



the  
procurement  
school . est.1980

PUBLIC SECTOR  
PROCUREMENT  
PROGRAM  
(PSPP)

Enrollment  
Justification  
Toolkit

# BUILDING STRONG

PROCUREMENT TEAMS



# HOW TO JUSTIFY THE EXPENSE

The Procurement School has been providing public sector procurement professionals with the knowledge needed to successfully manage contracts, increase value, and reduce litigation risks since 1980.

We offer convenient online training to fit your busy schedule allowing you to stay current on emerging issues and best practices that your organization faces every day.



## GENERAL TIPS

**To create a positive organizational ROI resulting from your enrollment:**

- Focus what you bring back to your organization as a Return on Investment
- Commit to preparing a report on things you learned
- Deliver a presentation and Q & A to colleagues to share what you learned
- Point out that you can log professional designation maintenance credits, earning 100 contact hours
- Take advantage of the PSPP Bundle for a 20% discount and obtain just one approval

*"The deep discussions and case studies encouraged me to think of creative ways to solve issues, and enhanced my critical thinking skills."*

Ryan Chernoff  
Sr Buyer  
City of Kelowna

*"The PSPP program provided me with the foundation to run a successful competitive bid project from cradle to grave all while improving critical thinking skills, and enabling me to become the preferred source of Procurement and Contracting expertise within my organization."*

Greg McLean, Procurement Specialist  
Saskatchewan Research Council

## PSPP OFFERS DEMONSTRABLE ROI

Prior to embarking on each PSPP course you will complete an online multiple-choice quiz designed to test your existing knowledge of the course content. The system records your pre-course score and then you complete a similar but randomly selected set of quiz questions after the completion of the course.

Comparison of your pre and post-course scores measures your learning.

# Approval Letter Template

[Download Letter](#)

Dear (Supervisor's Name)

I would like to request that (Company name) sponsor my enrollment in the Public Sector Procurement Certificate Program (PSPP) through The Procurement School.

The Procurement School is Canada's leading procurement training organization and the PSPP program is specifically designed to meet the needs of Canadian public sector professionals. The certificate program covers all phases of the procurement and contract management cycle:

**PSPP Essentials** PSPP 101 Public Sector Procurement

**PSPP Execution** PSPP 201: Procurement Planning  
PSPP 202: Solicitation and Award  
PSPP 203: Managing and Evaluation

**PSPP Expert** PSPP 301: Expert

I believe participating in this program would greatly enhance my effectiveness in my procurement role and will reap benefits for (organization name). Here are a few examples of the benefits:

**Easy access to unparalleled professional development.** The PSPP is delivered entirely online through a highly interactive, synchronous delivery format. I can conveniently work it into my schedule and complete it alongside my regular duties – no travel involved. Included in each 200-Level course is a weekly webinar with an expert procurement instructor. In these webinars, I'll have the opportunity to ask questions and receive a more personalized and unique education.

**Professional designation credits.** I will log 100 contact hours with the PSPP which can be applied to the maintenance of a wide range of professional designations. The hours also count as required education hours for the CPPB and CPPO designation.

**Extensive tools and resources.** I will have access to practical tools, best practices, and *The Legal Edge* newsletter that provides articles on current and pending legal developments, contracting law, and best practices.

**Digital Credentials:** The Procurement School is working with Credly, the digital credentialing leader, to provide digital badges for each of the PSPP courses. Credly collaborates with top global training providers, and academic institutions transforming knowledge, skills, and achievements into digital verifiable evidence of success.

**Networking opportunities.** With each PSPP course, I will join a cross-Canada cohort representing levels of government and organizations, gaining an unparalleled network of public sector procurement professionals, from peers to mentors, to industry leaders.

**The Procurement School Community:** I will also have access to the free Community - a place for procurement professionals to gather, engage and learn.

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The PSPP can be completed within one year, and the projected total cost for purchasing each course individually is \$10,075. If we purchase the PSPP Bundle (which includes all 5 courses), we will receive 20% off, which will bring our total cost down to \$8060 (plus tax).

I hope you will consider my request and grant me approval to become a PSPP participant.

Thank you for your consideration,

Sincerely