

Mandatory Training and Certification for State Employees

North Carolina Department of Administration

Joint Legislative Oversight Committee on General Government

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Participants

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Secretary, Department of Administration

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- ▶ Director, Division of Purchase and Contract

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North Carolina Purchasing Academy

Level 1
Contract Awards

NCPA

(Purchaser)

Associate's degree
One year of job-related experience
-Or- Equivalent Combination

102 Credit Hours of Coursework
98 core/4 elective
85% or higher on exam

NCPO

(Officer)

Bachelor's degree
One year of job-related experience
-Or- Equivalent Combination
-And- two years Managerial or Supervisory Experience

150 Credit Hours of Coursework
138 core/12 elective
85% or higher on exam

Level 2
Overall Program Administration

Level 3
Contract Monitoring

NCCA

(Contract Administration)

Associate's degree
One year of job-related experience
-Or- Equivalent Combination

156 Credit Hours of Coursework
156 core/0 elective
85% or higher on exam

To work in conjunction with the Office of State Human Resources, the Division of Purchase and Contract, and the University of North Carolina School of Government to develop a rigorous contract management training and certification program for State employees. Certification in the contract management training program is mandatory for all State employees who are responsible for awarding contracts or monitoring contract compliance.

Partners

Entity	Responsibility
Division of Purchase and Contract	Recipient of appropriated funds; Responsible for development and implementation of the North Carolina Procurement Certification program
Office of State Human Resources	Deliver elective courses for curriculum; provide use of OSHR computer room to administer exams; Provide P&C with in-depth Cornerstone functionality training
UNC School of Government	Provide contextual review and assessment of program and plan; develop and deliver local government courses
NC State University	Provide consultation on curriculum, course development, and testing; Provide students as test question evaluators; Modify courses from Supply Chain Management and Project Management curriculum for elective offerings
Department of Health and Human Services	Participate in Train-the-Trainer sessions; Provide DHHS-specific examples; Develop & prioritize list of participants; Provide mentors for practical skills application

In Perspective

- ▶ # Employees involved in “Purchaser” and “Officer” roles: 900
- ▶ # Employees in “contract administrator/manager” role: 1,680
 - ▶ Other Entities: 380
 - ▶ DHHS only: 1,300 (est.)*
- ▶ DHHS has over 1800 contracts
- ▶ P&C delivered 40 sessions to 1500 participants w/ 3 trainers; Session is 4 hours of classroom time = 160 hours of direct training time
- ▶ Contract Management curriculum is 156 hours of direct training time
- ▶ \$592,208,183 in awards through DOA Purchase & Contract

Participant counts based on eVP and IPS users

Timeline

Task	Planned Completion
Contract for NCCA course and exam development	Completed
Onboard two Staff Development employees	December 2018
Develop course and exams for NCCA	May 2019
Advertise program launch and rollout NCCA	May 2019
Accept NCCA and NCP applications	July 2019
Develop framework and additional courses for NCPO pathway	August 2019
Administer first certification exams	October 2019

Funding

Recurring

One hundred sixty-six thousand dollars (\$166,000) in recurring funds for two full-time equivalent positions within the Department of Administration, Division of Purchase and Contract, dedicated to providing employees identified by the Department of Health and Human Services with instructor-led training for the contracting specialist training program curriculum developed pursuant to subdivision (1) of this section.

Approved classifications:

Staff Development Coordinator (GN12) at \$70, 885 + benefits

Staff Development Specialist (GN11) at \$50,000 + benefits

Positions posted in Early November 2018

Funding

Non-recurring

One hundred thousand dollars (\$100,000) in nonrecurring funds to design curriculum for a contracting specialist training program based on the National Contract Management Association's Contract Management Standard, or the guiding principles of another nationally recognized professional organization for public sector contract management professionals. The curriculum must be designed specifically for Department of Health and Human Services employees with responsibility for contract management, contract administration, or both.

- Contracted with vendor
 - Specialty is leadership and acquisition skills development
 - In-depth knowledge of NCMA Standards, Certification and Accreditation
- Design and deliver courses, questions, study guides, practice exams, etc.
- Program content from:
 - Content Management Body of Knowledge 5th Edition (2017), based on NCMA's Contract Management Standard, co-authored by Dr. Wilkinson
 - North Carolina Administrative Code

DHHS Involvement

(2) One hundred sixty-six thousand dollars (\$166,000) in recurring funds for two full-time equivalent positions within the Department of Administration, Division of Purchase and Contract, dedicated to providing employees identified by the Department of Health and Human Services with instructor-led training for the contracting specialist training program curriculum developed pursuant to subdivision (1) of this section.

- Periodic updates
- Participate in Train-the-Trainer sessions
- Provide DHHS-specific examples
- Develop a list of participants and Prioritize
- Avail time for participant attendance
- Provide mentors for practical skills application

Other initiatives

- ▶ Updating Contract Management Manual
- ▶ Integrating a Contract Management module with the upgrade of eProcurement software
- ▶ Revamping Contract Management section