

IPD INSTITUTE FOR PROFESSIONAL DEVELOPMENT

**CONTINUING CONCERNS & DEVELOPING ISSUES IN THE
PREPARATION AND UTILIZATION of SPECIFICATIONS**

DECEMBER 9, 2016 JUMPING BROOK COUNTRY CLUB, NEPTUNE, NJ

Approved by DCA - CMFO, CCFO, - 4 CEU's -2 Financial Debt Management 2 Office Management

Approved by DCA -CPWM - 4 CEU's - 2 Management 2 Government

Approved by DCA - RMC -4 CEU's - Finance

Approved by DCA - QPA - 4 CEU's - Public Procedures

Approved by Rutgers - RPPO & RPPS - Public Purchasing

Approved by Rutgers - CRP - 3.5 Credits

Approved for 4 CPE's for CPA, RMA PA - Management

9:00am - 9:30 am Registration, **HOT BUFFET BREAKFAST**

9:30am - 12:50pm **SPECIFICATIONS**

- * Specifications for Public Procurement - What is a Specification?
- * Development of a Specification - Guidelines - Basic Concepts
- * Types of Specifications - Standard and Non-Standard
- * Characteristics of a good Specification - Characteristics - The Checklist
- * "Needs vs Wants"
- * Developing Standards/Standardization
- * Alternatives and Optional Items
- * Composition of a Specification - Provisions - Documents
- * Statutory Requirements for Specifications - LPCL-Non-LPCL Requirements
- * Specification Resources
- * Summation

SPEAKER: MR. JOSEPH A. VALENTI, Former Chief, Div of Local Government Services

Directions on our web site - "<http://ipd2.com>"

TO ASSURE PROPER POSTING, PLEASE ATTACH A COPY OF THIS APPLICATION WITH YOUR PAYMENT

Mail Checks to: Institute For Professional Development, PO Box 1468 Clifton, NJ 07015 (973)-777-4200

_____ I wish to register for the December 9, 2016 seminar Developing & Utilization of Specifications

No One Will Be Permitted Without Purchase Order or Payment By Day of Seminar P.O. # _____

FAX YOUR REGISTRATION FORM TO (973)-777-0401

Cancellation Policy -48 Hrs in advance of seminar, in writing* During inclement Weather, Call day before

SEMINAR INCLUDES HOT BUFFET BREAKFAST \$ 99.00 per person Registration At Door \$ 125.00

NAME _____ TITLE _____

ADDRESS _____

Organization or Government Unit

Telephone Number

Fax Number

CLAIMANTS CERTIFICATION & DECLARATION

I do solemnly declare and certify under the penalty of the law That the within bill is correct in all particulars, the articles Have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above Claim and that the amount charged is a reasonable one.

Michael F. Conti

Michael F. Conti, Program Coordinator

P.O. Box 1468, Clifton, NJ 07015-1468 (973)-777-4200 - FAX (973) 777-0401

Just mail your check with this application form you do not need to send your Voucher for a separate signature since the presigned certification on the left can be attached to your Voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirement of the statutes for this type of expenditure.