

Calendar of Events

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.

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 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
- 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 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

Registration closes October 22.

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

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.

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 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 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 - 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

November 19, 2025

1 PM - 3 PM ET

Virtual Event

Registration closes Monday, November 17

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

December 9, 2025

Coffee with Counsel: Bill C-5: The One Canadian Economy Act ? Impacts on Public Procurement

01:00 PM - 02:00 PM EST

Dec 9, 2025

1 PM - 2 PM ET

Virtual Event

Registration closes December 5, 2025 - 12 PM ET.

In June 2025, the federal government passed Bill C-5, creating two new laws: the Building Canada Act, to fast-track national infrastructure projects, and the Free Trade and Labour Mobility in Canada Act, to reduce interprovincial barriers. While federal in scope, these changes will affect local governments and broader public sector organizations, particularly in procurement and trade agreements.

This session builds on the article “Bill C-5 – Fast-Tracking National Interest Projects in Canada,” authored by McMillan LLP in the September issue of the Caveat Emptor newsletter, and will highlight what Bill C-5 means for public sector organizations, with a focus on opportunities, challenges, and practical considerations for procurement professionals.

Presenters:

*Jason Annibale, McMillan LLP
Partner, Construction & Infrastructure*

*Natasha Rodrigues, McMillan LLP
Associate, Litigation & Dispute Resolution*

Registration Fees

Title

Fee

Member Status

Points

CEUs

Hours

Members

\$20.00 + HST

Members Only

0.0000

0.0000

1.00

Non Members

\$35.00 + HST

All Registrants

0.0000

0.0000

1.00

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

January 1, 2026
- January 31, 2026

Principles - Introduction to Public Procurement (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

05:30 PM - 08:00 PM EST

Course Access: January 1 - January 31, 2026

Mandatory Live Zoom Session: Wednesday, January 28, 2026 | 5:30pm - 8:00pm ET

Registration Deadline: December 19, 2025

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, January 28, 2026 at 5:30pm - 8:00pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be sent the week before the session.

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

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

LEARNING OBJECTIVES:

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

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

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
\$288.10
Until December 19, 2025
Members Only
0.0000
0.0000
6.25*

*Virtual Learning - Non Member
\$352.10
Until December 19, 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 December 19, 2025

January 1, 2026
- January 31, 2026

Principles - Risk Management (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

05:30 PM - 09:00 PM EST

Course Access: January 1 – 31, 2026

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

Registration Deadline: December 19, 2025

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be sent the week before the session.

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

Instructor: Carl Bonitto, CPPO, CPPB

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white-space:normal;}
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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.5 contact hours

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

REGISTRATION

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

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

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

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

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

Registration closes December 19, 2025

January 27, 2026
- January 28, 2026

PPS - Advanced Procurement for Construction (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

January 27 - 28, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, January 20, 2026

DESCRIPTION

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

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

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

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

LEARNING OBJECTIVES

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

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

DATE AND TIME

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

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

AND

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

Students must attend both sessions to receive course credit.

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

PRE-WORK

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

for emailing members@opba.ca 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. 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
\$269.73
Until January 20, 2026
Members Only
0.0000
0.0000
6.0000

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

Registration closes January 20, 2026

February 1, 2026
- February 28, 2026

Principles - Competitive Bidding (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

12:00 PM - 03:00 PM EST

Course Access: February 1 – 28, 2026

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

Registration Deadline: January 23, 2026

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

COURSE DESCRIPTION

This course is delivered through OPBA's Public Procurement Learning Lab (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. The deadlines you will need to meet will fall on February 7th, February 14th, February 21st and February 28th.

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

Zoom link will be provided within your course.

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

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

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 8.5 contact hours

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$288.10
Until January 23, 2026
Members Only
0.0000
0.0000
8.5

Virtual Learning - Non Member
\$352.10
Until January 23, 2026
All Registrants
0.0000
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8.5

Registration closes January 23, 2026

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February 1, 2026
- February 28, 2026

Principles - Procurement and the Law (Virtual - PPLL)

05:30 PM - 09:00 PM EST

Course Access: February 1 – 28, 2026

Mandatory Live Zoom Session: Thursday, February 26 | 5:30pm - 9:00pm ET

Registration Deadline: January 23, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Thursday, February 26 | 5:30pm - 9:00pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be available within the course.

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.25 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.

Registration Fees:

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

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until January 23, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until January 23, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

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

Registration closes January 23, 2026.

February 10, 2026
- February 11, 2026

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

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

February 10 + 11, 2026

9:00 AM - 12:00 PM ET

Virtual Learning

Registration closes Tuesday, February 3, 2026

COURSE DESCRIPTION

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

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

LEARNING OBJECTIVES

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

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

Instructor: Sarah Denomy, CPPB

DATE AND TIME

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

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

AND

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

Learners must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

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

PRE-WORK

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

REFUNDS & PAYMENTS

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

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

Member Status

Points

CEUs

Hours

Virtual Learning Member Rate

\$359.65

Until February 3, 2026

Members Only

0.0000

0.0000

6.0000

Virtual Learning - Non Member

\$419.59

Until February 3, 2026

All Registrants

0.0000

0.0000

6.0000

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

Registration closes February 3, 2026

February 21, 2026
- February 22, 2026

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

09:00 AM - 12:00 PM EST

February 21 + 22, 2026

9:00 AM - 12:00 PM ET

Virtual Learning

Registration closes Friday, February 13, 2026

DESCRIPTION

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

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

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

DATE AND TIME

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

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

AND

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

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

REGISTRATION

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

REFUNDS

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

Registration Fees:

Title

Fee

Valid Dates

Member Status

Points

CEUs

Hours

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

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

Registration closes February 13, 2026

March 1, 2026
- March 31, 2026

Principles - Advanced Competitive Bidding (Virtual - PPLL)

05:30 PM - 09:00 PM EST
Course Dates: March 1 - 31, 2026
Mandatory Live Zoom Session: Monday, March 30 | 5:30pm - 9:00pm ET
Registration Deadline: February 20, 2026

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

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

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

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

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

Zoom link will be provided within your course.

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

Instructor: Carl Bonitto, CPPO, CPPB

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$288.10
Until February 20, 2026
Members Only
0.0000
0.0000
9.5

Virtual Learning - Non Member
\$352.10
Until February 20, 2026
All Registrants
0.0000
0.0000
9.5

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

Registration closes February 20, 2026

March 1, 2026
- March 31, 2026

Principles - Introduction to Procurement for Construction (Virtual - PPLL)
Public Procurement Learning Lab via Brightspace

12:00 PM - 02:30 PM EST

Course Access: March 1 – 31, 2026

Mandatory Live Zoom Session: Monday, March 30 | 12:00pm - 2:30pm ET

Registration Deadline: February 20, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Monday, March 30 at 12:00pm - 2:30pm ET?. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within the course.

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

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

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$288.10
Until February 20, 2026
Members Only
0.0000
0.0000
8*

*Virtual Learning - Non Member
\$352.10
Until February 20, 2026
All Registrants
0.0000
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8*

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

Registration closes February 20, 2026.

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March 1, 2026
- March 31, 2026

Principles - Co-operative Procurement (Virtual - PPLL)

12:00 PM - 02:30 PM EST

Course Access: March 1 - 31, 2026

Mandatory Live Zoom Session: Tuesday, March 31 | 12:00pm - 2:30pm ET

Registration Deadline: February 20, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Tuesday, March 31 at 12:00pm - 2:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within your course.

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

Instructor: Scott Agnello, CPPO, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 6.5 contact hours

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

REGISTRATION

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

Registration Fees:

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

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until February 20, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until February 20, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

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

Registration closes February 20, 2026

March 16, 2026

PPS - Supplier Performance (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

March 16, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Monday, March 9, 2026

DESCRIPTION

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

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

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

The objectives of this program are to:

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

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

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

Address shortfalls in supplier performance; and

Encourage continuous improvement through appropriate corrective action as necessary.

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

DATE AND TIME

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

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

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

ATTENDANCE AND CREDIT

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

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. Course registration fees are non-transferable to other courses.

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$203.80
Until March 9, 2026
Members Only
0.0000
0.0000
3.0000*

Virtual Learning - Non Member
\$269.73
Until March 9, 2026
All Registrants
0.0000
0.0000
3.0000

Registration closes March 9, 2026

April 1, 2026
- April 30, 2026

Principles - Introduction to Public Procurement (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

12:00 PM - 02:30 PM EST

Course Access: April 1 - April 31, 2026

Mandatory Live Zoom Session: Wednesday, April 29 | 12:00pm - 2:30pm ET

Registration Deadline: March 25, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, April 29, 2026 at 12:00pm - 2:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within the course.

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

Instructor: Shelly Ann Henry, CSCMP

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$288.10
Until December 19, 2025
Members Only
0.0000
0.0000
6.25*

*Virtual Learning - Non Member
\$352.10
Until December 19, 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 March 25, 2026.

April 1, 2026
- April 30, 2026

Principles - Risk Management (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

12:00 PM - 03:30 PM EST

Course Access: April 1 – 30, 2026

Mandatory Live Zoom Session: Tuesday, April 28 | 12:00pm - 3:30pm ET

Registration Deadline: March 25, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within the course.

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

Instructor: Sarah Denomy, CPPB

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.5 contact hours

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

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

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

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

Registration closes March 25, 2026.

April 21, 2026
- April 22, 2026

PPS - Advanced Procurement for Construction (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

April 21 + 22, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, April 14, 2026

DESCRIPTION

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

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

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

Instructor: Carl Bonitto, CPPO, CPPB

LEARNING OBJECTIVES

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

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

DATE AND TIME

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

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

AND

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

Students must attend both sessions to receive course credit.

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

PRE-WORK

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

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

REFUNDS & PAYMENTS

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

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

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

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

REGISTRATION

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

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

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May 1, 2026
- May 31, 2026

Principles - Competitive Bidding (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

06:00 PM - 09:00 PM EST

Course Access: May 1 - 31, 2026

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

Registration Deadline: April 24, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within your course.

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

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

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 8.5 contact hours

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$288.10
Until April 24, 2026
Members Only
0.0000
0.0000
8.5

Virtual Learning - Non Member
\$352.10
Until April 24, 2026
All Registrants
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8.5

Registration closes April 24, 2026

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May 1, 2026
- May 31, 2026

Principles - Procurement and the Law (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Access: May 1 - 31, 2026

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

Registration Deadline: April 24, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be available within the course.

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.25 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.

Registration Fees:

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

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until April 24, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until April 24, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

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

Registration closes April 24, 2026.

May 9, 2026
- May 10, 2026

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

09:00 AM - 12:00 PM EST

May 9 + 10, 2026

9:00 AM - 12:00 PM ET

Virtual Learning

Registration closes Friday, May 1, 2026

DESCRIPTION

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

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

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

DATE AND TIME

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

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

AND

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

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

REGISTRATION

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

REFUNDS

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

Registration Fees:

Title

Fee

Valid Dates

Member Status

Points

CEUs

Hours

Virtual Learning Member Rate

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

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

Registration closes May 1, 2026

May 26, 2026
- May 27, 2026

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

Zoom - links will be distributed prior to event

12:00 PM - 03:00 PM EST

May 26 + 27, 2026

12:00 PM - 3:00 PM ET

Virtual Learning

Registration closes Tuesday, May 19, 2026

COURSE DESCRIPTION

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

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

LEARNING OBJECTIVES

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

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

Instructor: Sarah Denomy, CPPB

DATE AND TIME

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

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

AND

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

Learners must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

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

PRE-WORK

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

REFUNDS & PAYMENTS

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

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

Member Status

Points

CEUs

Hours

Virtual Learning - Member Rate

\$359.65

Until May 19, 2026

Members Only

0.0000

0.0000

6.0000

Virtual Learning - Non Member

\$419.59

Until May 19, 2026

All Registrants

0.0000

0.0000

6.0000

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

Registration closes May 19, 2026

June 1, 2026
- June 30, 2026

Principles - Advanced Competitive Bidding (Virtual - PPLL)

05:30 PM - 09:00 PM EST

Course Dates: June 1 - 30, 2026

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

Registration Deadline: May 25, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within your course.

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

Instructor: Carl Bonitto, CPPO, CPPB

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$288.10
Until May 25, 2026
Members Only
0.0000
0.0000
9.5

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

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

Registration closes May 25, 2026

June 1, 2026
- June 30, 2026

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

Public Procurement Learning Lab via Brightspace

06:00 PM - 08:30 PM EST

Course Access: June 1 – 30, 2026

Mandatory Live Zoom Session: Wednesday, June 24 | 6:00pm - 8:30pm ET

Registration Deadline: May 25, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, June 24 at 6:00pm - 8:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within the course.

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

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

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning - Member Rate
\$288.10
Until May 25, 2026
Members Only
0.0000
0.0000
8

Virtual Learning - Non Member
\$352.10
Until May 25, 2026
All Registrants
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Please refer to our refund + payment policy for information regarding cancellations and/or refunds.

Registration closes May 25, 2026.

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June 1, 2026
- June 30, 2026

Principles - Co-operative Procurement (Virtual - PPLL)

12:00 PM - 02:30 PM EST

Course Access: June 1 - 30, 2026

Mandatory Live Zoom Session: Wednesday, June 24 | 12:00pm - 2:30pm ET

Registration Deadline: May 25, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Wednesday, June 24 at 12:00pm - 2:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within your course.

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

Instructor: Scott Agnello, CPPO, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 6.5 contact hours

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

REGISTRATION

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

Registration Fees:

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

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until February 20, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until February 20, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

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

Registration closes May 25, 2026

June 15, 2026

PPS - Supplier Performance (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

June 15, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Monday, June 8, 2026

DESCRIPTION

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

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

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

The objectives of this program are to:

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

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

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

Address shortfalls in supplier performance; and

Encourage continuous improvement through appropriate corrective action as necessary.

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

DATE AND TIME

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

Monday, June 15 at 6:00 pm - 9:00 pm ET

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

ATTENDANCE AND CREDIT

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

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. Course registration fees are non-transferable to other courses.

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$203.80
Until June 8, 2026
Members Only
0.0000
0.0000
3.0000*

Virtual Learning - Non Member
\$269.73
Until June 8, 2026
All Registrants
0.0000
0.0000
3.0000

Registration closes June 8, 2026

September 1, 2026
- September 30, 2026

Principles - Introduction to Public Procurement (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

12:00 PM - 02:30 PM EST

Course Access: September 1 - 30, 2026

Mandatory Live Zoom Session: Monday, September 29 | 12:00pm - 2:30pm ET

Registration Deadline: August 25, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Monday, September 29 at 12:00pm - 2:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within the course.

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

Instructor: Shelly Ann Henry, CSCMP

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning Member Rate
\$288.10
Until August 25, 2026
Members Only
0.0000
0.0000
6.25*

*Virtual Learning - Non Member
\$352.10
Until August 25, 2026
All Registrants
0.0000
0.0000
6.25*

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

Registration closes August 25, 2026.

September 1, 2026
- September 30, 2026

Principles - Risk Management (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

12:00 PM - 03:30 PM EST

Course Access: September 1 – 30, 2026

Mandatory Live Zoom Session: Tuesday, September 29 | 12:00pm - 3:30pm ET

Registration Deadline: August 25, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within the course.

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

Instructor: Sarah Denomy, CPPB

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.5 contact hours

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

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

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

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

Registration closes August 25, 2026.

October 1, 2026
- October 31, 2026

Principles - Competitive Bidding (Virtual - PPLL)

Public Procurement Learning Lab via Brightspace

06:00 PM - 09:00 PM EST

Course Access: October 1 – 31, 2026

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

Registration Deadline: September 24, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within your course.

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

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

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 8.5 contact hours

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning Member Rate
\$288.10
Until September 24, 2026
Members Only
0.0000
0.0000
8.5

Virtual Learning - Non Member
\$352.10
Until September 24, 2026
All Registrants
0.0000
0.0000
8.5

Registration closes September 24, 2026

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October 1, 2026
- October 31, 2026

Principles - Procurement and the Law (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Access: October 1 - 31, 2026

Mandatory Live Zoom Session: Thursday, October 29 | 12:00pm - 3:30pm ET

Registration Deadline: September 24, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be available within the course.

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.25 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.

Registration Fees:

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

<i>Virtual Learning Member Rate</i>
<i>\$288.10</i>
<i>Until September 24, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until September 24, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>9.25</i>

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

Registration closes September 24, 2026.

October 17, 2026
- October 18, 2026

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

09:00 AM - 12:00 PM EST

October 17 + 18, 2026

9:00 AM - 12:00 PM ET

Virtual Learning

Registration closes Monday, October 12, 2026

DESCRIPTION

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

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

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

DATE AND TIME

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

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

AND

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

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

REGISTRATION

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

REFUNDS

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

Registration Fees:

Title

Fee

Valid Dates

Member Status

Points

CEUs

Hours

Virtual Learning Member Rate

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

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

Registration closes October 12, 2026

October 20, 2026
- October 21, 2026

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

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

October 20 + 21, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Tuesday, October 13, 2026

COURSE DESCRIPTION

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

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

LEARNING OBJECTIVES

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

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

Instructor: Sarah Denomy, CPPB

DATE AND TIME

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

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

AND

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

Learners must attend both sessions to receive course credit.

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

ATTENDANCE AND CREDIT

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

PRE-WORK

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

REFUNDS & PAYMENTS

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

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

Member Status

Points

CEUs

Hours

Virtual Learning - Member Rate

\$359.63

Until October 13, 2026

Members Only

0.0000

0.0000

6.0000

Virtual Learning - Non Member

\$419.59

Until October 13, 2026

All Registrants

0.0000

0.0000

6.0000

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

Registration closes October 13, 2026

November 1, 2026
- November 30, 2026

Principles - Advanced Competitive Bidding (Virtual - PPLL)

12:00 PM - 03:30 PM EST

Course Dates: November 1 - 30, 2026

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

Registration Deadline: October 26, 2026

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

COURSE DESCRIPTION

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

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

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

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

Zoom link will be provided within your course.

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

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

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 9.5 contact hours.

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

REGISTRATION

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

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

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

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

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

Registration closes October 26, 2026

November 1, 2026
- November 30, 2026

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

Public Procurement Learning Lab via Brightspace

06:00 PM - 08:30 PM EST

Course Access: November 1 – 30, 2026

Mandatory Live Zoom Session: Thursday, November 26 | 6:00pm - 8:30pm ET

Registration Deadline: October 26, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Thursday, November 26 at 6:00pm - 8:30pm ET?. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within the course.

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

Instructor: Carl Bonitto, CPPO, CPPB

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LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 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.

Registration Fees:

Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours

Virtual Learning - Member Rate
\$288.10
Until October 26, 2026
Members Only
0.0000
0.0000
8

Virtual Learning - Non Member
\$352.10
Until October 26, 2026
All Registrants
0.0000
0.0000
8

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

Registration closes October 26, 2026.

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November 1, 2026
- November 30, 2026

Principles - Co-operative Procurement (Virtual - PPLL)

12:00 PM - 02:30 PM EST

Course Access: November 1 - 30, 2026

Mandatory Live Zoom Session: Thursday, November 26 | 12:00pm - 2:30pm ET

Registration Deadline: October 26, 2026

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

COURSE DESCRIPTION

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

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

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

A mandatory live Zoom session will take place on Thursday, November 26 at 12:00pm - 2:30pm ET. Attendance is required to complete the course and earn your certificate.

Zoom link will be provided within your course.

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

Instructor: Scott Agnello, CPPO, CPPB

LEARNING OBJECTIVES:

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

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

COURSE LEARNING MATERIALS

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

REFUNDS & PAYMENTS

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

CERTIFICATE PROGRAM

Attendance Credit: 6.5 contact hours

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

REGISTRATION

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

Registration Fees:

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

<i>Virtual Learning - Member Rate</i>
<i>\$288.10</i>
<i>Until October 26, 2026</i>
<i>Members Only</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

<i>Virtual Learning - Non Member</i>
<i>\$352.10</i>
<i>Until October 26, 2026</i>
<i>All Registrants</i>
<i>0.0000</i>
<i>0.0000</i>
<i>6.5</i>

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

Registration closes October 26, 2026

PPS - Supplier Performance (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

November 19, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Thursday, November 12, 2026

DESCRIPTION

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

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

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

The objectives of this program are to:

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

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

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

Address shortfalls in supplier performance; and

Encourage continuous improvement through appropriate corrective action as necessary.

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

DATE AND TIME

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

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

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

ATTENDANCE AND CREDIT

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

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. Course registration fees are non-transferable to other courses.

FORMAT

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

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

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

CERTIFICATE PROGRAM

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

REGISTRATION

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

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$203.80
Until November 19, 2026
Members Only
0.0000
0.0000
3.0000*

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

Registration closes November 19, 2026

December 2, 2026
- December 3, 2026

Principles - Introduction to Public Procurement (Virtual - Zoom)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

December 2 + 3, 2026

6:00 PM - 9:00 PM ET

Virtual Learning

Registration closes Wednesday, November 25, 2026

DESCRIPTION

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

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

Instructor: Slavi Nalbantov, CSCMP

LEARNING OBJECTIVES:

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

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

DATE AND TIME

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

Wednesday, December 2 at 6:00pm - 9:00pm ET

AND

Thursday, December 3 at 6:00pm - 9:00pm 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 the day after the registration deadline. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing members@opba.ca to obtain them before your course start date.

REFUNDS & PAYMENTS

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

FORMAT

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

OPBA 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$269.73
Until November 25, 2026
Members Only
0.0000
0.0000
6.0000*

Virtual Learning - Non Member
\$329.68
Until November 25, 2026
All Registrants
0.0000
0.0000
6.0000

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

Registration closes Wednesday, November 25, 2026

December 8, 2026
- December 9, 2026

Principles - Risk Management (Virtual - Zoom)

Zoom - links will be distributed prior to event

09:00 AM - 12:00 PM EST

December 8 + 9, 2026

9:00 PM - 12:00 PM ET

Virtual Learning

Registration closes Tuesday, December 1, 2026

DESCRIPTION

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

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*

DATE AND TIME

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

Tuesday, December 8 at 9:00am - 12:00pm ET

AND

Wednesday, December 9 at 9:00am - 12:00pm 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 the day after the registration deadline. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing members@opba.ca to obtain them before your course start date.

REFUNDS & PAYMENTS

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

FORMAT

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

OPBA 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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$269.73
Until December 1, 2026
Members Only
0.0000
0.0000
6.0000*

Virtual Learning - Non Member
\$329.68
Until December 1, 2026
All Registrants
0.0000
0.0000
6.0000

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

Registration closes Tuesday, December 1, 2026

December 9, 2026
- December 10, 2026

Principles - Procurement and the Law (Virtual)

Zoom - links will be distributed prior to event

06:00 PM - 09:00 PM EST

December 9 + 10, 2026

6:00 PM - 9:00 PM

Virtual Learning

Registration closes December 2, 2026

DESCRIPTION

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

Instructor: Michelle Trudel, NIGP-CPP, CPPB

LEARNING OBJECTIVES

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

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

DATE AND TIME

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

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

AND

Thursday, December 10 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 prior to the course after the registration deadline. If you have not received course materials/pre-work, etc. prior to the course you are registered for, you are responsible for emailing members@opba.ca to obtain them before your course start date.

REFUNDS & PAYMENTS

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

FORMAT

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

OPBA 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 Purchasing 2024 Edition textbook is not required for in-class learning, but is available for those who want a physical resource. Students who are currently registered in an OPBA seminar qualify to purchase the textbook at a discounted rate from the OPBA Store.

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.

Registration Fees:

*Title
Fee
Valid Dates
Member Status
Points
CEUs
Hours*

*Virtual Learning - Member Rate
\$269.73
Available until Dec. 2, 2026
Members Only
0.0000
0.0000*

6.0000

Virtual Learning - Non Member

\$329.68

Available until Dec. 2, 2026

All Registrants

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6.0000

Registration closes December 2, 2026.

Coming Soon

Buyers Meeting

01:00 PM - 03:00 PM EST

Mon, Jan 27, 2025

1:00 PM - 3:00 PM

Virtual Event

Registration closes: Thurs, January 23, 2025

Coming Soon

Buyers Meeting

01:00 PM - 03:00 PM EST

Mon, January 27, 2025

1:00 PM - 3:00 PM

Virtual Event

Registration closes: Thurs, January 23, 2025