

VIRGINIA PUBLIC PROCUREMENT CLASS

COURSE OUTLINE- WILLIAM H. “Bill” HEFTY

8:30 a.m.-9:30 a.m.

Topics:

- I. History of Virginia Public Procurement Act**
- II. Purpose of Act**
- III. Who and What is Covered by Act**

9:45 a.m.-11:45 a.m.

Topics:

- IV. Methods of Procurement**
 - a.) Methods “otherwise authorized by law” including sole source, emergency, small purchase, online auctions, reverse auctioning, cooperative procurement, specific exemptions.**
 - b.) Competitive Sealed Bids, including notice provisions, definition of lowest and responsive bidder, waiving informalities, rejecting bids, withdrawal of bids, use of brand names**
 - c.) Competitive Negotiation, including requirements for RFP, evaluation of proposals, procurement of professional services**
- V. Specific issues relative to procurement of construction, including competitive sealed bid, design-build, construction management at risk, job order contracting, PPEA, energy performance contracting, small purchasing and cooperative procurement**

11:45 a.m.-12:45 p.m. Lunch (Lunch available at local restaurants or can be purchased at Academy cafeteria).

12:45 p.m.-2:00 p.m.

Topics:

- VI. Issues relative to procurement records, FOIA and confidential information**
- VII. Contract issues, including required provisions in Virginia contracts, pricing, retainage, change orders, terms and conditions, voidable contracts**

2:15 p.m.-3:30 p.m.

Topics:

- VIII. Protest procedures, including reasons for protests, how to handle a protest, standard for challenge in court**
- IX. Ethics, including conflicts of interests and ability to receive gifts**
- X. Legislation in 2016 General Assembly**

***Cases from the Virginia Supreme Court and Circuit Courts involving VPPA will be discussed throughout the course.**