

Calendar of Events

September 2, 2025
- September 30, 2025

Principles - Introduction to Public Procurement (Virtual - PPLL)

05:30 PM - 08:00 PM EST

Course Access: September 2 – 30, 2025

Mandatory Live Zoom Session: Monday, September 29, 2025 | 5:30 PM – 8:00 PM

Registration Deadline: August 25, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Monday, September 29 from 5:30 PM to 8:00 PM. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

Instructor: Slavi Nalbantov, CSCMP

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

September 2, 2025
- September 30, 2025

Principles - Procurement and the Law (Virtual - PPLL)

12:00 PM - 02:00 PM EST

Course Access: September 2 – 30, 2025

Mandatory Live Zoom Session: Monday, September 29, 2025 | 12:00 PM – 2:00 PM ET

Registration Deadline: August 25, 2025

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

COURSE DESCRIPTION

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

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

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A mandatory live Zoom session will take place on Monday, September 29 from 12:00 PM to 2:00 PM ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

September 8, 2025
- September 9, 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

September 8 + 9, 2025

9:00 AM - 5:00 PM

Virtual Learning

Registration closes September 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 Universal Public Procurement Certification Council (UPPCC) as they manage the CPPB certification.

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

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

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

Instructor: Melissa Mordue, CPPO, CPPB

DATE & TIME

Monday, September 8 at 9am - 5pm

and

Tuesday, September 9 at 9am - 5pm

**Exact timing may change, but please expect two full days.*

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

LEARNING OUTCOMES

By the end of this course, participants will:

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

*Evaluate personal strengths and areas for improvement through assessment exercises.
Identify common pitfalls and develop strategies for maximizing test performance.
Analyze test questions by applying public procurement principles and best practices.*

PRE-WORK

This course does not have any pre-work assignments.

FORMAT

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

UPPCC CERTIFICATION

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

REGISTRATION

Space is limited: this course has a minimum of 10 learners and a maximum of 20. Register early to avoid disappointment. Registration will be open until September 2, 2025. 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.

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 + HST*

Members Only

0.0000

0.0000

0.00

Non Members

\$525 + HST

All Registrants

0.0000

0.0000

0.00

Registration closes September 2, 2025

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

Join Us for the OPBA 67th Annual Conference!

*Conference: September 17 - 19, 2025 | Caveat Emptor Cup Golf Tournament
and Pre-Conference Sessions: September 16, 2025*

*Where: Nottawasaga Inn Resort & Conference Centre, 6015 Highway 89, Alliston, ON,
L9R 1A4*

We will publish the full program as soon as it is finalized.

*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:

Caveat Emptor Cup Golf Tournament

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

Book your hotel early. Guaranteed room rates are only available until Monday, July 7.

To make your reservation, click on the link below and use the booking code:

Nottawasaga Inn Resort Booking Link

Booking Code: 352549

Standard rooms/ 2 queen beds- \$265/night

Payment for one night is required at time of booking.

A 30-day cancellation applies.

September 23, 2025
- September 24, 2025

Principles - Advanced Procurement for Construction (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

September 23 - 24, 2025

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, September 16, 2025

DESCRIPTION

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

The Advanced Procurement for Construction course is for procurement professionals in the public sector who are called upon for their expertise in developing and administering large, sometimes complex procurement for construction.

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, September 23rd at 6:00 pm - 9:00 pm ET

AND

Thursday, September 24th at 6:00 pm - 9:00 pm ET

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 4 business days (Sept. 17) 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: ** Learners can purchase the updated textbooks for each construction course, which are available for purchase in the OPBA Store.*

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

Virtual Learning Member Rate
\$261.88
Until Sept. 16, 2025
Members Only
0.0000
0.0000
6.0000

Virtual Learning - Non Member
\$320.07
Until Sept. 16, 2025
All Registrants
0.0000
0.0000
6.0000

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

Registration closes September 16, 2025?

September 25, 2025
- September 26, 2025

Principles - Introduction to Construction (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

September 25 - 26, 2025

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Thursday, September 18, 2025

DESCRIPTION

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

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:

Thursday, September 25th at 6:00 pm - 9:00 pm ET

AND

Friday, September 26th at 6:00 pm - 9:00 pm ET

Students must attend both sessions to receive course credit.

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

PRE-WORK

Students will receive a short pre-work assignment to complete approximately 4 business days (Sept. 10) 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: ** Learners can purchase the updated textbooks for each construction course, which are available for purchase in the OPBA Store.*

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$261.88
Until Sept. 18, 2025
Members Only
0.0000
0.0000*

6.0000

Virtual Learning - Non Member

\$320.07

Until Sept. 18 2025

All Registrants

0.0000

0.0000

6.0000

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

Registration closes September 18, 2025?

October 1, 2025
- October 31, 2025

Principles - Competitive Bidding (Virtual - PPLL)

05:30 PM - 08:30 PM EST

Course Access: October 1 – 31, 2025

Mandatory Live Zoom Session: Thursday, October 30, 2025 | 5:30 PM – 8:30 PM ET

Registration Deadline: September 24, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Thursday, October 30, 2025 at 5:30 PM – 8:30 PM ET?. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

October 1, 2025
- October 31, 2025

Principles - Risk Management (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Access: October 1 – 31, 2025

Mandatory Live Zoom Session: Thursday, October 30, 2025 | 12:00 PM – 3:30 PM ET

Registration Deadline: September 24, 2025

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

COURSE DESCRIPTION

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

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A mandatory live Zoom session will take place on Thursday, October 30, 2025 at 12:00 PM – 3:30 PM ET?. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

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

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

October 1, 2025

OPBA Ignite: Bid-Rigging Awareness Session

10:00 AM - 11:30 AM EST

October 1, 2025 at 10:00 - 11:30 AM ET

Format: Interactive Zoom meeting

Registration closes on September 28, 2025 at 12 PM

The Competition Bureau's Bid-rigging awareness session is targeted to professionals who work in procurement and contracting departments. The presentation will provide an overview of the Bureau's work and the bid-rigging provision of the Competition Act. In addition, the Bureau will offer warning signs on how to detect bid-rigging, including real case examples, as well as, tips to protect the integrity of your organization's procurement activities.

Presenters:

Zachary Lacasse and Cassandra Clayman at Competition Bureau (GoC)

Competition Law Officers from the Cartels Directorate

The Competition Bureau is an independent law enforcement agency that advocates for and protects Canadian consumers and works to foster a competitive and innovative marketplace in which Canadian businesses can prosper. The Cartels Directorate detects, investigates and deters hard core cartels, including conspiracies, agreements or arrangements among competitors and potential competitors to fix prices, rig bids, allocate markets or restrict supply.

Please Note: The session originally scheduled for September 30 was rescheduled to October 1 out of respect for National Day for Truth and Reconciliation, which is observed across much of the public sector

Registration Fees

Title

Fee

Member Status

Points

CEUs

Hours

Members

\$20.00 + HST

Members Only

0.0000

0.0000

1.50

Non Members

\$35.00 + HST

All Registrants

0.0000

0.0000

1.50

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

October 1, 2025
- October 31, 2025

Principles - Procurement and the Law (Virtual - PPLL)

06:00 PM - 08:00 PM EST

Course Access: October 1 – 31, 2025

Mandatory Live Zoom Session: Tuesday, October 28, 2025 | 6:00 PM – 8:00 PM ET

Registration Deadline: September 24, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Tuesday, October 28, 2025 at 6:00 PM – 8:00 PM ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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, CSCMP, NISCL-CSCL

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: Eight (8) contact hours.

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$261.88
Until September 24, 2025
Members Only
0.0000
0.0000
8.0000*

*Virtual Learning - Non Member
\$320.07
Until September 24, 2025
All Registrants
0.0000
0.0000
8.0000*

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

Registration closes September 24, 2025

October 7, 2025
- October 8, 2025

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

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

October 7 + 8, 2025

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, September 30, 2025

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

LEARNING OBJECTIVES

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

Define the term Request for Proposal

Describe the Elements of the RFP process

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

Describe the RFP structure

Understand evaluation criteria and its purpose

Understand the negotiation process and strategy

Understand criteria and its purpose

Understand the purpose and role of the evaluation committee

Execute the RFP process

Understand and conduct debriefs

Instructor: Sarah Denomy, CPPB

DATE AND TIME

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

Tuesday, October 7 at 6:00 pm - 9:00 pm ET

AND

Wednesday, October 8 at 6:00 pm - 9:00 pm ET

Learners must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

Learners are advised that they must attend both sessions in full to receive course credit. A learner that arrives late to a course or has been found to be away or inactive for a

duration of the session may not receive their credit. The decision to not grant credit shall be at the discretion of the the facilitator to the session and the Director of Professional Development. As this course is not part of the Principles Program, it can count as two (2) of the additional meetings/courses/workshops required if you are enrolled in the Principles Certificate Program and intend to write the exam. To qualify, participants must attend and participate in the full six (6) hours.

PRE-WORK

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

REFUNDS & PAYMENTS

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

October 22, 2025
- October 23, 2025

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

06:00 PM - 09:00 PM EST

October 22 - 23, 2025

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Wednesday, October 15, 2025

DESCRIPTION

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

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

DATE AND TIME

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

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

AND

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

The Zoom meeting link and login information will be distributed before the first session, after registration deadline October 15.

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

\$261.88

Until October 15, 2025

Members Only

0.0000

0.0000
0.0000

Virtual Learning - Non Member
\$320.07
Until October 15, 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 29, 2025

6th Annual Reverse Vendor Tradeshow Event (October 29, 2025)

09:15 AM - 04:00 PM EST

Join us at OPBA's 6th Annual Reverse Vendor Tradeshow!

Date: Wednesday, October 29, 2025

Time: 9:15 AM – 12:45 PM

Location: Pearson Convention Centre, Brampton, ON

The Ontario Public Buyers Association (OPBA) invites all suppliers to attend our 6th Annual Reverse Vendor Tradeshow. This event offers a valuable opportunity to connect with procurement professionals from a wide range of Ontario-based public sector organizations, including municipalities, school boards, colleges/universities, and other publicly funded institutions.

You'll have the chance to:

Introduce your products or services directly to public procurement professionals

Build valuable relationships

Gain insight into upcoming opportunities

Attend targeted educational sessions

Program Schedule

8:45 AM – 9:15 AM | Registration & Open Networking

Vendor check-in and badge pick-up.

9:15 AM – 12:45 PM | Reverse Vendor Tradeshow

Visit exhibitor booths and meet procurement professionals from various public agencies.

Information Talks: Focused, short sessions highlighting key public procurement topics.

Optional Add-Ons

11:00 AM – 12:30 PM | Speed Networking

Registered Tradeshow attendees only

Pre-scheduled, 10-minute one-on-one meetings with public agencies.

A list of participating agencies will be announced closer to the event.

Online booking opens 1 week before the event.

Important Details:

Speed Networking booking is separate from Tradeshow registration.

You must be registered for the Tradeshow to participate.

Confirmation emails will be sent with your booking link and opening time.

First come, first served. Spots fill quickly!

Limit of 3 meetings per vendor. Extra bookings will be removed.

\$30 per meeting (payment due at time of booking).

Pro Tip: Save the link and set a calendar reminder for when booking opens!

2:00 PM – 4:00 PM | *Understanding the RFP Process: A Supplier's Guide Educational Session*

Let's face it—RFPs aren't always written with vendors in mind. They can be confusing, overly complicated, or lacking key context. That's where this session comes in.

Led by public procurement practitioners with real-world insights (and a good sense of humor), this session pulls back the curtain on the Request for Proposal (RFP) process from the other side of the table. Whether you're new to public sector RFPs or looking to fine-tune your approach, the #RFPDreamTeam will share practical tips and a fresh perspective.

You'll learn:

*What goes into crafting an RFP (and why it sometimes turns out the way it does)
How to read between the lines and spot what's really being asked
Smart strategies for asking clarifying questions—and why it benefits everyone
Why debriefs aren't just for the losing team (and how to request one)
How to address confusing or restrictive specifications in a constructive manner
Tips and tricks to improve your proposal responses, stand out from the competition, and avoid common pitfalls*

This session is all about empowerment through education. Bring your curiosity, your questions, and maybe your sense of humor. We're here to make the RFP process more transparent, collaborative, and, dare we say, better for everyone.

Cost: \$125 per person

You do not need to attend the Tradeshow to register for this session.

Registration Options

Please select your preferred registration package at checkout:

Tradeshow Only – \$100 per person

Tradeshow + participate in Speed Networking option (Payment is made separately at booking a week before the event. Limited spots -- first come, first served) – \$100 per person

Understanding the RFP Process: A Supplier's Guide Educational Session ONLY (with lunch) – \$125 per person

Understanding the RFP Process: A Supplier's Guide Educational Session ONLY (without lunch) – \$150 per person

All-Day Package (Tradeshow + Lunch + Understanding the RFP Process: A Supplier's Guide) – \$225 per person

Questions? Email events@opba.ca

Don't forget to check back for updates to the exhibitor list [here](#).

Please refer to our [refund + payment policy](#) for information regarding cancellations and/or refunds.

We look forward to seeing you there!

November 1, 2025
- November 7, 2025

NOVEMBER 2025 PRINCIPLES CERTIFICATE EXAM
12:00 AM - 11:45 PM EST
November 1 - 7, 2025
Virtual
OPBA online platform

Registration closes Friday, October 24, 2025

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

Principles of Effective Public Purchasing Exam Application

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

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

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

First Attempt Fee Exam 2025
\$120.00
Available until Oct. 24, 2025
All Registrants
0.0000
0.0000
0.0000

Second Attempt Exam Fee 2025
\$99.00
Available until Oct 24, 2025
All Registrants
0.0000
0.0000
0.0000

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

November 1, 2025
- November 30, 2025

Principles - Procurement and the Law (Virtual - PPLL)

05:30 PM - 07:30 PM EST

Course Access: November 1 – 30, 2025

Mandatory Live Zoom Session: Wednesday, November 26, 2025 | 5:30 PM – 7:30 PM ET

Registration Deadline: October 24, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, November 26, 2025 at 5:30 PM – 7:30 PM ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

November 1, 2025
- November 30, 2025

Principles - Cooperative Procurement (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Access: November 1 – 30, 2025

Mandatory Live Zoom Session: Wednesday, November 27, 2025 | 12:00 PM – 2:30 PM ET

Registration Deadline: October 24, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, November 27, 2025 at 12:00 PM – 2:30 PM ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

Instructor: Scott Agnello, CPPO, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 6.25 contact hours

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$261.88
Until October 24, 2025
Members Only
0.0000
0.0000
6.25*

*Virtual Learning - Non Member
\$320.07
Until October 24, 2025
All Registrants
0.0000
0.0000
6.25*

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

Registration closes October 24, 2025

November 1, 2025
- November 30, 2025

Principles - Advanced Competitive Bidding (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Access: November 1 – 30, 2025

Mandatory Live Zoom Session: Friday, November 28, 2025 | 12:00 PM – 3:15 PM ET

Registration Deadline: October 24, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Friday, November 28, 2025 at 12:00 PM – 3:15 PM ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

Instructor: 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*

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.5 contact hours.

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$261.88
Until October 24, 2025
Members Only
0.0000
0.0000
9.5*

*Virtual Learning - Non Member
\$320.07
Until October 24, 2025
All Registrants
0.0000
0.0000
9.5*

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

Registration closes October 24, 2025

Supplier Performance (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

November 4, 2025

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, October 28, 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, November 4, 2025 at 6:00 pm - 9:00 pm ET

The Zoom meeting link and login information will be distributed before the first session, after the October 28th registration deadline.

ATTENDANCE AND CREDIT

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

PRE-WORK

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

REFUNDS & PAYMENTS

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

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$197.86
Until October 28, 2025
Members Only
0.0000
0.0000
3.0000*

Virtual Learning - Non Member
\$261.88
Until October 28, 2025
All Registrants
0.0000
0.0000
3.0000

Registration closes July 8, 2025

01:00 PM - 03:00 PM EST

Fall Workshop

November 19, 2025

1 PM - 3 PM ET

Registration closes November 18, 2025 at 12 PM ET

Join us for a hands-on, practical session designed to help procurement professionals navigate the complex world of insurance and risk management. Our risk specialists will support a procurement professional as she navigates the procurement process for a multi-faceted construction project.

Key topics include:

Procurement and risk management frameworks and strategies

Types of insurance and when to apply them (featuring a high-level insurance matrix)

Certificate of Insurance (COI) basics and best practices

A deeper look at COIs: what to look for, what often goes wrong, and how to protect your organization

Practical tips and lessons learned from the field

This session will be interactive and focused on real-world application. Come with your questions and leave with tools you can use.

Presenters:

Shannon Devane: Shannon has a Bachelor of Business Administration from Wilfrid Laurier University and has obtained her Fellow Chartered Insurance Professional (FCIP), and the Risk and Insurance Management Society – Certified Risk Management Professional (RIMS-CRMP). Shannon spent fourteen (14) years working with municipalities in the Province of Ontario with a reciprocal and as a broker. Her work in those roles was primarily focused on Risk Management including contract reviews and municipal operation risk assessment. Prior to joining AMO's Business Services arm LAS as the Program Manager – Municipal Risk Management in June of 2022, she was the Manager of Risk for the City of Vaughan.

Samoya Lloyd-Smith is currently the Manager of Purchasing and Risk Management at the Township of Centre Wellington. She has almost 20 years' experience working in Purchasing and has recently ventured into risk management. Prior to her current role, she spent 13 years working in a national non-profit healthcare organization managing the Procurement and Partner Services function. Her past roles also included working as a buyer in the automotive sector and as a Purchasing Analyst in a large municipality. She holds a master's degree in health administration, a bachelor's degree in biology and psychology and has held the NISCL – Certified Supply Chain Leader designation since 2011. When not busy with her family, she can be found traveling, exploring nature or listening to audiobooks or podcasts. She enjoys continuous learning and welcomes the opportunity to learn from whomever she crosses path with.

Tracy Eso, BFA, CIP, CRM, ACI: Tracy Eso is the Risk Assessment and Solutions Specialist in the Risk Management Department at Intact Public Entities with expertise in insurance claims, risk management, captive insurance, and climate change. She has over 20 years' experience in the insurance industry.

Tracy is an instructor for the Insurance Institute of Canada and has spoken at various industry conferences and writes articles on topics ranging from climate change to liability claims. Her focus at Intact Public Entities is to research risks that municipalities across Canada are facing, develop ways to mitigate those hazards and educate

municipal clients in best-practice solutions to create resilience in the face of an ever-changing risk landscape.

Registration Fees:

Title

Fee

Member Status

Points

CEUs

Hours

Members

\$0.00

Members Only

0.0000

0.0000

2.00

Non Members

\$35.00 + HST

All Registrants

0.0000

0.0000

2.00

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

November 28, 2025

People Leaders Meeting

Zoom - links will be distributed prior to event

09:00 AM - 11:00 AM EST

Friday, November 28, 2025

9:00 AM - 11:00 AM

Virtual Event

Registration closes: Thursday, November 27, 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. Starting in 2025, there will be four (4) people leader meetings - three virtual and one in-person (at the conference).

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.

Come prepared to ask, listen, and connect with your fellow peers. Let's create a space where the power of sharing becomes a catalyst for personal and collective growth.

Don't miss out on this opportunity to participate in an enriching and open-minded gathering. We can't wait to see you there!

Send your burning questions or discussion topics to events@opba.ca at least one week before the meeting. We will try to inform the meeting about topics similar to what is being discussed in the Procurement Specialist (Buyers) Meeting.

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

December 3, 2025
- December 4, 2025

Principles - Introduction to Public Procurement (Virtual - Zoom)

12:00 PM - 03:00 PM EST

December 3 - 4, 2025

12:00 PM - 3:00 PM

Virtual Learning

Registration closes Wednesday, November 26, 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 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, December 3rd at 12:00pm - 3:00pm

AND

Thursday, December 4th at 12:00pm - 3:00pm

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 the day after the registration deadline, November 27. 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 Enrollment: If you plan to apply this seminar toward the Principles of Effective Public Procurement certificate program, you must enroll 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$261.88
Until November 26, 2025
Members Only
0.0000
0.0000
6.0000*

Virtual Learning - Non Member
\$320.07
Until November 26, 2025
All Registrants
0.0000
0.0000
6.0000

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

Registration closes Wednesday, November 26, 2025

December 9, 2025
- December 10, 2025

Principles - Introduction to Construction (Virtual - Zoom)

06:00 PM - 09:00 PM EST

December 9 + 10, 2025

6:00 PM - 9:00 PM

Virtual Learning

Registration closes December 2, 2025

DESCRIPTION

The Introduction to Construction is a mandatory course to be eligible to write the Principles Exam as part 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: Carl Bonitto, CSCMP, NISCL-CSCL

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:

Tuesday, December 9th at 6:00pm - 9:00pm

AND

Wednesday, December 10th 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 the day after the registration deadline, December 3. 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 Enrollment: If you plan to apply this seminar toward the Principles of Effective Public Procurement certificate program, you must be enrolled in the program.

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: 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
Until December 2, 2025
Members Only
0.0000
0.0000
6.0000*

*Virtual Learning - Non Member
\$320.07
Until December 2, 2025
All Registrants*

0.0000
0.0000
6.0000

Registration closes December 2, 2025

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

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