



The New Mexico Public Procurement Association (NMPPA)  
Presents the  
**N M P C**  
**NEW MEXICO PROCUREMENT CERTIFICATION  
PROGRAM**

**Description:** For qualified NMPPA members who may have attended six (6) of the workshops listed below (total of 48 hours). Applicants shall complete the Application for NMPC available on the NMPPA website, and attach documentation of the Certification Requirements listed below, including the job description of the procurement position held and copies of the NMPPA Core Class Certificates you've attended.

**NMPC CERTIFICATION Requirements:**

- Must have a minimum of one (1) year's experience in a public procurement position in a governmental jurisdiction in the state of New Mexico. Attach documentation of date of employment and position held.
- Must have attended a minimum of five (5) of the NMPPA Core Classes listed below (total of 40 hours). Attach copies of your NMPPA Certificates of Attendance for the classes you've attended.

Certificate of Attendance: The NMPC Chairman will crosscheck the Conference registrations with the signatures on the Daily Attendance Sheet at the Conference Registration Desk. Once it is validated that you have attended the Core Class presented, your Certificate will be made available to download from the website as soon as possible after the Conference.

**NMPPA Core Classes for New Mexico Procurement Certificate:**

Overview of the NM Procurement Code	8 Hours
The Invitation to Bid Process	8 Hours
How to Write and Understand Specifications	8 Hours
The Request for Proposal Process	8 Hours
How to Write a Statement of Work & Negotiate Contracts	8 Hours
The Request for Proposal for Qualified Professional Services (Architect/Engineer)	8 Hours
Public Works / Planning, Design & Construction	8 Hours
NM Procurement Code Legal Aspects & Handling the Protest Process	8 Hours

**Class Materials:** Copies of PowerPoint Presentations and Manuals (excluding the NM Procurement Code) will be posted to the NMPPA website for your use.

**TESTING:** The NMPC Test, based on the NM Procurement Code and Core Class topics listed, is “under construction” until further notice.

### **NMPC Application Process:**

- **When to Apply and Term of Certificate:**

Applications may be submitted at any time, once you have determined Certification Requirements have been met.

Certificates will be presented at the NMPPA Annual Spring Conferences and will be in effect for two (2) years from the month and date of the Conference you received the certificate.

Example: **If** you apply for your NMPC in July of the current year, and if you are approved for award, you will receive your certificate at the NMPPA Annual Spring Conference, which would be held in March of the following year. If approved, your application would be on file from July of the current year until the Annual Spring Conference the following year. Your certificate will be in effect for two consecutive years from the date of the Annual Spring Conference, not the date processed by the NMPC Chairman.

### **NMPC Certification Fee: \$75.00 payable to NMPPA.**

Check your application for accuracy and completeness.

Attach documentation and fee in the form of a check.

Mail the application to the New Mexico Procurement Certification Chairman listed on the “Board Members” page of the NMPPA website.

Your application will be reviewed by the NMPC Chairman and NMPC Committee. You will be notified if your application is approved.

### **Incomplete or rejected applications:**

If your application is incomplete or additional information is required, you will be notified by the NMPC Certification Chairman.

If your application is rejected, your application and fee will be returned to you as soon as possible stating the reasons for rejection.

## **NMPC RECERTIFICATION Application Process:**

### **When to Apply and Term of Recertification Certificate:**

Recertification is required every two (2) years from the effective date on your current certificate.

Applications for Recertification are available on the NMPPA website. Download the application and submit any time you have met the requirements listed below for NMPC recertification.

Recertification Certificates will be presented at the NMPPA Annual Spring Conferences and will be in effect for two (2) years from the month and date of the Conference you received the certificate.

### **NMPC Recertification Requirements & Fee:**

Must be an active NMPPA member.  
Must have attended six (6) NMPPA Workshops or Core Classes and provide copies of Certificates of Attendance.

NOTE: NMPPA schedules guest speakers on a variety of procurement topics at NMPPA conferences whenever possible. If you have attended all the Core Classes to qualify for your initial NMPC, attendance at other NMPPA Conference workshops presented, with validation of your attendance by the Daily Sign-In Sheets and Attendance Certificates earned, will qualify towards recertification.

### **NMPC Recertification Fee: \$10.00 payable to NMPPA.**

Check your application for accuracy and completeness.  
Attach documentation and fee in the form of a check.  
Mail the application to the New Mexico Procurement Certification Chairman listed on the "Board Members" page of the NMPPA website.  
Your application will be reviewed by the NMPC Chairman and NMPC Committee. You will be notified if your application is approved.

## **NMPPA & NMPC INSTRUCTORS**

If you are interested in becoming a NMPPA/NMPC Instructor, or you have a topic or class developed that you would like to present at a NMPPA Conference, please check the upcoming conference schedules and contact the NMPPA Board President or NMPC Chairman. The Instructor Training Program is “under construction” with the NMPC Test at this time. We encourage you to be a part of the Certification Program, to share your knowledge and experience with members.

### **Requirements to become a Certified NMPPA & NMPC Instructor:**

NMPPA has set minimum requirements to qualify as an Instructor. There are four (4) different sets of qualifications. The various sets of qualifications are designed to provide an opportunity for seasoned procurement professionals that are currently in a procurement position, previously help a procurement position in the state, or are new to New Mexico, but have previous procurement experience.

Please review the requirements and below, and submit the proper documentation for the qualifications that you meet. Your application will be reviewed by the NMPPA Board, and if approved, you will be invited to participate in the NMPPA Instructor Program.

1. Currently employed in a state agency or local public body procurement position in New Mexico, and can validate minimum of three (3) years in your current position, OR
2. Currently not employed in a state agency or local public body procurement position in New Mexico, but can validate minimum of five (5) years in a previous NM procurement position, OR
3. New to New Mexico, and can validate a minimum of seven (7) years in a previous procurement position, OR
4. Hold a current NIGP CPPB or CPPO certification

### **Instructor Travel and Expense Reimbursement Policy:**

Instructors may receive an honorarium of \$200 per class **OR** travel reimbursement.

Travel reimbursement will consist of per diem at \$85 per day and mileage of \$0.48 a mile, or if approved, actual expenses. See below.

**Per diem and mileage** expenses shall be submitted on the NMPPA Travel Reimbursement Form to the Treasurer or the Program Chairman. Upon approval by the President or Vice President of NMPPA, payment will be made by the NMPPA Treasurer.

**Actual expenses** in lieu of per diem and mileage requires prior NMPPA Board approval. Once the presentation is completed, you shall submit the NMPPA Travel Reimbursement Form with all receipts for meals and hotel accommodations attached to the Treasurer or the Program Chairman. Upon approval by the President or Vice President of NMPPA, payment will be made by the NMPPA Treasurer.

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Document Updated 02/2010