



CERTIFICATION PROGRAMS GUIDEBOOK

Maryland Procurement Academy



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Maryland State Procurement

The Office of State Procurement (OSP) was created on October 1, 2019 through [House Bill 1021 Chapter 590, Laws of 2017](#) and through the [Plan to Implement the Reorganization of State Procurement](#). The Maryland Procurement Academy was created as part of the Office of State Procurement.

This State transformation intends to develop a culture of procurement leadership and innovation at every level within agencies and the Office of State Procurement, imbued with integrity, and having a high standard of technical competence, purpose, and organizational clarity. Every procurement officer and manager must have the knowledge, skills, and abilities to operate to a standard of competence to perform procurement duties across the entire sourcing continuum, using all methods of procurement available. Together with professional development and a path for career progression, the organization benefits from a knowledgeable, credible, and effective workforce of procurement leaders capable of developing better and more effective contract solutions to solve complex public challenges.

OSP Mission, Vision, and Values

The mission of the Office of State Procurement is supplying Maryland State agencies and public bodies the highest quality contracted services, equipment, materials, supplies, and solutions essential to public need, enabled by the best available workforce, processes, and technology.

The Office of State Procurement envisions Maryland as the national center of excellence in public procurement.

The Office of State Procurement maintains a set of core values: integrity, fairness, transparency, service, quality, simplicity, efficiency, and economy.

Maryland Procurement Academy Mission

The Maryland Procurement Academy (MDPA) is the unity of the Office of State Procurement serving as the nexus for developing an agile and professional Maryland procurement workforce, promoting excellence through:

- Building procurement knowledge, skills, and competencies
- Professional Certification Training
- Procurement workforce research
- Tools and technology

Maryland Procurement Principles

- ① Providing for increased confidence in State procurements.
- ② Ensuring fair and equitable treatment of all persons who deal with the State procurement system.
- ③ Providing safeguards for maintaining a State procurement system of quality and integrity;
- ④ Fostering effective broad-based competition in the State through support of the free enterprise system.
- ⑤ Promoting increased long-term economic efficiency and responsibility in the State by encouraging the use of recycled materials and environmentally preferable products and services.
- ⑥ Providing increased economy in the State procurement system.
- ⑦ Getting the maximum benefit from the purchasing power of the State.
- ⑧ Simplifying, clarifying, and modernizing the law that governs State procurement.
- ⑨ Allowing the continued development of procurement regulations, policies, and practices in the State; and
- ⑩ Promoting development of uniform State procurement procedures to the extent possible.

Purpose of the Certification Programs Guidebook

This guidebook serves as a resource to agency and organization procurement workforce participants, as well as procurement career group workforce managers, vendors, and others who participate in MDPA-provided instructor-led training. The goal is to ensure all parties are fully cognizant of the policies and expectations established by the MDPA. Participants are expected to prepare for, register/enroll, and attend instructor-led, virtual instructor-led (VILT) or online training in accordance with the MDPA's training enrollment requirements. All participants shall conduct themselves, as well as treat others, in a respectful, professional, and courteous manner during training events across all platforms and formats.

Content Delivery Methods

The MDPA delivers courses, content, and training sessions in multiple modalities:

- Instructor-Led Training (ILT) – traditional classroom, delivered live and in person, usually in Annapolis, Crownsville, or Baltimore; supported with content through the Learning Management System (LMS)
- Online Learning – typically self-paced, available via webinar, web channel or LMS, including tutorials, recorded sessions, and quick learning modules
- Virtual Instructor-Led Training (VILT) – live instructor-led training delivered through virtual/webinar platform; materials shared via LMS and/or online

Participant Dress Code

Classroom attire is business casual and participants are expected to dress appropriately. Examples of inappropriate attire include jeans, shorts, flip-flops, tank tops, strapless tops, excessively short or sheer garments, exposed midriffs, athletic wear, sweat suits, sports team or clothing displaying sports logos, or any garment displaying inappropriate, abusive, or vulgar language or graphics, etc.

Participants who dress inappropriately for class will be asked to leave the class. Appropriate cleanliness and grooming are expected of all participants. Additionally, participants should avoid the heavy use of colognes and perfumes as they can be a distraction and possibly cause allergic reactions.

Academic Freedom and Non-Attribution

Effective learning requires full and open exchanges of information to include experiences, perspectives, and ideas in a spirit of collaboration among participants, instructors, and guest speakers. This policy on academic freedom and non-attribution creates learning environments where participants and instructors can openly engage in meaningful dialogue without fear of retribution. When involved in the delivery of MDPA sponsored training, the following non-attribution policy applies to all individuals involved in attending, delivering, facilitating, or involved in the learning event in any other way.

- Participants may respectfully express their opinions and experiences concerning current or proposed policies, regulations, and procedures openly and honestly without fear of repercussion.
- Personal attacks on others' character, opinions or comments, personality or other personal attributes shall be avoided and WILL NOT be tolerated at any level.
- Participants shall not repeat or associate an individual with any remark or comment that is made during instruction. Each participant is responsible for treating sensitive points or privileged information with discretion and shall refrain from repeating such information and content or connecting the speaker with the views expressed outside the classroom group, with anyone to whom the speaker has not entrusted this information.
- Participants shall not create audio or video recordings on any devices except on an approved case-by-case basis, and as pre-authorized by the Chief Learning Officer (CLO) to accommodate participants with special needs.

Academic Integrity and Standards of Conduct

All individuals shall accept full responsibility and credit for their opinions whether expressed orally or in writing. At the same time, all individuals are expected to fully acknowledge those ideas, words, and information obtained from other sources. It is not anticipated that participants would deliberately plagiarize materials.

Absolute integrity is expected of every individual in all academic undertakings. Integrity entails a firm adherence to a set of values. The values most essential to an academic community are grounded on the concept of honesty with respect to the intellectual efforts of oneself and others. Academic integrity is expected not only in formal learning and coursework situations, but in all MDPA relationships and interactions connected to the educational process.

An MDPA participant's submission of work for academic credit indicates the work was developed by the participant. All outside assistance and citations should be acknowledged and the MDPA participant's academic position truthfully always reported. In addition, MDPA participants have a right to expect academic integrity from each of their peers. Participants shall not:

- Misrepresent their work;
- Fraudulently advance their academic position;
- Be party to another MDPA participant's lack of academic integrity; and/or
- Violate the principle of academic integrity in any other manner.

Academic Integrity and Standard of Conduct violations include, but are not limited to:

- Knowingly representing the work of others (from any source) as one's own;
- Using, obtaining, or providing unauthorized assistance on examinations, papers, or any other academic work;
- Fabricating data in support of research or field work;
- Forging a signature to certify completion of a course assignment or a recommendation;
- Misrepresenting one's academic accomplishments; and/or
- Viewing, removing, or copying any examination materials or any portions thereof by any means, including electronically.

Participant Submissions

All submitted work shall be the result of a MDPA participant's individual effort unless otherwise directed. Representing another's work as one's own is plagiarism and a violation of academic integrity. If materials are taken from published sources, the participant must clearly and completely cite the source of such materials.

Examinations

No MDPA participant may take an examination for another participant or aid anyone during an examination. As it pertains to certain retest situations, participants are required to participate in examinations during the allotted times. Not participating in an examination, whether first or second attempt, during the assigned examination period will reflect the score of zero.

Course Assignments

Participants are encouraged to discuss the content of a course to help each other to master it, but no participant should receive so much help as to make the work essentially not theirs but the helper's in completing a course assignment unless specifically provided guidance indicates the assignment is a group exercise.

Multiple Courses

If a participant submits all or part of the same work, simultaneously, for the determination of a grade in two or more different courses, the participant must notify their representative instructors in the courses involved for approval of such submissions.

Participant Behavior

Participants shall be respectful and always conduct themselves in a professional manner. This includes but is not limited to:

- Being attentive and participating in all class activities;
- Abiding by professional standards and courtesy when interacting with faculty, guest lecturers, and other participants;
- Arriving on time, returning promptly from breaks, and staying until the class day ends;
- Being respectful of facilities and leaving participant areas in the same arrival condition; and
- Ensuring cell phones and other communicative or electronic devices not used in support of the instruction or for notetaking are either turned off or set to silent.

All learning environments shall be free from any type of behavior which threatens morale or is rude or intimidating. Leadership at all levels will ensure strict enforcement of this goal. Every instructor and participant are personally responsible, through his or her own actions, for full implementation of equal opportunity principles.

All individuals shall comply with the letter and spirit of Federal Government policies governing equal opportunity. These policies prohibit discrimination for reasons of race, color, religion, gender, national origin, age, and physical or mental disability, or in retaliation for having participated in activity protected by the various civil rights laws.

The first step in most cases involving behavior contrary to these principles is to tell someone his or her behavior is offensive or discriminatory and to give the person a chance to correct the behavior. The chain of authority should be used to raise subsequent or serious incidents of abusive or discriminatory behavior. Any individual involved in a MDPA learning event engaging in inappropriate or offensive behavior will be promptly addressed. Participants and instructors discovering an apparent violation of academic integrity or standards of conduct should report the matter to MDPA leadership as soon as possible.

Violations of Academic Integrity and Standards of Conduct

Participants that appear to have violated academic integrity or standards of conduct at any level may be subject to penalties outlined in this document and any other related document addressing this topic as determined.

The decision authority to determine whether a specific action shall be treated as a violation lies with the MDPA Chief Learning Officer and a decision letter will be provided to the participant, the MDPA participant's supervisor of record, and the Office of State Procurement.

Participants who violate academic integrity or standards of conduct shall be removed from the class and given a failing grade. The participant will also be removed from any future classes for which they registered and barred from enrolling in MDPA-sponsored training for a period of at least one year.

Travel

The MDPA does not pay any travel or per diem costs, or make any associated travel/lodging arrangements for participants. Participants are responsible for making, canceling, and reconciling all activities and expenses associated with their training. Participants are expected to follow specific agency or organization's travel and training policies. Please keep this in mind when searching for and enrolling in classroom training.

Special Accommodations

Any participants requiring special accommodations must contact the OSP Chief Learning Officer at least 30 days prior to the class start date if they need special accommodations. Every reasonable effort to accommodate participants with special needs will be made when the need is identified within the required time frame.

The MDPA participant's agency* is responsible for funding reasonable accommodations for all service items such as (but not limited to): assistive technology and/or furniture, SL interpreters.

*The U.S. Equal Employment Opportunity Commission issued Enforcement Guidance on Reasonable Accommodation and Undue Hardship Under the Americans with Disabilities Act on October 17, 2002. Question 15 under the section Reasonable Accommodation Related to the Benefits and Privileges of Employment indicates it is the employer's responsibility to provide the reasonable accommodation for both in-house training and that provided by outside entities. (<http://www.eeoc.gov/policy/docs/accommodation.html>.)

Course Cancellation

The MDPA makes every effort to avoid canceling classes because of the impact on the procurement workforce. Unfortunately, at times, cancellations are necessary. Participants should enroll in MDPA classes as soon as possible because MDPA must ensure a class is 75 percent full at least seven days before a class begins. Should a class not reach this minimum level of registration, MDPA reserves the right to postpone or cancel the specific course offering.

Instructor-Led Attendance Policy

Participants shall attend all instructor-led training during designated class delivery hours, which are typically 9:00 AM - 4:30 PM for instructor-led training. Times may vary for virtual instructor-led training. In order for the instructor to complete administrative tasks such as attendance, validating no-show participants, and accepting wait listed participants, all participants must arrive on time for the first day of class. Participants arriving 30 minutes or more late to the first day of class may not be admitted and will be designated as no-shows unless they have notified the MDPA or there is a verifiable emergency. This requirement applies to both instructor-led classroom training and virtual instructor-led training. This requirement does not apply to self-paced, online training.

Participant welcome letters are sent to each individual enrolled participant before the class start date. These letters contain detailed information such as class dates, agenda, training facility information, local amenities, connectivity requirements, etc., as they relate to a particular class.

Additionally, instructors may provide a further overview of the schedule on the first day of class; participants must adhere to the time and attendance rules and are expected to be punctual arriving for class and when returning from all breaks or exercises; participant travel arrangements must be made to allow for completing all course requirements and in accordance with start and finish times.

Excused Absences

On an exception basis, instructors may grant participants up to ten percent of total course hours as an excused absence under mitigating circumstances. If participants miss more than ten percent of the entire course time, they will not receive *any* credit and must retake the entire course to be credited with successful completion. Participants shall request permission from the MDPA and the instructor in advance of absences which must be for valid reasons beyond an MDPA participant's control and shall not exceed ten percent of class time. Requesting an exception for an absence greater than ten percent must be coordinated through the MDPA CLO and head of their agency/organization.

Please note that MDPA's excusable absences do not include professional schedule changes or job-related occurrences that prevent participation in reserved training opportunities and should not be presented for attendance waiver consideration.

Note: Participants on program enrollment lists (ie. waitlists) should also cancel their requests when they find they are unable to attend a class. If participants remain on a class enrollment list, those participants are affirming they are committed to the class if a seat becomes available even if a confirmed reservation is received only ten days before the class begins. If participants are unwilling to keep that commitment, they should cancel their training requests as soon as possible. When participants on the enrollment list cancel their requests, participants with a lower priority setting will rise.

Drop-outs

Participants who drop out of an MDPA instructor-led training class prior to the class being completed may receive a penalty which will be assessed on a case-by-case basis. While training provided by MDPA has no cost to participants or their agencies, it is not without significant cost to the MDPA. The MDPA attempts to maximize training opportunities for procurement workforce members, and an empty seat is a lost training opportunity. While there are extenuating circumstances for participants to drop a class, maximum effort should be made to make that decision at least ten days prior to the first day of class which will allow another individual an opportunity to participate in the class.

Hybrid and Online Attendance Policy

Participants enrolled in online courses or online portions of a hybrid program are expected to participate in all instructional activities. Online courses are no different from classroom courses in this regard, however participation must be defined in a different manner. Participant attendance in online courses will be defined as active participation in the course and meeting the course requirements as described in the individual course syllabus. Online courses will, at a minimum, have weekly mechanisms for student participation which can be documented by any or all of the following methods: attendance and participation in instructor-led webinars; completion of tests or quizzes; submission and completion of assignments; communication with instructor; or other course participation.

Additionally, many instructor-led online webinars will contain pre- and post-class assignments. All assignments are required to be submitted through the LMS within 48 hours after the webinar or class meeting. MDPA administrators and staff are authorized to drop any student exceeding absences of more than 20 percent of the scheduled course hours.

Success in any course is dependent on a participant's active participation and engagement throughout the course. As a professional in procurement and related disciplines, participants are expected to develop and have strong habits of regular attendance and participation. In addition, participation in class affects all the others in the class.

Course Prerequisites

Prerequisites must be successfully completed before participants are allowed to enroll in a given course. Prerequisite course requirements are deemed essential for successful completion in a higher-level course. Course prerequisites are listed in the MDPA Course Catalog along with a course's description, objectives, and other information.

Meeting Course Prerequisite Requirements

Prerequisites may take different forms such as specified coursework or certification, individual grade/position requirements, or specific experience requirements. All participants must demonstrate they have met course prerequisites prior to enrolling in respective courses.

Course Assignments

Many courses have assignments that must be completed prior to attending class, and during the class itself. Such assignments facilitate the effective delivery of course material. These requirements will be articulated to the participant. Welcome letters containing pre-coursework requirements are sent in advance of course start dates to ensure any new enrollees are notified of these requirements before attending class.

MDPA courses may also contain and require homework assignments that must be completed outside of class to successfully master course material.

Assignments are assessed activities that will impact the MDPA participant's ability to achieve mastery criteria for a course. Class assignments may account for as much as 20 percent of the overall course completion requirements. Participants who fail to complete assignments may find it difficult to successfully complete a course when the assignments account for such a large portion of the final assessment. Participants shall complete ALL course requirements to receive a course completion certificate.

Course Completion

Instructor-Led Courses

Participants must achieve a cumulative average minimum score of 80 percent across all course work and assessments (e.g., examinations, quizzes, and participation in case studies and other course exercises) to successfully complete an instructor-led course whether in the classroom or delivered virtually.

If a participant achieves a score of less than 80 percent, generally those participants must re-take the entire course. In the case of extreme emergency conditions, on an individual basis, the Chief Learning Officer may determine to give the participant up to 60 days to complete their work if their previous work was completed timely and accurately. This is on a case-by-case basis and must be approved by the CLO. All decisions by the CLO are final.

Note: Instructors are not authorized to provide remediation or re-test opportunities.

Online Courses

Participants taking MDPA self-paced, online courses/modules must achieve a cumulative score of 80 percent on the final course assessment.

Course Surveys

Once a course has been completed, participants will have access to a course survey. The purpose of these surveys is to provide the MDPA with information on the overall course delivery, quality of the instructor, quality of training facilities, etc. Participants are asked to identify successes as well as areas needing improvement.

Note: Surveys must be completed before participants will be allowed to access their course completion certificates.

Course Completion Certificates

Course completion certificates are issued once the status reflects “Graduation,” but only after participants complete the participant survey.

Inclement Weather and Emergency Situations _____

In the event of inclement weather or emergency situations, MDPA-sponsored classroom training follows the operating status provided by the State of Maryland.

During course introduction and the participant welcoming process, the instructor will provide a contact number for emergency situations. In the event of a prolonged shutdown due to inclement weather or hazardous conditions, disruption of public services, or other emergency situations, employees shall comply with the instructor’s direction.

MDPA-sponsored virtual instructor-led training (VILT) is not subject to the same constraints. In the event of inclement weather, VILT will be conducted as scheduled regardless of State agencies’ operating status. VILT will only be cancelled when the entirety of the State Government is closed through executive order, a lapse in funding, or other such reason.

Care of Facilities

Participants attending a class are responsible for the care and preservation of government and/or vendor-provided property and facilities. All classrooms must be free of distractions, clutter, and litter to promote an effective learning environment. The following guidance applies to MDPA-provided classroom training:

- Instructors will inform participants whether food and drink is allowed in the classroom.
- All trash must be placed in appropriate containers.
- Participants are responsible for their personal possessions at all times.
- Other related housekeeping rules and policies will be provided by the instructor.

Continuous Learning

Continuous learning is a critical element of a professional certification program. The purpose is to ensure the professional stays current in their field and enhances their skills and awareness to successfully perform their roles and responsibilities.

To maintain an MDPA Certification, procurement workforce professionals are required to earn Continuous Learning Points (CLPs). Each certification has a minimum number of CLPs a procurement workforce member must earn within a specific time period based on certification type and program.

In general, no single activity should be used to accumulate all CLPs required for maintenance of their certification. Procurement professionals should participate in a variety of procurement-related activities designed to provide a well-rounded perspective of the procurement function.

Continuous learning can also be used to strengthen an individual's skills and capabilities in the specialized areas in which they work. An example would be taking basic information technology (IT) classes for those buying or supporting an IT program. Taking courses within other areas of procurement helps broaden a procurement workforce member's understanding of their role in the procurement process.

Continuous learning is more than just taking instructor-led or online training. For example, CLPs can be awarded for participation in professional organizations, publishing procurement, contracting, program/project management, speaking at professional procurement events, completing developmental assignments, as well as leading and/or contributing to MDPA instruction.

When using these types of activities for CLP purposes, the procurement workforce member and their supervisor should pre-define the number of CLPs recommended for the activity. Below are sample activities and the number of CLPs recommended for completing them. Below is a sample list and is not intended to be all-inclusive.

Sample Activity	Continuous Learning Points				
Formal and informal training <u>Length of Course</u> One-day Two-day Three-day	1.0 CLP per hour of instruction, equating to: <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: left;">CLPs</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8</td> </tr> <tr> <td style="text-align: center;">16</td> </tr> <tr> <td style="text-align: center;">24</td> </tr> </tbody> </table>	CLPs	8	16	24
CLPs					
8					
16					
24					
Learning events, seminars, etc. (less than one hour)	Minimum number of points requested is 0.5 CLPs are awarded in increments of 0.5				
Accredited higher education courses (college/university)	10.0 CLPs per semester or quarter hour (generally)				
Continuing Education Unit (CEU)	10.0 CLPs per 1.0 CEU				
Learning event such as a seminar, brown bag or presentation	1.0 CLP per hour if attending the learning event 1.0 CLP per hour is preparing as instructor/leader Maximum of 20.0 CLPs per year for this activity type				
Attendance at professional association meetings	1.0 CLP per meeting hour with maximum of 20.0 CLPs per year				
Association Leadership Role	1.0 CLP per meeting hour with maximum of 20.0 CLPs per year				
Other related professional license or certification	20.0 to 40.0 CLPs				
Publication of professional procurement article	1.0 CLP per hour of preparation with a maximum of 10.0 CLPs per year				

The number of CLPs for a specific learning event will depend on the amount of time required to complete. For MDPA purposes, the smallest increment allowed for a single learning event is 0.5 hours.

For instructor-led training, MDPA considers a standard class day to be eight hours in length. For virtual instructor-led training, the length of a class day will vary. Online courses, continuous learning modules, and virtual instructor-led training sessions award CLPs specific to the course or event. CLP designations are provided by the MDPA and/or by way of an MDPA course catalog.

Participants should make every effort to identify alternative CLP activities before re-taking an instructor-led course previously completed for initial certification purposes. Participants may not repeat an instructor-led course more than once every two years.

Certification Programs

In support of the emphasis on workforce development from the [Report of the Commission to Modernize State Procurement](#), under the leadership of the Chief Procurement Officer, the Maryland Procurement Academy is focused on developing a professional procurement workforce. The strategies related to training and professional development for procurement personnel were identified in the [Report on the Plan to Implement the Reorganization of State Procurement, House Bill 1021 Chapter 590, Laws of 2017](#) and feature procurement certifications specific to the State of Maryland.

The procurement certifications from the Maryland Procurement Academy are all based on the Maryland Procurement Competency Framework. The comprehensive Maryland Procurement Certification Framework (Framework) is shown in the diagram below. The Framework is utilized in a building format for each of the competencies listed within by the certification programs.

Maryland Procurement Certification Framework

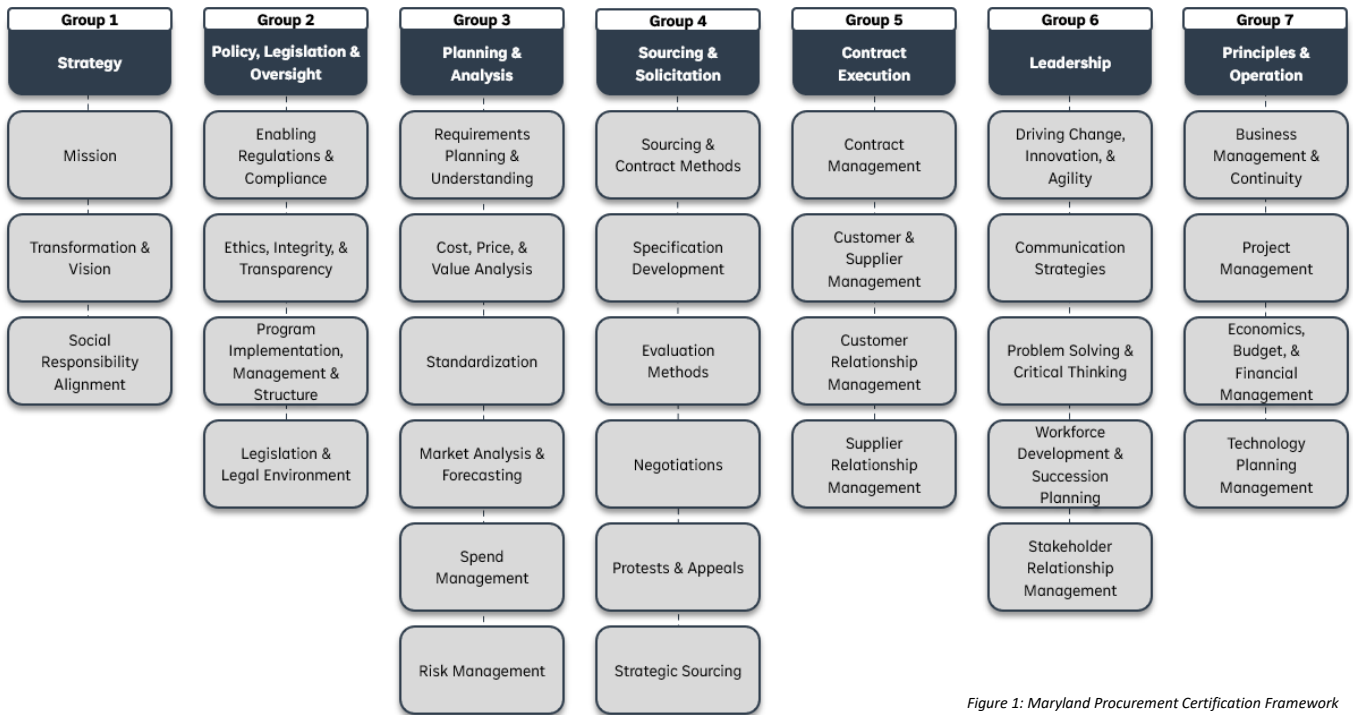


Figure 1: Maryland Procurement Certification Framework

Each certification program utilizes several pieces of the Maryland Procurement Certification Framework, with each certification building upon competencies mastered in previous levels of certifications. Once earned, certifications require renewal within varying time periods based on certification type.

Certified Maryland Procurement Associate (CMPA)

As the beginning tier of MDPA certification programs and the Procurement Officer career path, the Certified Maryland Procurement Associate (CMPA) program focuses both on the beginning professional career procurement officers and managers, as well as new procurement staff and those working closely alongside or within procurement. The CMPA program is intended to cover the full procurement cycle with a strong focus on small procurement including, but limited to, ethics, procurement methods, evaluating, e-procurement, contract management, market research, scope of work, and the State’s Corporate Purchasing Card (CPC) program.

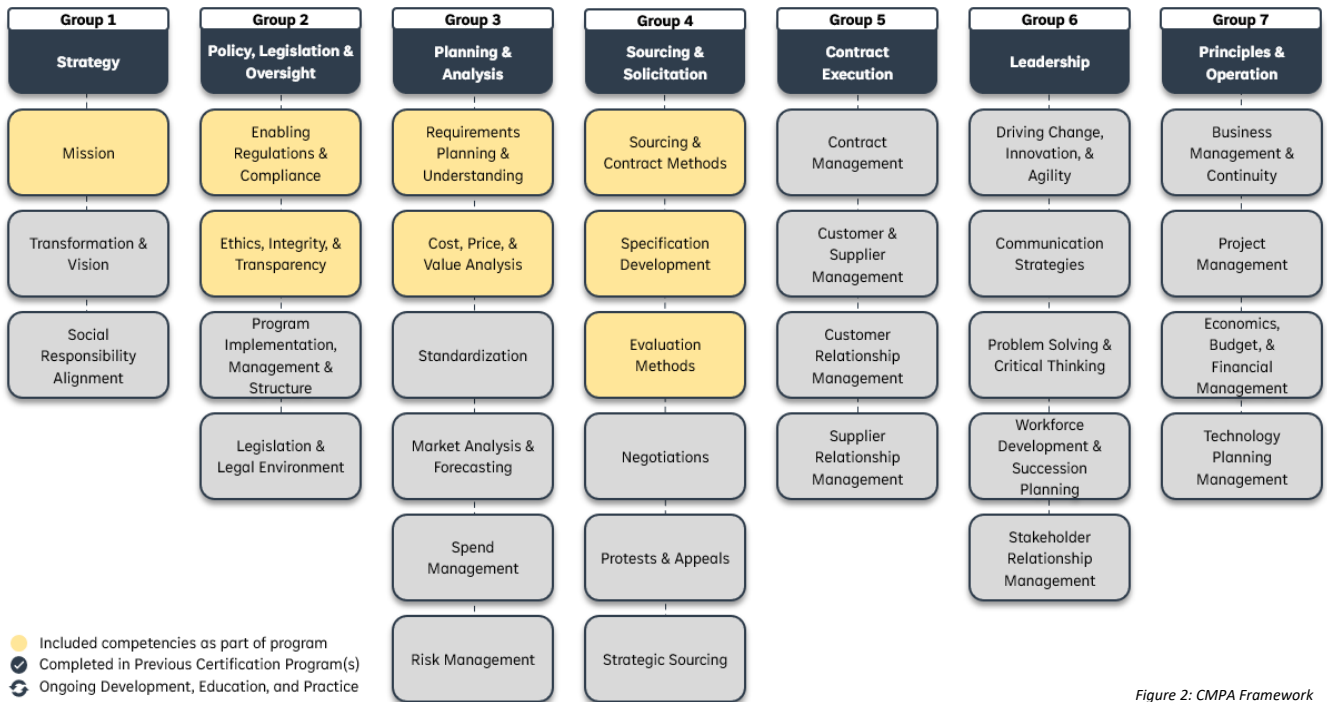


Figure 2: CMPA Framework

CMPA Learning Objectives

- Recognize the objectives of Maryland procurement and the Office of State Procurement, as well as the function of the Code of Maryland Regulations (COMAR).
- Identify and apply the laws and policies for Maryland procurement to workplace situations.
- Identify steps in the procurement cycle and identify pre-solicitation preparation using the Maryland Procurement Manual.
- Analyze specifications and how to write a Scope of Work for a commodity or service.
- Demonstrate how to research sources of supply and be able to select the appropriate source for a commodity or service, including Preferred Providers.
- Identify the different methods of procurement as identified in the Maryland Procurement Manual and their appropriate function, application, and use.
- Recognize the need, use, and application of GOSBA and MDOT programs for MBE, SBR, and VSBE programs in Maryland procurement.
- Identify and use tools and resources available via the eMaryland Marketplace Advantage (eMMA) electronic procurement system.
- Evaluate bids to determine bid responsiveness and responsible bidder.
- Understand payment methods and the procure-to-pay system.
- Identify efficient and transparent procurement in order to avoid protest or appeal.
- Recognize the importance of documentation and organization in the procurement file.
- Analyze the function(s) of contract managers and administrators.
- Identify how to issue a contract modification and deal with contractor performance issues.
- Demonstrate the steps of the Maryland Procurement Cycle with case studies.
- Identify efficient market research and how it applies to the procurement process.
- Define and properly construct Procurement Officer Determinations (POD).

CMPA Renewal

Renewal of the CMPA certification requires a complete renewal application three months prior to expiration, submitting documentation of 36 Continuous Learning Points (CLPs) within the allotted three-year renewal window. CLP submission forms are available via the MDPA website. Only complete submissions (including all required CLPs for renewal) will be accepted. If certification lapses for six months or less, an additional 10 CLPs will be required. If certification lapses for more than six months, repeating the entire CMPA program will be required.

Certified Maryland Procurement Officer (CMPO)

Serving as the primary credentialing program for Procurement Officers and managers operating within the State’s Procurement Career Group, the Certified Maryland Procurement Officer (CMPO) program is intended to cover Maryland procurement law, policies, and procedures pertaining to competitive sealed bids and proposals, as well as management and other core skills and competencies necessary in order for procurement officers to be most effective.

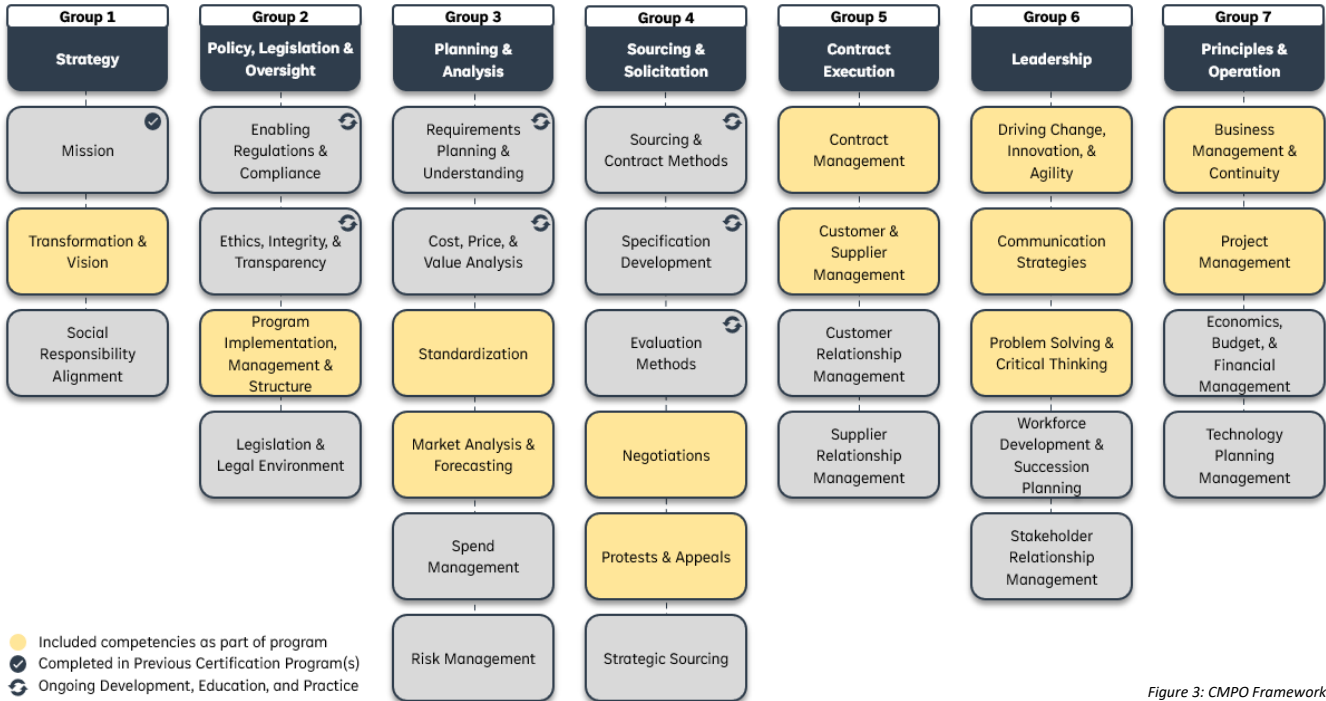


Figure 3: CMPO Framework

CMPO Learning Objectives

- Recognize the objectives of Maryland procurement and the Office of State Procurement, as well as the function of the Code of Maryland Regulations (COMAR).
- Recognize the intent of procurement law in all procurement regulations, advisories, policies, and procedures.
- Understand core principles and use of strategic sourcing as a procurement tool and demonstrate how to identify strategic sourcing and catalog opportunities.
- Determine appropriate sourcing business models to meet public procurement goals.
- Understand and demonstrate planning process and using project management planning skills for procurement.
- Determine appropriate sourcing business models to meet public procurement goals.
- Identify categories and types of procurement specifications and statements of need or work.
- Understand use of requirements to develop specifications and statements of need or work.
- Understand Maryland procurement methods, as well as when and how each are used and applied.
- Identify all elements of a solicitation and determining which are required.
- Identify essential State terms and conditions, qualifications, and requirements.
- Identify opportunities to use the eMaryland Marketplace Advantage including Request for Information, Request for Comments, or other non-contract posting for procurement development.
- Demonstrate eMMA functionality for posting solicitations (IFB and RFP), issuing amendment rounds, completing evaluations, negotiating proposals, and awarding contracts.
- Identify different methods to conduct a pre-bid and pre-proposal conference.
- Determine Responsiveness of a Bid and Responsibility of a Bidder, including verifying minimum qualifications and analyzing submitted MBE and VSBE forms.
- Demonstrate the ability to determine a Technical Proposal of being reasonably susceptible of being selected for award and Responsibility of an Offeror.
- 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.
- 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.
- Demonstrate strong written and verbal communications strategies and skills to conduct post award debriefings and to respond and resolve vendor complaints, disputes, and protests.

CMPO Learning Objectives (Continued)

- Apply award process approvals steps accurately for small procurements, emergency contracts, control agency approvals, and the Board of Public Works Approvals.
- 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.
- Demonstrate key skills in contract management and the contract administration process.
- Determine relationship management practices and principles (CRM and SRM).
- Recognize change management and innovation strategies for agile problem solving.
- Understand business management principles and operations in Maryland procurement.

CMPO Renewal

Renewal of the CMPO certification requires a complete renewal application three months prior to expiration, submitting documentation of 100 Continuous Learning Points (CLPs) within the allotted five-year renewal window. CLP submission forms are available via the MDPA website. Only complete submissions (including all required CLPs for renewal) will be accepted. If certification lapses for six months or less, an additional 20 CLPs will be required. If certification lapses for more than six months, repeating the entire CMPA program will be required.

CMPO Prerequisite(s)

Participation in the CMPO program requires successful completion of the CMPA program.

Certified Maryland Procurement Leader (CMPL)

The Certified Maryland Procurement Leader (CMPL) program serves as the third tier of the MDPA’s certification series, building on both the CMPA and CMPO certification programs. Further description and details for this program are still being defined. Updated information and details will be added to this guidebook in a future version.

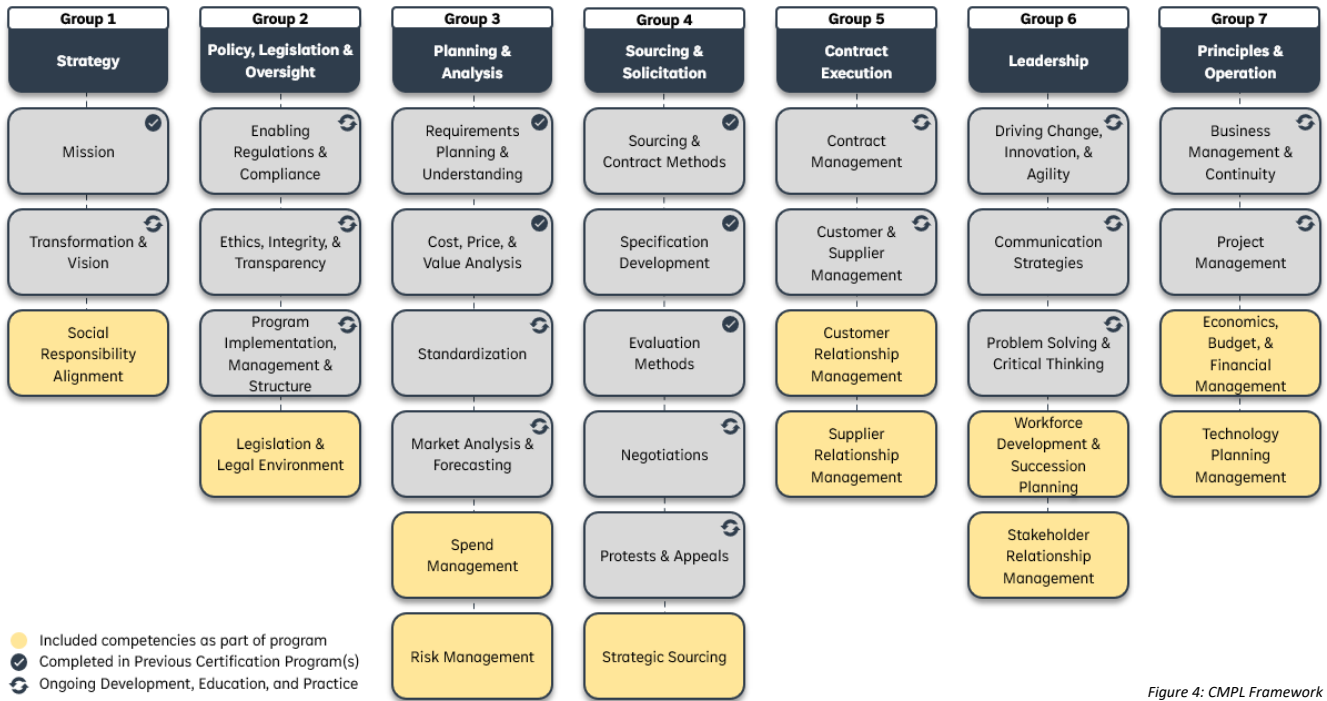


Figure 4: CMPL Framework

CMPL Learning Objectives

The learning objectives for this program are still being defined. Updated learning objectives will be added to this guidebook in a future version.

CMPL Renewal

The renewal requirements and criteria for this program are still being defined. Updated renewal requirements will be added to this guidebook in a future version.

CMPL Prerequisite(s)

Participation in the CMPL program requires successful completion of the CMPO program.

Green Purchasing Specialist (GPS)

Serving as the MDPA’s first add-on certification and presented by the Maryland Green Purchasing Committee, the Green Purchasing Specialist (GPS) program is for those who have successfully completed the Certified Maryland Procurement Officer program and is intended to provide a deeper knowledge and understanding of green purchasing and its critical role in State procurement.

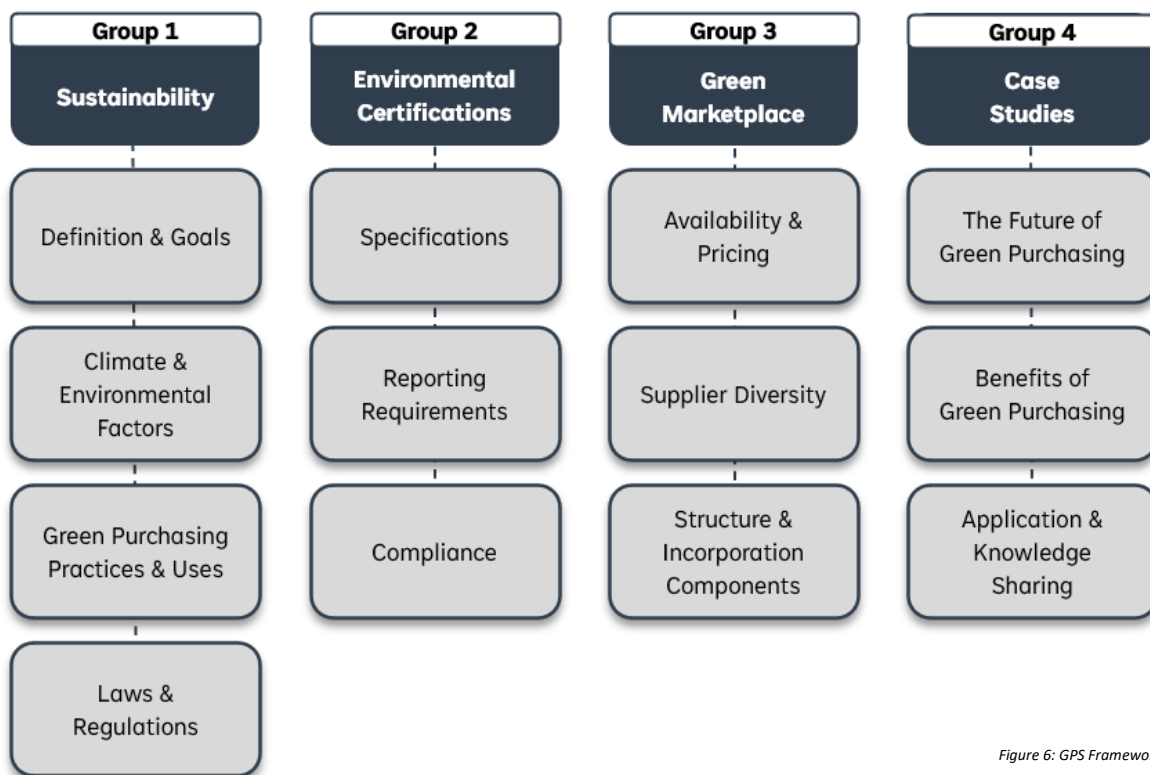


Figure 6: GPS Framework

GPS Learning Objectives

- Understand the role and serve as a Green Purchasing Ambassador at their respective agencies by promoting green purchasing and helping solve issues.
- Identify eco-labels and other third-party certifications including types, reasons for use, determining credibility, and whether they’re recognized in the State of Maryland.
- Understand the basics of what makes a product or service green by way of the seven major categories and specifications established by the Maryland Green Purchasing Committee.
- Determine effective ways to apply green purchasing knowledge and how to green contracts at their respective agencies.

GPS Renewal

Renewal of the GPS certification requires a complete renewal application three months prior to expiration, submitting documentation of nine Continuous Learning Points (CLPs) within the allotted three-year renewal window. CLP submission forms are available via the MDPA website. Only complete submissions (including all required CLPs for renewal) will be accepted. If certification lapses for six months or less, an additional three CLPs will be required. If certification lapses for more than six months, repeating the entire GPS program will be required.

GPS Prerequisite(s)

Participation in the GPS program requires successful completion of the CMPO program.

Certification Renewals

All certifications are time limited and require renewal by of submitting Continuous Learning Points (CLPs). The learning that continues after certification qualifies the procurement professional to engage in practicing learned skills and to further demonstrate the competencies in practice to meet essential quality and performance standards. [Continuous Learning Points Submission Applications](#) can be found on the MDPA website, complete with instructions on how to properly complete forms.

Certification	CLPs	Time Period
Certified Maryland Procurement Associate (CMPA)	36	Three years
Certified Maryland Procurement Officer (CMPO)	100	Five years
Green Purchasing Specialist (GPS)	9	Three years
Certified Maryland Contract Manager (CMCM)	TBD	TBD
Certified Maryland Procurement Expert (CMPE)	TBD	TBD

CLPs and CEUs for Other Certifications

Certified procurement workforce members who require information on training programs they have attended with intent on using their attendance toward applications for and/or renewals of non-MDPA certifications such as the Universal Public Procurement Certification Council (UPPCC) should contact the MDPA to obtain any additional information necessary.

Certification Program Application

In order to participate in MDPA certification programs, completed applications summarizing how the participant meets the minimum qualifications for the program may be required. Completed applications may require submission as much as 30 days prior to anticipated enrollment.

Summary

The goal of the MDPA is to ensure each participant has a pleasant, informative, and thought-provoking training experience. Each participant, instructor, and representative of the MDPA plays a vital role in successfully achieving this goal. The MDPA will continue to identify and evaluate additional learning opportunities, topics, and modalities to ensure effective learning spans the reach to procurement workforce members while maximizing available resources.

Contact Information

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Version Information

Version	Date	Edit
Version 1.0	October 2020	V. Steeger
Version 1.1	March 2021	V. Steeger
Version 2.0	February 2022	V. Steeger
Version 3.0	October 2023	S. Cronin