



# Certified Maryland Procurement Officer

## Overview

The Certified Maryland Procurement Officer (CMPO) is the primary credentialing program for procurement officers and managers in the professional Procurement Career Group within the State of Maryland. The CMPO certification program is the middle tier of the Maryland Procurement Career matrix for public procurement leaders.

## Program Outcomes and Learning Objectives

Upon successful completion of the training and certification program, attendees will be able to:

1. Recognize the history and objective of Maryland procurement and the Office of State Procurement in the Maryland procurement system.
2. Recognize the intent of procurement law in all procurement regulations, advisories, policies, and procedures.
3. Understand core principles and use of strategic sourcing as a procurement tool and demonstrate how to identify strategic sourcing and catalog opportunities.
4. Determine appropriate sourcing business models to meet public procurement goals.
5. Understand and demonstrate planning process and using project management planning skills for procurements.
6. Determine appropriate sourcing business models to meet public procurement goals.
7. Identify categories and types of procurement specifications and statements of need or work.
8. Understand use of requirements to develop specifications and statements of need or work.
9. Understand procurement methods used in Maryland and how and when each is used.
10. Identify all elements of a solicitation including whether they are required.
11. Identify essential State terms and conditions, qualifications, and requirements.
12. Identify opportunities to use eMMA to post a Request for Information, Request for Comments, or other non-contract posting for procurement development.
13. Demonstrate how to use the eMMA system to post solicitations (IFB and RFP), issue an amendment round, complete evaluations, proposal negotiations, and award contracts.
14. Identify different methods to conduct a pre-bid and pre-proposal conference.
15. Determine Responsiveness of a Bid and Responsibility of a Bidder, including verifying minimum qualifications and analyzing submitted MBE and VSBE forms.
16. Demonstrate the ability to determine a Technical Proposal of being reasonably susceptible of being selected for award and Responsibility of an Offeror.
17. Identify best practice methods for conducting evaluations and multiple envelope proposal evaluations including vendor revisions or cures to proposals, discussions, vendor oral presentations, overall technical consensus, and Best Value Determinations, and Best and Final Offers.
18. Identify methods best used for evaluation committee recommendations, final award recommendations, notice to recommended awardee including additional documents, Legal Sufficiency, verification of good standing, confirmation of Non-Debarment and a Notice of Recommendation.
19. Demonstrate strong written and verbal communications strategies and skills to conduct post award debriefings and to respond and resolve vendor complaints, disputes, and protests.
20. Apply award process approvals steps accurately for small procurements, emergency contracts, control agency approvals, and the Board of Public Works Approvals.
21. Understand and apply timely and accurate uses of the Financial Management Information System (FMIS), the Relational Standard Accounting and Reporting System (R\*STARS), the Advanced Purchasing Inventory Control System (ADPICS) and eMMA in the execution of a contract.



22. Demonstrate key skills in contract management and the contract administration process.
23. Determine relationship management practices and principles (CRM and SRM).
24. Recognize change management and innovation strategies for agile problem solving.
25. Understand business management principles and operations in Maryland Procurement.

## 2021 CMPO Program Delivery and Certification

\*\*Due to COVID accommodations, the delivery of the program will be done with instructor led virtual classes until such a time that in person courses can be safely delivered. Attendees will receive an orientation upon their approved enrollment into the program. \*\*

1. Virtual Instructor Led classes (VILT)
  - a. 60 hours of course time total (Total of class meeting time and a outside of class work.)
  - b. 18 VILT class meetings, Tu / Th from 9 am – 12 pm (with some small exceptions).
2. Certification Requirements:
  - a. Attendance to a minimum of 80% of class meetings,
  - b. Completion of all assigned course work with minimum score of 80% or better, and
  - c. Final Certification Assessment Test passed with score of 80% or greater.

## 2021 CMPO Program Schedule

Section Number	Dates	Days	Times
Section 1	1/26/2021 - 3/25/2021	Tu / Th	9a - 12p
Section 2	3/30/2021 - 5/27/2021	Tu / Th	9a - 12p
Section 3	6/1/2021 - 7/29/2021	Tu / Th	9a - 12p
Section 4	8/3/2021 - 10/5/2021	Tu / Th	9a - 12p
Section 5	10/7/2021 - 12/16/2021	Tu / Th	9a - 12p