

Calendar of Events

January 17, 2024
- December 31, 2024

NIGP Courses

12:00 AM - 12:00 AM EST

To find a list of courses and to register please click the "Register" button below.

Reminder: Indicate you are an OPBA member when registering.

November 11, 2024
- December 11, 2024

PILOT: Principles - Introduction to Public Procurement (Virtual)

Brightspace Learning Platform - you will receive access details the week of November 4-8, 2024

12:00 AM - 12:00 AM EST

November 11 to December 11, 2024

Virtual self-led learning with mandatory live learning session on Friday, November 29 at 9am - 12:30pm.

You will receive details on how to access Brightspace and everything else needed to complete the course the week prior to the course start date.

Registration closes October 25, 2024 at 5:00 PM

DESCRIPTION

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 procurement 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*

DATE AND TIME

Monday, November 11th to Wednesday, December 11th

Students must attend the live session on November 29, 2024 at 9am-12:30pm and complete the assignments and quizzes along the way to complete the course.

REFUNDS & PAYMENTS

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

December 3, 2024
- December 4, 2024

Principles - Cooperative Procurement (Virtual)

09:00 AM - 12:00 PM EST

December 3 & 4, 2024

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Tues, November 19, 2024 at 5:00 PM

December 4, 2024

Due Diligence in Construction Procurement: Lessons from R v. Greater Sudbury

10:00 AM - 11:00 AM EST

Coffee with Counsel

Wednesday, December 4, 2024

10:00 AM - 11:00 AM ET (Virtual Event)

Join Faren Bogach, Catherine Payne, and Paul Conrod for an informative session exploring the Supreme Court of Canada decision in R v. Greater Sudbury, which garnered significant attention by holding project owners liable as “employers” under Ontario’s occupational health and safety legislation, even when a contractor is hired to perform the work. The court has since clarified how owners can defend against this liability by demonstrating “due diligence.”

In this session, the speakers will delve into strategies for project owners to establish due diligence right from the procurement stage when retaining a construction contractor.

Presenters:

Faren Bogach – Founder and Lawyer, Construct Legal

Paul Conrod – Lawyer, Construct Legal

Catherine Payne – County of Simcoe

Faren Bogach is a lawyer and the founder of Construct Legal, a law firm focused on construction and infrastructure law (www.constructlegal.ca). Faren drafts contracts, navigates claims, fights disputes, and more. Prior to founding Construct Legal, Faren was a partner at a large law firm in downtown Toronto. Faren founded Pay Prompt Inc., a software company that helps user navigate prompt payment without needing to call a lawyer. Faren is currently the chair of two non-for-profit organizations that provide and are developing affordable housing in Toronto. She is also a director of Alterna Savings, one of Ontario’s largest credit unions. In her free time, Faren spends times with her kids at the hockey arena, basketball court or learning about Harry Potter, Among Us and Gabby’s Dollhouse.

Paul Conrod is lawyer working primarily in the areas of construction contracts, procurement, and litigation/arbitration. Paul advises and represents clients at all stages of projects and purchasing, from drafting and structuring contracting and procurement documents to claims and disputes. Paul previously worked at a prominent Bay Street firm before joining his current firm, Construct Legal, and has taught the construction law course at George Brown College School of Continuing Education.

You’re welcome to send any questions for the presenters ahead of the webinar to wendy@opba.ca, and we’ll make sure to include them in the Q&A session at the end of the presentation.

Please note that the responses provided are not legal advice. Attendees are responsible for independently verifying any information taken from the session.

Registration Fees:

Title
Fee
Valid Dates

Member Status
Points
CEUs
Hours

Members
\$20.00 + HST
Available until Mon, October 28, 2024
Members Only
1.0000
0.0000
1.0000

Non-Members
\$35.00 + HST
Available until Mon, October 28, 2024
All Registrants
1.0000
0.0000
1.0000

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

Registration closes Tuesday, December 3, 2024.

December 10, 2024
- December 11, 2024

Principles - Introduction to Construction (Virtual)
06:00 PM - 09:00 PM EST
Dec 10 - 11, 2024
6:00 PM - 9:00 PM
Virtual Learning

Registration closes Tues, Nov 26, 2024, at 5:00 PM

January 15, 2025
- January 16, 2025

Principles - Introduction to Public Procurement (Virtual)

06:00 PM - 09:00 PM EST

January 15 - 16, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Thursday, January 02, 2025 at 5:00 PM

DESCRIPTION

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 procurement cycle and other aspects of the function of procurement. Candidates will be given an overview of legal considerations procurement 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, January 15th, 6:00 pm - 9:00 pm

AND

Wednesday, January 15th, 6:00 pm - 9:00 pm

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 10 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.

January 22, 2025
- January 23, 2025

Principles - Risk Management (Virtual)

09:00 AM - 12:00 PM EST

January 22 - 23, 2024

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wed, January 8, 2025 at 5:00 PM

DESCRIPTION

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

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, January 22nd, 9:00 am - 12:00 pm

AND

Thursday, January 23rd, 9:00 am - 12:00 pm

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 10 days before the first session.

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.

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

Program Textbook: The Principles of Effective Public Purchasing 2014 Edition textbook augments the course content and is the only study guide for the final exam, but is not required for in-class learning. Students who are currently registered in an OPBA seminar qualify to purchase the textbook at a discounted rate from the OPBA Store.

Program Enrolment: If you plan to apply this seminar toward the Principles of Effective Public Purchasing certificate program, you must enrol in the program within nine (9) months of completing this seminar.

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. Course fees are nontransferable to other courses.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$254.25
Available until Wed, Jan 8, 2025
Members Only
0.0000
0.0000
6.0000*

*Virtual Learning - Non Member
\$310.75
Available until Wed, Jan 8, 2025
All Registrants
0.0000
0.0000
6.0000*

Registration closes Wed, Jan 8, 2025 at 5:00 PM

January 27, 2025

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

January 29, 2025
- January 30, 2025

Principles - Introduction to Construction (Virtual)

09:00 AM - 12:00 PM EST

January 29 - 30

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wed, January 15, 2025 at 5:00 PM

DESCRIPTION

The Introduction to Construction is an elective of the Principles Certificate program. The course content has been updated to ensure that learners receive current information related to construction procurement in today's environment. This course provides a step-by-step description of the process to retain a general contractor for construction using the design/bid/build contract model and stipulated price contract.

Instructors: Michelle Rasiulis, CSCMP, CPPB, NIGP-CPP

LEARNING OBJECTIVES

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

- Explain how "improvement" projects carried out in the province of Ontario are subject to the Construction Act*
- Describe the type of contract method most commonly used for a construction project; including control, risk and cost considerations*
- Describe the types of pricing structures that can be used for a construction project*
- Outline many of the important factors to consider when engaging a contractor*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, January 29th, 9:00 am - 12:00 pm

AND

Thursday, January 30th, 9:00 am - 12:00 pm

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 10 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 cancelations and/or refunds.

February 5, 2025
- February 6, 2025

Principles - Procurement and the Law (Virtual)

06:00 PM - 09:00 PM EST

February 5 - 6, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wed, January 22, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, February 5th at 6:00 pm - 9:00 pm

AND

Thursday, February 6th at 6:00 pm - 9:00 pm

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 10 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.

February 12, 2025
- February 13, 2025

Principles - Advanced Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

February 12 - 13, 2025

6:00 PM - 9:00 PM

Virtual Learning

Online via Zoom

Registration closes Wednesday, January 29, 2025 at 5:00 PM

DESCRIPTION

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.

Prerequisite: Students must complete Competitive Bidding before registering for this course

Instructor: Carl Bonitto, CPPO, CPPB

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, February 12th at 6:00 pm - 9:00 pm

AND

Thursday, February 13th at 6:00 pm - 9:00 pm

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks before the first session.

February 15, 2025
- February 16, 2025

Principles Certificate February Exam Prep Course (Virtual)
09:00 AM - 12:00 PM EST
February 15-16, 2025
9:00 AM - 12:00 PM
Virtual Learning

Registration closes Monday, February 10, 2025 at 5:00 PM

DESCRIPTION

The Principles Certificate exam prep course is designed to get you ready for the exam. 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 15th, 9:00 am - 12:00 pm

AND

Sunday, February 16th, 9:00 am - 12:00 pm

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

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. Course fees are nontransferable to other courses.

Registration fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$254.25
Available until Mon, Feb 10, 2025
Members Only
0.0000
0.0000*

0.0000

Virtual Learning - Non Member

\$310.75

Available until Mon, Feb 10, 2025

All Registrants

0.0000

0.0000

0.0000

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

Registration closes Monday, February 10, 2025 at 5:00 PM

February 19, 2025
- February 20, 2025

Principles - Introduction to Public Procurement (Virtual)

09:00 AM - 12:00 PM EST

February 19 - 20, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, February 5, 2025 at 5:00 PM

DESCRIPTION

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 procurement cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations procurement 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: Shellyann 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, February 19th, 9:00 am - 12:00 pm

AND

Thursday, February 20th, 9:00 am - 12:00 pm

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 10 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.

February 26, 2025
- February 27, 2025

Principles - Cooperative Procurement (Virtual)

09:00 AM - 12:00 PM EST

February 26 & 27, 2025

9:00 AM - 12:00 PM

Virtual Learning

Online via Zoom

Registration closes Wednesday, February 12, 2025 at 5:00 PM

DESCRIPTION

This course gives an overview of the cooperative procurement 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

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, February 26th, 9:00 am - 12:00 pm

AND

Thursday, February 27th, 9:00 am - 12:00 pm

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks before the session.

February 26, 2025
- February 27, 2025

Principles - Advanced Construction (Virtual)

06:00 PM - 09:00 PM EST

February 26 - 27, 2025

6:00 PM - 9:00 PM

Virtual Learning

Online via Zoom

Registration closes Wednesday, February 12, 2025 at 5:00 PM

DESCRIPTION

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 procurements for construction.

Learners will:

*explore various pre-construction activities and requirements that an owner needs to address and satisfy well before any design or construction can commence;
discuss various contract models for construction available to owners such as Construction Manager and Design Build; and
learn how best to issue a competitive process to secure a prime consultant or architect for a project.*

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: Tina Iacoe, CPPO, CPPB

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, February 26th, 6:00 pm - 9:00 pm

AND

Thursday, February 27th, 6:00 pm - 9:00 pm

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 10 days before the first session.

March 1, 2025
- March 7, 2025

MARCH 2025 PRINCIPLES CERTIFICATE EXAM
Brightspace Learning Platform - you will receive access details mid-to-late Feb. 2025
12:00 AM - 11:45 PM EST
March 1 - 7, 2025

Virtual
OPBA online platform

Registration closes Thurs, May 22, 2025, at 5:00 PM

Welcome to OPBA's Principles Certificate exam registration page. If you have not done so already, please complete the Principles exam application by clicking the link below, then make the payment by clicking on "Register for this event". Please ensure you include all the required attachments when you fill out the application form. Once your eligibility is confirmed, you will receive an email notifying you that your account on the virtual exam platform has been created. If you have any questions, contact us at info@opba.ca

Principles of Effective Public Purchasing Exam Application

OPBA is now offering a Principles Certificate Exam prep course, please click here to find more information and to register.

For any cancellations or adjustments, there will be an admin fee of \$25.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

First Attempt Fee Exam 2024
\$120.00
Available until Thurs, May 22, 2025
All Registrants
0.0000
0.0000
0.0000

Second Attempt Exam Fee 2024
\$99.00
Available until Thurs, May 22, 2025
All Registrants
0.0000
0.0000
0.0000

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

March 5, 2025
- March 6, 2025

Principles - Competitive Bidding (Virtual)

09:00 AM - 12:00 PM EST

March 5 - 6, 2025

9:00 AM - 12:00 PM

Virtual Learning

Online via Zoom

Registration closes Wednesday, February 19, 2025 at 5:00 PM

DESCRIPTION

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.

Learning Objectives:

- 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

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

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Tuesday, March 5th, 9:00 am - 12:00 pm

AND

Wednesday, March 6th, 9:00 am - 12:00 pm

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 10 days before the first session.

March 12, 2025
- March 13, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

March 12 - 13, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Monday, March 3, 2025 at 5:00 PM ET

DESCRIPTION

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:

Wednesday, March 12th, 9:00 am - 12:00 pm

AND

Thursday, March 13th, 9:00 am - 12:00 pm

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 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 two weeks before the first session.

REFUNDS & PAYMENTS

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

March 19, 2025
- March 20, 2025

Principles - Introduction to Construction (Virtual)

09:00 AM - 12:00 PM EST

March 19 - 20, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, March 5, 2025 at 5:00 PM

DESCRIPTION

The Introduction to Construction is an elective of the Principles Certificate program. The course content has been updated to ensure that learners receive current information related to construction procurement in today's environment. This course provides a step-by-step description of the process to retain a general contractor for construction using the design/bid/build contract model and stipulated price contract.

Instructors: 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 how "improvement" projects carried out in the province of Ontario are subject to the Construction Act*
- Describe the type of contract method most commonly used for a construction project; including control, risk and cost considerations*
- Describe the types of pricing structures that can be used for a construction project*
- Outline many of the important factors to consider when engaging a contractor*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, March 19th at 9:00 am - 12:00 pm

AND

Wednesday, March 20th at 9:00 am - 12:00 pm

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 10 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.

March 19, 2025
- March 20, 2025

Principles - Risk Management (Virtual)

06:00 PM - 09:00 PM EST

March 19 - 20, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, March 5, 2025 at 5:00 PM

DESCRIPTION

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

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, March 19th, 6:00 pm - 9:00 pm

AND

Thursday, March 20th, 6:00 pm - 9:00 pm

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 10 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.

March 26, 2025
- March 27, 2025

Principles - Procurement and the Law (Virtual)

09:00 AM - 12:00 PM EST

March 26 - 27, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, March 12, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, March 26th at 9:00 pm - 12:00 pm

AND

Thursday, March 27th at 9:00 am - 12:00 pm

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 10 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.

April 9, 2025
- April 10, 2025

Principles - Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

April 9 & 10, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, March 26, 2025 at 5:00 PM

DESCRIPTION

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.

Learning Objectives:

- *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*

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

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, April 9th at 6:00 pm - 9:00 pm

AND

Thursday, April 10th at 6:00 pm - 9:00 pm

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 10 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 cancelations and/or refunds.

April 16, 2025
- April 17, 2025

Principles - Advanced Competitive Bidding (Virtual)

09:00 AM - 12:00 PM EST

April 16 - 17, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, April 2, 2025, at 5:00 PM

DESCRIPTION

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.

Prerequisite: Students must complete Competitive Bidding before registering for 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 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Tuesday, April 16th at 9:00 am - 12:00 pm

AND

Wednesday, April 17th at 9:00 am - 12:00 pm

Students must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks 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 cancelations and/or refunds.

April 23, 2025
- April 24, 2025

Principles - Introduction to Public Procurement (Virtual)

09:00 AM - 12:00 PM EST

April 23 - 24, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, April 9, 2025 at 5:00 PM

DESCRIPTION

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 procurement cycle and other aspects of the function of procurement. 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, April 23rd at 9:00 am - 12:00 pm

AND

Thursday, April 24th at 9:00 am - 12:00 pm

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 10 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.

April 28, 2025

Buyers Meeting

01:00 PM - 03:00 PM EST

Mon, April 28, 2025

1:00 PM - 3:00 PM

Virtual Event

Registration closes: Thurs, April 24, 2025

May 3, 2025
- May 4, 2025

Principles - Cooperative Procurement (Virtual)

09:00 AM - 12:00 PM EST

May 3 & 4, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Friday, April 18, 2025 at 5:00 PM

DESCRIPTION

This course gives an overview of the cooperative procurement 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Saturday, May 3rd at 9:00 am - 12:00 pm

AND

Sunday, May 4th at 9:00 am - 12:00 pm

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks before the 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 cancelations and/or refunds.

May 7, 2025
- May 8, 2025

Principles - Risk Management (Virtual)

06:00 PM - 09:00 PM EST

May 7 - 8, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, April 23, 2025 at 5:00 PM

DESCRIPTION

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

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, May 7th at 6:00 pm - 9:00 pm

AND

Thursday, May 8th at 6:00 pm - 9:00 pm

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 10 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.

May 14, 2025
- May 15, 2025

Principles - Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

May 14 & 15, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, April 30, 2025 at 5:00 PM

DESCRIPTION

This session gives a detailed examination of the tendering and 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. Candidates will be given an overview of the various components comprising tenders and request for proposal 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, May 14th at 6:00 pm - 9:00 pm

AND

Thursday, May 15th at 6:00 pm - 9:00 pm

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 10 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 cancelations and/or refunds.

May 17, 2025
- May 18, 2025

Principles Certificate Exam Prep Course [for June exam] (Virtual)
09:00 AM - 12:00 PM EST
May 17 - 18, 2025
9:00 AM - 12:00 PM
Virtual Learning

Registration closes Monday, May 12th, 2025 at 5:00 PM

DESCRIPTION

The Principles Certificate exam prep course is designed to get you ready for the exam. 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 17th at 9:00 am - 12:00 pm

AND

Sunday, May 18th at 9:00 am - 12:00 pm

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

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. Course fees are nontransferable to other courses.

Registration fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$254.25
Available until May 12, 2025
Members Only
0.0000
0.0000

0.0000

Virtual Learning - Non Member

\$310.75

Available until May 12, 2025

All Registrants

0.0000

0.0000

0.0000

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

Registration closes Monday, May 12th, 2025 at 5:00 PM

May 21, 2025
- May 22, 2025

Principles - Advanced Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

May 21 - 22, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, May 7, 2025 at 5:00 PM

DESCRIPTION

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.

Prerequisite: Students must complete Competitive Bidding before registering for 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 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, May 21st at 6:00 pm - 9:00 pm

AND

Thursday, May 22nd at 6:00 pm - 9:00 pm

Students must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks 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 cancelations and/or refunds.

May 28, 2025
- May 29, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

May 28 - 29, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, May 14, 2025 at 5:00 PM ET

June 4, 2025
- June 5, 2025

Principles - Introduction to Public Procurement (Virtual)

09:00 AM - 12:00 PM EST

June 4 - 5, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, May 21, 2025 at 5:00 PM

DESCRIPTION

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 procurement cycle and other aspects of the function of purchasing. Candidates will be given an overview of legal considerations procurement 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: Shellyann 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, June 4th at 9:00 am - 12:00 pm

AND

Thursday, June 5th at 9:00 am - 12:00 pm

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 10 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.

June 11, 2025
- June 12, 2025

Principles - Introduction to Construction (Virtual)

06:00 PM - 09:00 PM EST

June 11 - 12, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, May 28, 2025 at 5:00 PM

DESCRIPTION

The Introduction to Construction is an elective of the Principles Certificate program. The course content has been updated to ensure that learners receive current information related to construction procurement in today's environment. This course provides a step-by-step description of the process to retain a general contractor for construction using the design/bid/build contract model and stipulated price contract.

Instructors: 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 how "improvement" projects carried out in the province of Ontario are subject to the Construction Act*
- Describe the type of contract method most commonly used for a construction project; including control, risk and cost considerations*
- Describe the types of pricing structures that can be used for a construction project*
- Outline many of the important factors to consider when engaging a contractor*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, June 11th at 6:00 pm - 9:00 pm

AND

Thursday, June 12th at 6:00 pm - 9:00 pm

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 10 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.

June 28, 2025
- June 29, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

June 28 - 29, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Friday, June 13, 2025 at 5:00 PM ET

September 3, 2025
- September 4, 2025

Principles - Advanced Procurement for Construction (Virtual)

09:00 AM - 12:00 PM EST

September 3 - 4, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, August 20, 2025 at 5:00 PM

DESCRIPTION

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.

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: Tina Iacoe, 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:

Wednesday, September 3rd at 9:00 am - 12:00 pm

AND

Thursday, September 4th at 9:00 am - 12:00 pm

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 10 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 cancelations and/or refunds.

September 10, 2025
- September 11, 2025

Principles - Introduction to Public Procurement (Virtual)

09:00 AM - 12:00 PM EST

September 10 - 11, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, August 27, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, September 10th at 9:00 am - 12:00 pm

AND

Thursday, September 11th at 9:00 am - 12:00 pm

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 10 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.

October 1, 2025
- October 2, 2025

Principles - Risk Management (Virtual)

06:00 PM - 09:00 PM EST

October 1 - 2, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, September 17, 2025 at 5:00 PM

DESCRIPTION

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

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, October 1st at 6:00 pm - 9:00 pm

AND

Thursday, October 2nd at 6:00 pm - 9:00 pm

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 10 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.

October 8, 2025
- October 9, 2025

Principles - Procurement and the Law (Virtual)

09:00 AM - 12:00 PM EST

October 8 - 9 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, September 24, 2025 at 5:00 PM

DESCRIPTION

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: Carl Bonitto, CPPO, 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, October 8th at 9:00 am - 12:00 pm

AND

Thursday, October 9th at 9:00 am - 12:00 pm

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 10 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.

October 15, 2025
- October 16, 2025

Principles - Cooperative Procurement (Virtual)

06:00 PM - 09:00 PM EST

October 15 & 16, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, October 1, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, October 15th at 6:00 pm - 9:00 pm

AND

Thursday, October 16th at 6:00 pm - 9:00 pm

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks before the 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.

October 18, 2025
- October 19, 2025

Principles Certificate Exam Prep Course [for November exam] (Virtual)
09:00 AM - 12:00 PM EST
October 18 - 19, 2025
9:00 AM - 12:00 PM
Virtual Learning

Registration closes Monday, October 13, 2025 at 5:00 PM

DESCRIPTION

The Principles Certificate exam prep course is designed to get you ready for the exam. 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 18th at 9:00 am - 12:00 pm

AND

Sunday, October 19th at 9:00 am - 12:00 pm

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

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. Course fees are nontransferable to other courses.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$254.25
Available until October 8, 2025
Members Only
0.0000

0.0000
0.0000

Virtual Learning - Non Member
\$310.75
Available until October 8, 2025
All Registrants
0.0000
0.0000
0.0000

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

Registration closes Monday, October 13th 2025?? at 5:00 PM

October 22, 2025
- October 23, 2025

Principles - Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

October 22 & 23, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, October 8, 2025 at 5:00 PM

DESCRIPTION

This session gives a detailed examination of the tendering and 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. Candidates will be given an overview of the various components comprising tenders and request for proposal 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, October 22nd at 6:00 pm - 9:00 pm

AND

Thursday, October 23rd at 6:00 pm - 9:00 pm

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 10 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 cancelations and/or refunds.

October 29, 2025
- October 30, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

October 29 - 30, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, October 15, 2025 at 5:00 PM ET

October 29, 2025
- October 30, 2025

Principles - Advanced Competitive Bidding (Virtual)

06:00 PM - 09:00 PM EST

October 29 - 30, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, October 15, 2025 at 5:00 PM

DESCRIPTION

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.

Prerequisite: Students must complete Competitive Bidding before registering for 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 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, October 29th at 6:00 pm - 9:00 pm

AND

Thursday, October 30th at 6:00 pm - 9:00 pm

Students must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

Students are advised that they must attend both sessions 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.

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks 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 cancelations and/or refunds.

November 5, 2025
- November 6, 2025

Principles - Introduction to Public Procurement (Virtual)

09:00 AM - 12:00 PM EST

November 5 - 6, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, October 22, 2025 at 5:00 PM

DESCRIPTION

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: Shellyann 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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, November 5th at 9:00 am - 12:00 pm

AND

Thursday, November 6th at 9:00 am - 12:00 pm

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 10 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.

November 12, 2025
- November 13, 2025

Principles - Advanced Procurement for Construction (Virtual)

09:00 AM - 12:00 PM EST

November 12 - 13, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, October 29, 2025 at 5:00 PM

DESCRIPTION

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.

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: Tina Lacoe, 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:

Wednesday, November 12th at 9:00 am - 12:00 pm

AND

Thursday, November 13th at 9:00 am - 12:00 pm

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 10 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 cancelations and/or refunds.

November 19, 2025
- November 20, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

November 19 - 20, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, November 5, 2025 at 5:00 PM ET

December 3, 2025
- December 4, 2025

Principles - Cooperative Procurement (Virtual)

09:00 AM - 12:00 PM EST

December 3 - 4, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, November 19, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, December 3rd at 9:00 am - 12:00 pm

AND

Thursday, December 4th at 9:00 am - 12:00 pm

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete two weeks before the 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.

December 10, 2025
- December 11, 2025

RFPs - A Step by Step Guide for Public Procurement Professionals (Virtual)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

December 10 - 11, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Wednesday, November 26, 2025 at 5:00 PM ET

December 10, 2025
- December 11, 2025

Principles - Procurement and the Law (Virtual)

06:00 PM - 09:00 PM EST

December 10 - 11, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Wednesday, November 26, 2025 at 5:00 PM

DESCRIPTION

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*

DATE AND TIME

This six (6) hour Zoom Virtual Learning seminar has two (2) online sessions:

Wednesday, December 10th at 6:00 pm - 9:00 pm

AND

Thursday, December 11th at 6:00 pm - 9:00 pm

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 10 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.

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