken a course through PPPL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on May 7th, May 14th, May 21st and May 28th.*

*A mandatory live Zoom session will take place on Thursday, May 28 at 6:00pm - 9:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives a detailed examination of the tendering & request for proposal processes. It includes concepts, issues and the resolution of issues relating to preparing and issuing the procurement documents as well as the ultimate receiving, opening and checking of bids. Participants will be given an overview of the various components comprising tenders and request for proposals documents and the differences of each.*

Instructor: Victoria Mirlocca, Q.Arb, CPPB, C.Mgr., C.I.M., NIGP-CPP, CPSD

### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define competitive bidding and its basic elements
- Describe the many procurement document formats and their use
- Explain a variety of bidder candidacy restrictions
- Outline the aspects associated with the development of a bid document
- Explain the purpose of pre-bid meetings; along with when to use them effectively and pitfalls to watch for
- Outline the alternatives to competitive bidding

### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

### **CERTIFICATE PROGRAM**

*Attendance Credit: 8.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*

*\$288.10*

*Until April 24, 2026*

*Members Only*

*0.0000*

*0.0000*

*8.5*

*Virtual Learning - Non Member*

*\$352.10*

*Until April 24, 2026*

*All Registrants*

*0.0000*

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*8.5*

*Registration closes April 24, 2026*

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May 1, 2026  
- May 31, 2026

## **Principles - Procurement and the Law (Virtual - PPLL)**

12:00 PM - 03:30 PM EST

Course Access: May 1 - 31, 2026

Mandatory Live Zoom Session: Friday, May 29 | 12:00pm - 3:30pm ET

Registration Deadline: April 24, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on May 7th, May 14th, May 21st and May 28th.*

*A mandatory live Zoom session will take place on Friday, May 29 at 12:00pm - 3:30pm. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be available within the course.*

*In this course the mysteries of the law and the relationship of the procurement agent to it are unraveled in a concise and easy to understand format. Candidates are given an overview of the issues and responsibilities related to entering into a legal contract as well as determining what comprises a contract. Other topics discussed are the Law of Agency, Contract Law, Laws of Competitive Bidding, comments on various Acts, bonding and alternatives to bonding.*

*Instructor: Michelle Trudel, NIGP-CPP, CPPB*

### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Explain the Law of Agency and the duties of the three parties involved in an agency relationship
- Describe the six essential elements to create a binding, valid contract
- Give a detailed description of when Contracts A and B are formed and their importance to Procurement Law
- Describe the duty of full disclosure and the duty of fairness and good faith
- Outline the key provisions of several significant cases, major Acts and Trade Agreements affecting public purchasing

### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

*Attendance Credit: 9 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*

*\$288.10*

*Until April 24, 2026*

*Members Only*

*0.0000*

*0.0000*

*9*

*Virtual Learning - Non Member*

*\$352.10*

*Until April 24, 2026*

*All Registrants*

*0.0000*

*0.0000*

*9*

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes April 24, 2026.*

May 9, 2026  
- May 10, 2026

## **Principles Certificate Exam Prep [for June exam] Course (Virtual - Zoom)**

09:00 AM - 12:00 PM EST

*May 9 + 10, 2026*

*9:00 AM - 12:00 PM ET*

*Virtual Learning*

*Registration closes Friday, May 1, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*The Principles Certificate exam prep course is designed to get you ready for the exam - the next exam session is June 1st - 7th. The topics covered in the course are what will be on the exam.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

### **DATE AND TIME**

*This six (6) hour Zoom virtual learning course has two (2) online sessions:*

*Saturday, May 9 at 9:00 am - 12:00 pm ET*

*AND*

*Sunday, May 10 at 9:00 am - 12:00 pm ET*

*The Zoom meeting link and login information will be distributed before the first session, after the registration deadline.*

### **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

### **REFUNDS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

*Registration Fees:*

*Title*

*Fee*

*Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning Member Rate*

\$269.73  
*Until May 1, 2026*  
*Members Only*  
0.0000  
0.0000  
0.0000

*Virtual Learning - Non Member*  
\$329.68  
*Until May 1, 2026*  
*All Registrants*  
0.0000  
0.0000  
0.0000

*Registration closes May 1, 2026*

May 26, 2026  
- May 27, 2026

**PPS - RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual - Zoom)**  
**Zoom - links will be distributed prior to event**  
12:00 PM - 03:00 PM EST  
*May 26 + 27, 2026*  
12:00 PM - 3:00 PM ET  
*Virtual Learning*

*Registration closes Tuesday, May 19, 2026*

#### **COURSE DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*In this course, participants will uncover the secrets behind crafting successful Request for Proposals. The content is presented in an easily digestible format, providing an overview of RFP-related issues and responsibilities. Participants will have an in-depth look at all elements of the RFP process, including policies and procedures, RFP templates, methodology, communications with proponents, compliance, price proposals, contract assembly, and more. By the end of the training, participants will understand all facets of the RFP process, including how to provide relevant information during debriefings.*

#### **LEARNING OBJECTIVES**

*By the end of this course, participants will be able to:*

*Define the term Request for Proposal  
Describe the Elements of the RFP process  
Describe the RFP template, including the different types of RFP's  
Describe the RFP structure  
Understand evaluation criteria and its purpose  
Understand the negotiation process and strategy  
Understand criteria and its purpose  
Understand the purpose and role of the evaluation committee  
Execute the RFP process  
Understand and conduct debriefs*

*Instructor: Sarah Denomy, CPPB*

#### **DATE AND TIME**

*This six (6) hour Zoom virtual learning seminar has two (2) online sessions:*

*Tuesday, May 26 at 12:00 pm - 3:00 pm ET*

*AND*

*Wednesday, May 27 at 12:00 pm - 3:00 pm ET*

*Learners must attend both sessions to receive course credit.*

*The Zoom meeting link and course materials will be distributed before the first session. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing [members@opba.ca](mailto:members@opba.ca) to obtain them before your course start date.*

## ATTENDANCE AND CREDIT

*Learners are advised that they must attend both sessions in full to receive course credit. A learner that arrives late to a course or has been found to be away or inactive for a duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development. As this course is not part of the Principles Program, it can count as two (2) of the additional meetings/courses/workshops required if you are enrolled in the Principles Certificate Program and intend to write the exam. To qualify, participants must attend and participate in the full six (6) hours.*

## PRE-WORK

*Learners will receive a short pre-work assignment to complete approximately 4 business days before the first session.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

## FORMAT

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*This course is designed for learners to be able to engage and participate in the sessions. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Learners are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## CERTIFICATE PROGRAM

*Attendance Credit: Six (6) contact hours. Learners must attend both sessions to receive course credit.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

*Title  
Fee  
Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning - Member Rate*

**\$359.65**

*Until May 19, 2026*

*Members Only*

**0.0000**

**0.0000**

**6.0000**

*Virtual Learning - Non Member*

**\$419.59**

*Until May 19, 2026*

*All Registrants*

**0.0000**

**0.0000**

**6.0000**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes May 19, 2026*

June 1, 2026  
- June 30, 2026

## **Principles - Advanced Competitive Bidding (Virtual - PPLL)**

05:30 PM - 09:00 PM EST

*Course Dates: June 1 - 30, 2026*

*Mandatory Live Zoom Session: Thursday, June 25 | 5:30pm - 9:00pm ET*

*Registration Deadline: May 25, 2026*

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on June 7th, June 14th, June 21st and June 28th.*

*A mandatory live Zoom session will take place on Thursday, June 25 | 5:30pm - 9:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course builds on the foundations of the Competitive Bidding – General course and focuses more on complex competitive bid solicitations, including both RFTs and RFPs. Candidates will discuss evaluated bid submissions, how to develop evaluation criteria, work with evaluators and evaluation groups, explore different costing calculations, as well as the two-envelope approach for the receipt of both proposals and tenders.*

*Instructor: Carl Bonitto, CPPO, CPPB*

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## LEARNING OBJECTIVES:

*By the end of this course participants will be able to:*

- *Explain the phases associated with the RFP process*
- *Describe the considerations involved in the evaluation, award and debrief of a bidding competition*
- *Explain the purpose and benefits of an evaluation team*
- *Outline the preferred approach to conducting a vendor debrief and practice for increased confidence*
- *Describe the differences between protests and disputes and some considerations for handling each effectively*

## COURSE LEARNING MATERIALS

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## CERTIFICATE PROGRAM

*Attendance Credit: 10 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning Member Rate*  
**\$288.10**  
*Until May 25, 2026*  
*Members Only*  
**0.0000**  
**0.0000**  
**10**

*Virtual Learning - Non Member*  
**\$352.10**  
*Until May 25, 2026*  
*All Registrants*  
**0.0000**  
**0.0000**  
**10**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes May 25, 2026*

June 1, 2026  
- June 30, 2026

## **Principles - Introduction to Procurement for Construction (Virtual - PPLL)**

### **Public Procurement Learning Lab via Brightspace**

05:30 PM - 09:00 PM EST

Course Access: June 1 – 30, 2026

Mandatory Live Zoom Session: Wednesday, June 24 | 5:30pm - 9:00pm ET

Registration Deadline: May 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on June 7th, June 14th, June 21st and June 28th.*

*A mandatory live Zoom session will take place on Wednesday, June 24 at 5:30pm - 9:00pm ET?. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.* Page 68/108

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

### *Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

#### *Virtual Learning - Member Rate*

*\$288.10*

*Until May 25, 2026*

*Members Only*

*0.0000*

*0.0000*

*9*

#### *Virtual Learning - Non Member*

*\$352.10*

*Until May 25, 2026*

*All Registrants*

*0.0000*

*0.0000*

*9*

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes May 25, 2026.*

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June 1, 2026  
- June 30, 2026

**Principles - Co-operative Procurement (Virtual - PPLL)**  
12:00 PM - 03:00 PM EST  
Course Access: June 1 - 30, 2026  
Mandatory Live Zoom Session: Wednesday, June 24 | 12:00pm - 3:00pm ET  
Registration Deadline: May 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on June 7th, June 14th, June 21st and June 28th.*

*A mandatory live Zoom session will take place on Wednesday, June 24 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives an overview of the cooperative purchasing process in the public sector, describing the types, benefits, structure, legal considerations and challenges cooperative purchasing groups face. Attendees will be shown and discuss examples of constitutions, strategic plans, business plan reports, commodity listings and standard terms and conditions for public tenders issued by cooperative groups.*

*Instructor: Scott Agnello, CPPO, CPPB*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define cooperative purchasing
- Describe a variety of methods and group purchasing models associated with cooperative purchasing
- Outline the benefits and challenges associated with cooperative purchasing, along with ways to measure savings
- Explain several rules, statutes and treaties related to cooperative purchasing
- Describe the characteristics and traits of a successful cooperative
- Outline the business components of a cooperative group

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

### *Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until February 20, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until February 20, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes May 25, 2026*

September 1, 2026  
- September 30, 2026

**Principles - Introduction to Public Procurement (Virtual - PPLL)**  
**Public Procurement Learning Lab via Brightspace**  
12:00 PM - 03:00 PM EST  
Course Access: September 1 - 30, 2026  
Mandatory Live Zoom Session: Monday, September 29 | 12:00pm - 3:00pm ET  
Registration Deadline: August 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on September 7th, September 14th, September 21st and September 28th.*

*A mandatory live Zoom session will take place on Monday, September 29 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course is the pre-requisite for the Principles of Effective Public Procurement certificate program, giving an introduction to policy and procedures, authority and agency, the public purchasing cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations purchasing staff need to know when developing and handling bid documents, deciding the best procurement option (tender and RFP processes), as well as discuss centralized versus decentralized procurement systems.*

*Instructor: Shelly Ann Henry, CSCMP*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Describe the roles and responsibilities of public procurement, and the differences from the private sector*
- *Explain the importance of developing clear purchasing policies and procedures*
- *Discuss the advantages and disadvantages of a centralized and decentralized purchasing organization structure*
- *Outline the seven 'R's of public purchasing and the steps associated with the public purchasing cycle*
- *Describe the legalities associated with public purchasing*

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations*

and/or refunds. Course registration fees are non-transferable to other courses.

## **CERTIFICATE PROGRAM**

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until August 25, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until August 25, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
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<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

September 1, 2026  
- September 30, 2026

**Principles - Risk Management (Virtual - PPLL)**  
**Public Procurement Learning Lab via Brightspace**  
12:00 PM - 03:30 PM EST  
Course Access: September 1 – 30, 2026  
Mandatory Live Zoom Session: Tuesday, September 29 | 12:00pm - 3:30pm ET  
Registration Deadline: August 25, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on September 7th, September 14th, September 21st and September 28th.*

*A mandatory live Zoom session will take place on Tuesday, September 29 at 12:00pm - 3:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

Instructor: Sarah Denomy, CPPB  
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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning - Member Rate*  
\$288.10  
*Until August 25, 2026*  
*Members Only*  
0.0000  
0.0000  
9.5

*Virtual Learning - Non Member*  
\$352.10  
*Until August 25, 2026*  
*All Registrants*  
0.0000  
0.0000  
9.5

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes August 25, 2026.*

October 1, 2026  
- October 31, 2026

## **Principles - Competitive Bidding (Virtual - PPPL)**

**Public Procurement Learning Lab via Brightspace**

06:00 PM - 09:00 PM EST

Course Access: October 1 – 31, 2026

Mandatory Live Zoom Session: Thursday, October 29 | 6:00pm - 9:00pm ET

Registration Deadline: September 24, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPPL) using the Brightspace learning platform.*

*If this is your first course with PPPL, you'll receive an email with login instructions. If you've already taken a course through PPPL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on October 7th, October 14th, October 21st and October 28th.*

*A mandatory live Zoom session will take place on Thursday, October 29 at 6:00pm - 9:00pm ET?. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives a detailed examination of the tendering & request for proposal processes. It includes concepts, issues and the resolution of issues relating to preparing and issuing the procurement documents as well as the ultimate receiving, opening and checking of bids. Participants will be given an overview of the various components comprising tenders and request for proposals documents and the differences of each.*

*Instructor: Marie Kavanagh, CPPO, CPPB, NIGP-CPP*

### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define competitive bidding and its basic elements
- Describe the many procurement document formats and their use
- Explain a variety of bidder candidacy restrictions
- Outline the aspects associated with the development of a bid document
- Explain the purpose of pre-bid meetings; along with when to use them effectively and pitfalls to watch for
- Outline the alternatives to competitive bidding

### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

### **CERTIFICATE PROGRAM**

*Attendance Credit: 8.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until September 24, 2026</i>
<i>Members Only</i>
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<i>8.5</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until September 24, 2026</i>
<i>All Registrants</i>
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*Registration closes September 24, 2026*

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October 1, 2026  
- October 31, 2026

**Principles - Procurement and the Law (Virtual - PPLL)**  
12:00 PM - 03:00 PM EST  
Course Access: October 1 - 31, 2026  
Mandatory Live Zoom Session: Thursday, October 29 | 12:00pm - 3:00pm ET  
Registration Deadline: September 24, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on October 7th, October 14th, October 21st and October 28th.*

*A mandatory live Zoom session will take place on Friday, May 29 at 12:00pm - 3:00pm. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be available within the course.*

*In this course the mysteries of the law and the relationship of the procurement agent to it are unraveled in a concise and easy to understand format. Candidates are given an overview of the issues and responsibilities related to entering into a legal contract as well as determining what comprises a contract. Other topics discussed are the Law of Agency, Contract Law, Laws of Competitive Bidding, comments on various Acts, bonding and alternatives to bonding.*

*Instructor: Michelle Trudel, NIGP-CPP, CPPB*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Explain the Law of Agency and the duties of the three parties involved in an agency relationship
- Describe the six essential elements to create a binding, valid contract
- Give a detailed description of when Contracts A and B are formed and their importance to Procurement Law
- Describe the duty of full disclosure and the duty of fairness and good faith
- Outline the key provisions of several significant cases, major Acts and Trade Agreements affecting public purchasing

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

*Attendance Credit: 9 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning Member Rate*

*\$288.10*

*Until September 24, 2026*

*Members Only*

*0.0000*

*0.0000*

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*Virtual Learning - Non Member*

*\$352.10*

*Until September 24, 2026*

*All Registrants*

*0.0000*

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*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes September 24, 2026.*

October 17, 2026  
- October 18, 2026

### **Principles Certificate Exam Prep [for November exam] Course (Virtual - Zoom)**

09:00 AM - 12:00 PM EST

*October 17 + 18, 2026*

*9:00 AM - 12:00 PM ET*

*Virtual Learning*

*Registration closes Monday, October 12, 2026*

#### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*The Principles Certificate exam prep course is designed to get you ready for the exam - the next exam session is November 1st - 7th. The topics covered in the course are what will be on the exam.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

#### **DATE AND TIME**

*This six (6) hour Zoom virtual learning course has two (2) online sessions:*

*Saturday, October 17 at 9:00 am - 12:00 pm ET*

*AND*

*Sunday, October 18 at 9:00 am - 12:00 pm ET*

*The Zoom meeting link and login information will be distributed before the first session, after the registration deadline.*

#### **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

#### **REFUNDS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

*Registration Fees:*

*Title*

*Fee*

*Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

\$269.73  
*Until October 12, 2026*  
*Members Only*  
0.0000  
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0.0000

*Virtual Learning - Non Member*  
\$329.68  
*Until October 12, 2026*  
*All Registrants*  
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0.0000  
0.0000

*Registration closes October 12, 2026*

October 20, 2026  
- October 21, 2026

## **PPS - RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual - Zoom)**

**Zoom - links will be distributed prior to event**

06:00 PM - 09:00 PM EST

*October 20 + 21, 2026*

*6:00 PM - 9:00 PM ET*

*Virtual Learning*

*Registration closes Tuesday, October 13, 2026*

### **COURSE DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in two (2) three 3-hour sessions.*

*In this course, participants will uncover the secrets behind crafting successful Request for Proposals. The content is presented in an easily digestible format, providing an overview of RFP-related issues and responsibilities. Participants will have an in-depth look at all elements of the RFP process, including policies and procedures, RFP templates, methodology, communications with proponents, compliance, price proposals, contract assembly, and more. By the end of the training, participants will understand all facets of the RFP process, including how to provide relevant information during debriefings.*

### **LEARNING OBJECTIVES**

*By the end of this course, participants will be able to:*

*Define the term Request for Proposal*

*Describe the Elements of the RFP process*

*Describe the RFP template, including the different types of RFP's*

*Describe the RFP structure*

*Understand evaluation criteria and its purpose*

*Understand the negotiation process and strategy*

*Understand criteria and its purpose*

*Understand the purpose and role of the evaluation committee*

*Execute the RFP process*

*Understand and conduct debriefs*

*Instructor: Sarah Denomy, CPPB*

### **DATE AND TIME**

*This six (6) hour Zoom virtual learning seminar has two (2) online sessions:*

*Tuesday, October 20 at 6:00 pm - 9:00 pm ET*

*AND*

*Wednesday, October 21 at 6:00 pm - 9:00 pm ET*

*Learners must attend both sessions to receive course credit.*

*The Zoom meeting link and course materials will be distributed before the first session. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing members@opba.ca to obtain them*

## ATTENDANCE AND CREDIT

*Learners are advised that they must attend both sessions in full to receive course credit. A learner that arrives late to a course or has been found to be away or inactive for a duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development. As this course is not part of the Principles Program, it can count as two (2) of the additional meetings/courses/workshops required if you are enrolled in the Principles Certificate Program and intend to write the exam. To qualify, participants must attend and participate in the full six (6) hours.*

## PRE-WORK

*Learners will receive a short pre-work assignment to complete approximately 4 business days before the first session.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course fees are nontransferable to other courses.*

## FORMAT

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*This course is designed for learners to be able to engage and participate in the sessions. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Learners are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

## CERTIFICATE PROGRAM

*Attendance Credit: Six (6) contact hours. Learners must attend both sessions to receive course credit.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

*Title  
Fee  
Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning - Member Rate*

**\$359.63**

*Until October 13, 2026*

*Members Only*

**0.0000**

**0.0000**

**6.0000**

*Virtual Learning - Non Member*

**\$419.59**

*Until October 13, 2026*

*All Registrants*

**0.0000**

**0.0000**

**6.0000**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 13, 2026*

November 1, 2026  
- November 30, 2026

**Principles - Risk Management (Virtual - PPLL)**  
**Public Procurement Learning Lab via Brightspace**  
09:00 AM - 12:00 PM EST  
Course Access: November 1 – 30, 2026  
Mandatory Live Zoom Session: Friday, November 27 | 9:00am - 12:30pm ET  
Registration Deadline: October 26, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Friday, November 27 at 9:00am - 12:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP  
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## LEARNING OBJECTIVES:

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## COURSE LEARNING MATERIALS

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## CERTIFICATE PROGRAM

*Attendance Credit: 9.5 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning - Member Rate*  
\$288.10  
*Until October 26, 2026*  
*Members Only*  
0.0000  
0.0000  
9.5

*Virtual Learning - Non Member*  
\$352.10  
*Until October 26, 2026*  
*All Registrants*  
0.0000  
0.0000  
9.5

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026*

November 1, 2026  
- November 30, 2026

## **Principles - Advanced Competitive Bidding (Virtual - PPLL)**

12:00 PM - 03:30 PM EST

*Course Dates: November 1 - 30, 2026*

*Mandatory Live Zoom Session: Friday, November 27 | 12:00pm - 3:30pm ET*

*Registration Deadline: October 26, 2026*

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Friday, November 27 at 12:00pm - 3:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course builds on the foundations of the Competitive Bidding – General course and focuses more on complex competitive bid solicitations, including both RFTs and RFPs. Candidates will discuss evaluated bid submissions, how to develop evaluation criteria, work with evaluators and evaluation groups, explore different costing calculations, as well as the two-envelope approach for the receipt of both proposals and tenders.*

*Instructor: Victoria Mirlocca, Q.Arb, CPPB, C.Mgr., C.I.M., NIGP-CPP, CPSD*

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## LEARNING OBJECTIVES:

*By the end of this course participants will be able to:*

- *Explain the phases associated with the RFP process*
- *Describe the considerations involved in the evaluation, award and debrief of a bidding competition*
- *Explain the purpose and benefits of an evaluation team*
- *Outline the preferred approach to conducting a vendor debrief and practice for increased confidence*
- *Describe the differences between protests and disputes and some considerations for handling each effectively*

## COURSE LEARNING MATERIALS

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## REFUNDS & PAYMENTS

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## CERTIFICATE PROGRAM

*Attendance Credit: 9.5 contact hours.*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

*Title*  
*Fee*  
*Valid Dates*  
*Member Status*  
*Points*  
*CEUs*  
*Hours*

*Virtual Learning Member Rate*  
**\$288.10**  
*Until October 26, 2026*  
*Members Only*  
**0.0000**  
**0.0000**  
**9.5**

*Virtual Learning - Non Member*  
**\$352.10**  
*Until October 26, 2026*  
*All Registrants*  
**0.0000**  
**0.0000**  
**9.5**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026*

November 1, 2026  
- November 30, 2026

## **Principles - Introduction to Procurement for Construction (Virtual - PPLL)**

### **Public Procurement Learning Lab via Brightspace**

05:30 PM - 09:00 PM EST

Course Access: November 1 – 30, 2026

Mandatory Live Zoom Session: Tuesday, December 1 | 5:30pm - 9:00pm ET

Registration Deadline: October 26, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*

#### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Tuesday, December 1 at 5:30pm - 9:00pm ET?. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within the course.*

*This course examines the various issues with managing risk when purchasing goods and services in the public sector. Candidates are given an overview of common risk issues, including those of ownership and copyright, the right to privacy, competitive bidding irregularities, occupational health and safety, environmental responsibilities and accountability in terms of personal and corporate liability.*

Instructor: Carl Bonitto, CPPO, CPPB  
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## **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Define risk management*
- *Describe eight major risk management issues of importance for public procurement professionals*
- *Outline three basic risk management techniques: avoiding, managing and transferring risk*
- *Explain the types of insurance and bonds a public agency will require or may request from a vendor*
- *Describe the six components to corporate risk management*
- *Better understand all of the roles involved in managing risk in your organization*

## **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

## **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

## **CERTIFICATE PROGRAM**

*Attendance Credit: 9 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.* Page 95/108

## REGISTRATION

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

### *Registration Fees:*

*Title  
Fee  
Valid Dates  
Member Status  
Points  
CEUs  
Hours*

*Virtual Learning - Member Rate*

*\$288.10*

*Until October 26, 2026*

*Members Only*

*0.0000*

*0.0000*

*9*

*Virtual Learning - Non Member*

*\$352.10*

*Until October 26, 2026*

*All Registrants*

*0.0000*

*0.0000*

*9*

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026.*

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November 1, 2026  
- November 30, 2026

**Principles - Co-operative Procurement (Virtual - PPLL)**  
12:00 PM - 03:00 PM EST  
Course Access: November 1 - 30, 2026  
Mandatory Live Zoom Session: Thursday, November 26 | 12:00pm - 3:00pm ET  
Registration Deadline: October 26, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Thursday, November 26 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be provided within your course.*

*This course gives an overview of the cooperative purchasing process in the public sector, describing the types, benefits, structure, legal considerations and challenges cooperative purchasing groups face. Attendees will be shown and discuss examples of constitutions, strategic plans, business plan reports, commodity listings and standard terms and conditions for public tenders issued by cooperative groups.*

*Instructor: Scott Agnello, CPPO, CPPB*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Define cooperative purchasing
- Describe a variety of methods and group purchasing models associated with cooperative purchasing
- Outline the benefits and challenges associated with cooperative purchasing, along with ways to measure savings
- Explain several rules, statutes and treaties related to cooperative purchasing
- Describe the characteristics and traits of a successful cooperative
- Outline the business components of a cooperative group

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

### *Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until October 26, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until October 26, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>7</i>

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026*

November 1, 2026  
- November 30, 2026

## **Principles - Introduction to Public Procurement (Virtual - PPLL)**

**Zoom - links will be distributed prior to event**

**12:00 PM - 03:00 PM EST**

**Course Access: November 1 - November 30, 2026**

**Mandatory Live Zoom Session: Monday, November 30 | 12:00pm - 3:00pm ET**

**Registration Deadline: October 26, 2026**

*Delivery Format: Self-paced online + mandatory live Zoom session*

### **COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Monday, November 30 at 12:00pm - 3:00pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be sent the week before the session.*

*This course is the pre-requisite for the Principles of Effective Public Procurement certificate program, giving an introduction to policy and procedures, authority and agency, the public purchasing cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations purchasing staff need to know when developing and handling bid documents, deciding the best procurement option (tender and RFP processes), as well as discuss centralized versus decentralized procurement systems.*

*Instructor: Slavi Nalbantov, CSCMP*

### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- Describe the roles and responsibilities of public procurement, and the differences from the private sector*
- Explain the importance of developing clear purchasing policies and procedures*
- Discuss the advantages and disadvantages of a centralized and decentralized purchasing organization structure*
- Outline the seven 'R's of public purchasing and the steps associated with the public purchasing cycle*
- Describe the legalities associated with public purchasing*

### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

### **REFUNDS & PAYMENTS**

and/or refunds.

## **CERTIFICATE PROGRAM**

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

<i>Title</i>	
<i>Fee</i>	
<i>Valid Dates</i>	
<i>Member Status</i>	
<i>Points</i>	
<i>CEUs</i>	
<i>Hours</i>	

<i>Virtual Learning Member Rate</i>	
\$288.10	
<i>Until October 26, 2026</i>	
<i>Members Only</i>	
0.0000	
0.0000	
7	

<i>Virtual Learning - Non Member</i>	
\$352.10	
<i>Until October 26, 2026</i>	
<i>All Registrants</i>	
0.0000	
0.0000	
7	

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026*

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November 1, 2026  
- November 30, 2026

**Principles - Procurement and the Law (Virtual - Zoom)**  
**Zoom - links will be distributed prior to event**  
05:30 PM - 08:30 PM EST  
Course Access: November 1 - November 30, 2026  
Mandatory Live Zoom Session: Monday, November 30 | 5:30pm - 8:30pm ET  
Registration Deadline: October 26, 2026

*Delivery Format: Self-paced online + mandatory live Zoom session*  
**COURSE DESCRIPTION**

*This course is delivered through OPBA's Public Procurement Learning Lab (PPLL) using the Brightspace learning platform.*

*If this is your first course with PPLL, you'll receive an email with login instructions. If you've already taken a course through PPLL, you'll use your existing login credentials to access the platform.*

*This is a blended learning experience, combining self-directed online learning with a live instructor-led session. You'll work through readings, quizzes, and assignments at your own pace throughout the month. The deadlines you will need to meet will fall on November 7th, November 14th, November 21st and November 28th.*

*A mandatory live Zoom session will take place on Monday, November 30 at 5:30pm - 8:30pm ET. Attendance is required to complete the course and earn your certificate.*

*Zoom link will be sent the week before the session.*

*This course is the pre-requisite for the Principles of Effective Public Procurement certificate program, giving an introduction to policy and procedures, authority and agency, the public purchasing cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations purchasing staff need to know when developing and handling bid documents, deciding the best procurement option (tender and RFP processes), as well as discuss centralized versus decentralized procurement systems.*

*Instructor: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP*

#### **LEARNING OBJECTIVES:**

*By the end of this course participants will be able to:*

- *Describe the roles and responsibilities of public procurement, and the differences from the private sector*
- *Explain the importance of developing clear purchasing policies and procedures*
- *Discuss the advantages and disadvantages of a centralized and decentralized purchasing organization structure*
- *Outline the seven 'R's of public purchasing and the steps associated with the public purchasing cycle*
- *Describe the legalities associated with public purchasing*

#### **COURSE LEARNING MATERIALS**

*You do not need any course materials in advance, everything required to support your learning with this course will be accessed in the learning platform.*

#### **REFUNDS & PAYMENTS**

and/or refunds.

## **CERTIFICATE PROGRAM**

*Attendance Credit: 7 contact hours*

*Program Enrollment: If you plan to apply this course toward the Principles of Effective Public Procurement certificate program, you must enroll in the program within nine (9) months of completing this course.*

## **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email members@opba.ca to request a late registration.*

*Registration Fees:*

*Title*

*Fee*

*Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning Member Rate*

*\$288.10*

*Until October 26, 2026*

*Members Only*

*0.0000*

*0.0000*

*7*

*Virtual Learning - Non Member*

*\$352.10*

*Until October 26, 2026*

*All Registrants*

*0.0000*

*0.0000*

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*Please refer to our refund + payment policy for information regarding cancellations and/or refunds.*

*Registration closes October 26, 2026*

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November 19, 2026

## **PPS - Supplier Performance (Virtual - Zoom)**

**Zoom - links will be distributed prior to event**

06:00 PM - 09:00 PM EST

*November 19, 2026*

*6:00 PM - 9:00 PM ET*

*Virtual Learning*

*Registration closes Thursday, November 12, 2026*

### **DESCRIPTION**

*This course is delivered via the Zoom delivery method, happening in one (1) three 3-hour session.*

*Contractor/Supplier/Consultant (Suppliers) Performance Program (the Program) sets out the guidelines for managing the performance of Suppliers. The program is administered in accordance with the agency's procurement policy. The project manager is responsible for administering the program in accordance with the policy.*

*The purpose of this training is to provide support with supplier performance trends that will be assessed over both the short and long term to provide suppliers with feedback and to facilitate continuous improvement, where required. Feedback from the project manager to the supplier will be provided through written evaluation as described below.*

*The objectives of this program are to:*

*Ensure consistent compliance with the program through the completion of required documentation;*

*Establish clear expectations and benchmarks that encourage responsibility and accountability that benefit both the supplier and the agency;*

*Monitor and evaluate a supplier's performance against the contractual requirements and deliverables;*

*Address shortfalls in supplier performance; and*

*Encourage continuous improvement through appropriate corrective action as necessary.*

*Instructor: Marie Kavanagh, CPPO, CPPB, NIGP-CPP*

### **DATE AND TIME**

*This three (3) hour Zoom virtual learning seminar has one (1) online session:*

*Thursday, November 19 at 6:00 pm - 9:00 pm ET*

*The Zoom meeting link and login information will be distributed before the first session, after the registration deadline.*

### **ATTENDANCE AND CREDIT**

*Students are advised that they must attend the session in full to receive course credit. A student that arrives late to a course or has been found to be away or inactive for a duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development.*

*Please note, there is no pre-work for this course.*

#### **REFUNDS & PAYMENTS**

*Please refer to our refund + payment policy for information regarding cancellations and/or refunds. Course registration fees are non-transferable to other courses.*

#### **FORMAT**

*Learn more about the Zoom platform and its system requirements here. Remember to use a wired internet connection (as opposed to wi-fi, if possible) for the best viewing experience.*

*OPBA seminars are designed for student participation. In order to get the most out of the session and ensure two-way discussion, students are encouraged to fully participate by having camera and microphone on during the virtual session, or to actively participate in chat where access to a A/V equipment is not possible.*

*Students are also encouraged to maintain a respectful learning environment by minimizing multi-tasking distractions, and background noise. Please ensure mobile phones and computer notifications are off or muted, and place yourself on mute until you want to, or are called upon, to speak.*

#### **CERTIFICATE PROGRAM**

*Attendance Credit: Three (3) CE hours. Students must attend the full session to receive course credit.*

#### **REGISTRATION**

*Space is limited: Register early to avoid disappointment. There will be a \$25 late fee applied to join this course after the registration deadline. Please email [members@opba.ca](mailto:members@opba.ca) to request a late registration.*

*Registration Fees:*

<i>Title</i>
<i>Fee</i>
<i>Valid Dates</i>
<i>Member Status</i>
<i>Points</i>
<i>CEUs</i>
<i>Hours</i>

*Virtual Learning - Member Rate*

*\$203.80*

*Until November 19, 2026*

*Members Only*

*0.0000*

*0.0000*

*3.0000*

*Virtual Learning - Non Member*  
\$269.73  
*Until November 19, 2026*  
*All Registrants*  
0.0000  
0.0000  
3.0000

*Registration closes November 19, 2026*

Coming Soon

**Buyers Meeting**  
01:00 PM - 03:00 PM EST  
*Mon, Jan 27, 2025*  
1:00 PM - 3:00 PM  
*Virtual Event*

*Registration closes: Thurs, January 23, 2025*

Coming Soon

**Buyers Meeting**  
01:00 PM - 03:00 PM EST  
*Mon, January 27, 2025*  
1:00 PM - 3:00 PM  
*Virtual Event*

*Registration closes: Thurs, January 23, 2025*