

## Calendar of Events

April 2, 2025  
- April 3, 2025

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

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

07:00 PM - 10:00 PM EST

April 2 + 3, 2025

7:00 PM - 10:00 PM ET

Virtual Learning

Registration closes Friday, March 28, 2025

#### 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: Carl Bonitto, CPPO, CPPB*

#### 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 2 at 7:00 pm - 10:00 pm*

*AND*

*Thursday, April 3 at 7:00 pm - 10:00 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 the morning of Monday, March 31. 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.*

June 1, 2025  
- June 7, 2025

**JUNE 2025 PRINCIPLES CERTIFICATE EXAM**

12:00 AM - 11:45 PM EST

June 1 - 7, 2025

Virtual

Brightspace platform

Registration closes May 23, 2025

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](mailto: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 May 22, 2025*

*All Registrants*

*0.0000*

*0.0000*

*0.0000*

*Second Attempt Exam Fee 2024*

*\$99.00*

*Available until May 22, 2025*

*All Registrants*

*0.0000*

*0.0000*

*0.0000*

*refunds.*

*Registration closes on May 23, 2025.*

April 2, 2025  
- April 3, 2025

## **Principles - Advanced Procurement for Construction (Virtual)**

06:00 PM - 09:00 PM EST

April 2 - 3, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes March 26, 2025

### **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: 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:*

*Wednesday, April 2nd at 6:00pm - 9:00pm*

**AND**

*Thursday, April 3rd at 6:00pm - 9:00pm*

*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.

## 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: The Principles of Effective Public Procurement 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 Procurement 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](mailto:members@opba.ca) to request a late registration.*

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

*Registration Fees:*

*Title  
Fee  
Valid Dates  
Member Status  
Points  
CEUs  
Hours*

*Virtual Learning Member Rate  
\$261.88*

*Available until March 26, 2025*

*Members Only*

*0.0000*

*0.0000*

*6.0000*

*Virtual Learning - Non Member*

*\$320.07*

*Available until March 26, 2025*

*All Registrants*

*0.0000*

*0.0000*

*6.0000*

*Registration closes March 26, 2025*

April 3, 2025

**OPBA Talks: U.S. Tariffs - Next Steps and Evolving Strategies**

01:00 PM - 02:30 PM EST

April 3, 2025 - 1 PM - 2:30 PM ET

Format: Interactive Zoom meeting

Registration closes on April 2, 2025 at 12 PM

The Ontario Public Buyers Association (OPBA) is hosting part 2 of our OPBA Talks session on navigating U.S. tariffs. Following the engaging discussion in Part 1 of OPBA Talks: Preparing for U.S. Tariffs, this follow-up session will continue the conversation, diving deeper into the evolving landscape of potential tariffs and their impact on public procurement.

*Key Topics for Discussion:*

*Member experiences and approaches since the initial session  
Strategies implemented leading up to April 2 to mitigate risk  
Procurement strategies for mitigating risks and financial impacts*

*This session will again bring together a panel of experienced public procurement leaders to provide insights and facilitate discussion. As with Part 1, this is not about having all the answers—it's about creating a space for OPBA members to collaborate, share experiences, and support each other in navigating these challenges.*

*Panelists:*

*Sunita Chander (Supply Ontario)  
Eleonora Filippone, Legal Counsel (City of Mississauga)  
Joanne Graham (City of Ottawa)  
Carol Izzio (Sheridan College)  
Kristin Misurka (Region of Peel)*

*This session is free for OPBA members.*

*Registration Fees:*

*Title*

*Fee*

*Member Status*

*Points*

*CEUs*



*Hours*

*Members*

*\$0.00*

*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.*

April 10, 2025  
- April 11, 2025

## **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 10 + 11, 2025

9:00 AM - 5:00 PM

Virtual Learning

Registration closes April 2, 2025

### **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 UPPCC. 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**

*Thursday, April 10 at 9am - 4pm*

*and*

*Friday, April 11 at 9am - 4pm*

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

### **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

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

*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 2, 2025. 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  
Member Status  
Points  
CEUs  
Hours*

*Members  
\$425.00 + HST  
Members Only  
0.0000  
0.0000  
0.00*

*Non Members  
\$525.00 + HST  
All Registrants  
0.0000  
0.0000  
0.00*

*Registration closes April 2, 2025*

April 15, 2025

**OPBA Ignite: Procurement as a Strategic Asset**

10:00 AM - 11:00 AM EST

April 15, 2025

10 AM - 11 AM ET

Virtual Event

Registration closes April 14, 2025 - 12 PM ET

*Join Dustin Lanier, CPPO, for a deep dive into the evolving role of procurement—shifting from a traditional purchasing function to a strategic driver of public sector success. This session will explore how procurement can go beyond transactional processes to serve as a key advisor in financial planning, operational efficiency, and innovation.*

**Key Takeaways:**

*Driving Strategic Value – Move beyond routine requisitions to influence critical initiatives by working closely with finance and senior leadership.*

*Eliminating Operational Inefficiencies – Streamline outdated processes to free up time and resources, ensuring procurement efforts drive maximum impact.*

*Building Capacity Through Innovation – Leverage master contracts, automation, and data analytics to create a more agile and responsive procurement function.*

*Enhancing Workforce Engagement – Position procurement as a rewarding career path, emphasizing strategic thinking, continuous learning, and meaningful contributions.*

*This session will expand on insights from the April issue of Municipal World article, Strategic Procurement: The Backbone of Municipal Success, by OPBA Chair Victoria Mirlocca, which highlights real-world examples.*

*Presenter: Dustin Lanier, CPPO*

*Dustin Lanier, a Certified Public Procurement Officer, founded Civic Initiatives in 2010. Civic Initiatives has supported public procurement offices in over 35 states, with projects in acquisition operations, strategic transformation, and automation success. As a thought leader in the public sector procurement industry, Dustin has conducted educational sessions on numerous topics from strategic procurement to planning for the next generation of the procurement workforce. Dustin has delivered several keynote addresses for major regional governmental procurement association events.*

*Prior to Civic Initiatives, Dustin held several leadership roles related to strategic planning and contracting in Texas state government, including the Director of Strategic Initiatives for the State CIO and the Executive Director of the state Council on Competitive Government, a specialized public procurement function.*

**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*

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 9, 2025

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

### **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 16, 2025

### **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

**Procurement Specialists Meeting (formerly Buyers Meeting)**

01:00 PM - 03:00 PM EST

Mon, Apr 28, 2025

1:00 PM - 3:00 PM

Virtual Event

Registration closes: Thursday, April 24, 2025.

*We have rebranded the "Buyers Meeting" to "Procurement Specialists Meeting" to better reflect the broader scope and role of public procurement professionals.*

*Join us quarterly for a unique and inclusive gathering of procurement peers! Our Procurement Specialists Meetings offer a welcoming space for professionals in a Procurement capacity within their organization, regardless of title. These facilitated sessions use a structured yet flexible format that ensure everyone's voice is heard and that current topics of interest are shared and discussed. Come prepared to ask questions, listen, and connect with peers in this virtual networking session.*

*Note: These sessions are designed for those actively involved in procurement and are not intended for people leaders who do not directly procure goods and services.*

*Send your burning questions or discussion topics to members@opba.ca at least one week before the meeting.*

*A free OPBA member exclusive opportunity! Attendees eligible for two (2) contact hours.*

April 29, 2025  
- April 30, 2025

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

06:00 PM - 09:00 PM EST

April 29 + 30, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes April 22, 2025

### **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:*

*Tuesday, April 29th at 6:00 pm - 9:00 pm*

**AND**

*Wednesday, April 30th 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 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 25, 2025

### **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 30, 2025

### **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](mailto: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

**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](mailto:members@opba.ca) to request a late registration.

Cancelations: 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

## **How Procurement Divisions in Government Can Invoke Change in Buying Behaviors**

10:00 AM - 11:00 AM EST

May 21, 2025 - 10 AM ET

Virtual Event

Registration closes on May 19, 2025

*We will explore how government procurement divisions can play a pivotal role in driving change in buying behaviors. The session will highlight key strategies for transforming traditional procurement processes, with a focus on fostering innovation, sustainability, and efficiency. Attendees walked away with actionable insights on how procurement divisions can create a more dynamic, socially responsible, and forward-thinking government purchasing ecosystem.*

*Presenter: 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.*

*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 cancelations and/or refunds.*

May 30, 2025

**People Leaders Meeting**

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

09:00 AM - 11:00 AM EST

*Friday, May 30, 2025*

9:00 AM - 11:00 AM

*Virtual Event*

*Registration closes: Thursday, May 29, 2025.*

*Join us for a unique and inclusive gathering of procurement peers where the spirit of collaboration takes center stage! Our People Leader's Meetings are a welcoming space for management/leadership level procurement professionals who lead others within their organization, regardless of their title.*

*Our goal is to cultivate a culture of open dialogue, curiosity, and inclusivity among peers in a safe environment. People Leaders are welcome to share their perspectives and engage in a free-flowing exchange of ideas, problem solving and sharing. This is an opportunity to learn from one another, broaden perspectives, and strengthen the bond within our network of procurement professionals.*

*This session is built with a structured yet flexible format that ensures everyone's voice is heard and respected.*

*Have a burning question or discussion topic? Please send it to [events@opba.ca](mailto:events@opba.ca) at least one week before the meeting.*

*A free, OPBA member-exclusive opportunity! Attendees can earn two (2) contact hours for participating.*

May 31, 2025

## **Supplier Performance (Virtual)**

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

09:00 AM - 12:00 PM EST

May 31, 2025

9:00 AM - 12:00 PM

Virtual Learning

Registration closes Friday, May 23, 2025

### **DESCRIPTION**

*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: Carl Bonitto, CPPO, CPPB*

### **DATE AND TIME**

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

*Saturday, May 31, 2025 at 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 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.*

### **PRE-WORK**

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

## *REFUNDS & PAYMENTS*

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

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 28, 2025

### **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 cancelations 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, June 4, 2025

### **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: Marie Kavanagh, CPPO, 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, 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 cancelations and/or refunds.*

June 23, 2025

**Procurement Specialists Meeting (formerly Buyers Meeting)**

01:00 PM - 03:00 PM EST

Monday, June 23, 2025

1:00 PM - 3:00 PM ET

Virtual Event

Registration closes on June 20, 2025, 12:00 PM ET.

*Join us quarterly for an inclusive gathering of procurement peers! These meetings provide a welcoming space for professionals engaged in procurement within their organizations, regardless of title. Each session features a structured yet flexible format, ensuring everyone has the opportunity to contribute, share insights, and discuss current topics of interest. Come ready to ask questions, listen, and connect with peers during this interactive virtual networking experience.*

*Note: These sessions are specifically designed for professionals actively involved in procurement and are not intended for people leaders who do not directly procure goods and services.*

*Have a burning question or discussion topic? Send it to [events@opba.ca](mailto:events@opba.ca) at least one week before the meeting.*

*A free, OPBA member-exclusive opportunity! Attendees can earn two (2) contact hours for participating.*



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 20, 2025

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

### **DATE AND TIME**

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

*Saturday, June 28th at 9:00am - 12:00pm*

**AND**

*Sunday, June 29th at 9:00am - 12:00pm*

*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.*

#### *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](mailto:members@opba.ca) to request a late registration.*

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

*Registration Fees:*

*Title  
Fee  
Valid Dates*

*Member Status*

*Points*

*CEUs*

*Hours*

*Virtual Learning Member Rate*

*\$349.17*

*Available until June 20, 2025*

*Members Only*

*0.0000*

*0.0000*

*6.0000*

*Virtual Learning - Non Member*

*\$407.37*

*Available until June 20, 2025*

*All Registrants*

*0.0000*

*0.0000*

*6.0000*

*Registration closes June 20, 2025*

July 22, 2025

## **Supplier Performance (Virtual)**

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

06:00 PM - 09:00 PM EST

July 22, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes Tuesday, July 15, 2025

### **DESCRIPTION**

*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:*

*Tuesday, July 22, 2025 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 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.*

### **PRE-WORK**

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

**REFUNDS & PAYMENTS**

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

September 16, 2025  
- September 19, 2025

**OPBA 67th Annual Conference**  
**Nottawasaga Inn Resort & Conference Centre**

09:00 AM - 11:00 AM EST

conference@opba.ca

*Save the date!*

*Conference: September 17 - 19, 2025 | Pre-Conference Sessions: September 16, 2025*

*Where: Nottawasaga Inn Resort & Conference Centre*

*Don't miss this opportunity to learn about procurement best practices and connect with colleagues from a variety of public sector organizations. The OPBA Annual Conference offers high-quality professional development and invaluable networking opportunities.*

*Our 2025 conference includes:*

*Pre-conference workshops*

*A Principles course*

*Meetings for Co-ops, Procurement Specialists, and People Leaders*

*Two full days of expert speakers*

*An exclusive tradeshow*

*The social highlight of the year—the Chair's Awards Dinner and Gala*

*Early Budget Planning*

*Hotel rates at the Nottawasaga Resort:*

*Single or double room: \$265/night*

*Stay tuned for more details!*

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*