

Preparing RFPs and Bids for Public Managers

Real-life examples to help you navigate the procurement process

When: May 17, 2021, 8:30 a.m.- 3:15 p.m.

Where: Dane County Extension, 5201 Fen Oak Dr. #138

This class provides government professionals with a broad overview of both traditional and innovative procurement concepts in order that they might use them to obtain higher quality and less costly supplies, equipment and services for the betterment of their agencies and the taxpayer. This class costs \$225.

By the end of this class, you should be able to:

1. Explain the RFP process and when it should be used.
2. Explain the bid process and when it should be used.
3. Explain the essentials for administering and monitoring contracts executed as a result of a bid/ RFP.
4. Identify the strengths and weaknesses of their organization's purchasing process.
5. Describe at least one new innovation that they can put to use right away.

Instructor: Cheryl Olivia is the former Purchasing Director for the City of Milwaukee, where she designed and implemented many innovative efficiencies in the procurement process. She currently works as an independent management consultant specializing in organizational effectiveness and efficiency

Testimonials:

"Loved the variety of experience/ examples/ situations other attendees brought to the day, best practices for bid/ RFP process; sample language, what to do and what not to do."

"I came with knowledge that I thought I already knew but the instructor and the folks helped open my eyes and provided tips and ideas to use."

"Very good instructor; good attendee examples. The booklet is very powerful knowledge. I will definitely refer back to it."

Register at: <https://localgovernment.extension.wisc.edu/cpm-public-courses>



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