

**Basic Principles of Local Government Purchasing**

**UNC School of Government  
*Held In-Person (Room 2603) and Virtually (via Zoom)***

**Monday, January 29 – Wednesday, January 31, 2024**

***Course Agenda***

**Pre-Recorded Lectures**

**NOTE: To receive credit for this course, you must watch this pre-recorded lecture BEFORE January 29 on Canvas and answer all of the quiz questions contained in the lecture. The questions will appear as you watch the lecture.**

- A. How to Find What You Need to Know: Locating Statutes and Other Resources (30 minutes)  
Crista M. Cuccaro, UNC School of Government

**Live Sessions**

**Day 1: The Big Picture  
Monday, January 29**

***(4.0 hours total time; 3.5 hours instruction time)***

12:30 p.m. to 12:45 p.m.	Introduction and Outline of Requirements for CLGPO and CEIO Certification <i>Crista M. Cuccaro, UNC School of Government</i>
12:45 p.m. to 2:00 p.m.	Basic Legal Requirements for Public Contracting <i>Crista M. Cuccaro, UNC School of Government</i>
<b>2:00 p.m. to 2:15 p.m.</b>	<b>Break</b>
2:15 p.m. to 3:15 p.m.	Open Meetings and Public Records <i>Robert P. Joyce, UNC School of Government</i>
<b>3:15 p.m. to 3:30 p.m.</b>	<b>Break</b>
3:30 p.m. to 4:30 p.m.	Local Government Law Overview <i>Robert P. Joyce, UNC School of Government</i>
<b>4:30 p.m.</b>	<b>Adjourn</b>

***Agenda continues on the following page.***

**Day 2: State Law Specifics**  
**Tuesday, January 30**

*(8 hours total time; 6.25 hours instruction time)*

9:00 a.m. to 10:15 a.m.

North Carolina Competitive Bidding Requirements  
*Crista M. Cuccaro, UNC School of Government*

**10:15 a.m. to 10:30 a.m.**

**Break**

10:30 a.m. to 11:45 a.m.

Exceptions to North Carolina Competitive Bidding Laws  
*Crista M. Cuccaro, UNC School of Government*

**11:45 a.m. to 12:45 p.m.**

**Lunch**

12:45 p.m. to 1:00 p.m.

Lunch Recap

1:00 p.m. to 2:00 p.m.

Purchasing Ethics, Conflicts of Interest, Gifts & Favors  
*Crista M. Cuccaro, UNC School of Government*

**2:00 p.m. to 2:15 p.m.**

**Break**

2:15 p.m. to 3:30 p.m.

Basic Legal Requirements for Public Construction Contracting  
*Crista M. Cuccaro, UNC School of Government*

**3:30 p.m. to 3:45 p.m.**

**Break**

3:45 p.m. to 5:00 p.m.

Basic Legal Requirements for Surplus Property Disposal  
*Crista M. Cuccaro, UNC School of Government*

**5:00 p.m.**

**Adjourn**

*Agenda continues on the following page.*

**Day 3: Federal Rules and  
Putting It All Together  
Wednesday, January 31**

*(7 hours total time; 5.25 hours instruction time)*

9:00 a.m. to 10:00 a.m.

The Uniform Guidance (2 C.F.R. Part 200) and Procurement (Part 1)  
*Crista M. Cuccaro, UNC School of Government*

**10:00 a.m. to 10:15 a.m.**

**Break**

10:15 a.m. to 11:15 a.m.

The Uniform Guidance (2 C.F.R. Part 200) and Procurement (Part 2)  
*Crista M. Cuccaro, UNC School of Government*

**11:15 a.m. to 11:30 a.m.**

**Break**

11:30 a.m. to 12:30 p.m.

Recap Using Case Problems  
*Crista M. Cuccaro, UNC School of Government*

**12:30 p.m. to 1:30 p.m.**

**Lunch**

1:30 p.m. to 2:30 p.m.

The Contracting Phase  
*Crista M. Cuccaro, UNC School of Government*

**2:30 p.m. to 2:45 p.m.**

**Break**

2:45 p.m. to 3:45 p.m.

Ask the Experts: Experienced Purchasers Panel  
Moderated by *Crista M. Cuccaro, UNC School of Government*

3:45 p.m. to 4:00 p.m.

Introduction to Knowledge Check and Time for Questions  
*Crista M. Cuccaro, UNC School of Government*

**4:00 p.m.**

**Adjourn—don't forget to complete the Knowledge Check!**

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***Attendance Policy***

In order to receive a course completion certificate, participants must attend all sessions and be accessible for questions. Failure to satisfy this requirement may result in the denial of a course completion certificate.

***Video Camera and Microphone***

Online attendees must have access to a video camera and working microphone. The instructor requests that all participants leave their video cameras on during course sessions.

***Completion of Knowledge Check***

To receive a course completion certificate from the School of Government, course participants must complete a 25-question multiple choice question "Knowledge Check." The Knowledge Check will be available after the class ends. The deadline to complete the Knowledge Check is 11:59 P.M. on Tuesday, February 6, 2023.

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