1. What are the new small purchase limits that will be available?

$1,000, $10,000 and $20,000

1. Is training required for all of the small purchasing limits?

Yes

1. My agency has a small purchase limit of $1,000. Do we have to attend the training?

Yes. Training is required based on the small purchase delegation limit. For the $1,000 limit, the NIGP Intro to Public Procurement, Intro to Kentucky Public Procurement and the Professional Service Contracts training is required.

1. When do the new limits go into effect?

July 1, 2017.

1. When does the training have to be completed?

July 1, 2018

1. How does this affect an agency that only issues PSC’s and MOA’s?

The $1,000 limit training is required.

1. What are general guidelines for who needs to be certified within an Agency?

Anyone responsible for obtaining quotes, issuing a Request for Quote, issuing or awarding a contract or involved in any procurement activity must attend training. Also recommended for anyone who is administering a contract award.

* 1. Creators and approvers of Procurement documents (RQS, PO, DO, MA, CTT, PO2, PON2)?

Yes

* 1. Creators and approvers of payment documents (ITI, ITA, GAX, PRC)?

No, unless they are also procurement users in eMARS. The agency is responsible for ensuring creators of payment documents are not creating standalone documents for goods or services that were obtained inappropriately.

* 1. District and Dept Heads even if they don’t actively participate in procurement activities? No
	2. Auditors of procurement activities?

Recommended

* 1. Pro-card users? Approvers?

No

1. What are the levels of delegation? Can we use one amount for the Division of Purchases and a different amount for Districts/Divisions within our Agency. Can we use an amount between $1,000 and $10,000?

The levels are $1,000, 10,000 and $20,000. Three quotes are required for amounts exceeding $5,000.

1. How does this affect construction procurement?

Currently the training is focused on non-construction procurement.

1. How long do we have to get a new employee certified?

Agencies have until July 1, 2018 to complete training requirements for their level of authority.

1. Is the agency responsible for tracking to see all necessary employees attend the required classes and obtain the appropriate certification?

Yes. The Office of Procurement Services will also track training completed by individuals.

1. Does the certification expire? If so, how long is it valid?

Agency training requirements will be reviewed every two years. Certificates based on the completed level of training will not expire. However, if employees leave an agency new employees will have one year to complete the level of training required for the agency. Supplemental training may be added in the future.

1. How many employees throughout state government do you anticipate training?

Unsure at this time.

1. Will there be additional class opportunities added to the schedule, I know that some have already filled up and with limited classes and seating it may be hard for us to get our staff trained in the allowed timeframe.

The training must be completed by July 1, 2018. There will be classes offered during 2018 as well. There may be additional class opportunities added based on the demand to the 2017 schedule.

1. Intro to Public Procurement Course, this is required for all Procurement Staff, is that correct?  Yes. Is this a 3-day Course? Yes.  It appears there is a cost to attend is this correct? Yes. NIGP members receive a discounted rate. Also, it is likely that KPPA may offer partial reimbursements to its members who sign up early for those classes as they have done in the past.
2. If we have goods and non-professional services that are under the 10,000 and 20,000 limits it would be to our benefit to engage in those trainings?

 Yes. The first level of training is required for the S1,000 level of training.

1. I have my CPPB certification would I still be required to attend both the KY Introduction to Procurement, as well as the NIGP Introduction to Procurement courses?

Anyone with a CPPB or CPPO are not required to take any of the NIGP classes but are required to take the KY specific classes. If you attended KPPA and were in the Intro to KY Public Procurement morning and afternoon sessions, you do not have to register for it again.

1. Is it possible for folks who are not KPPA members to take the classes without becoming a KPPA member?

Yes, non KPPA members may take the classes.

1. Individuals with a CPPB/CPPO certification are exempt from the NIGP classes required, correct?

 Correct.

1. As a school district that has adopted KRS 45A.343 to 45A.460 are we required to get certified through the KPI?

You are not required but are welcome to register for any of the classes.

1. Will all of the classes have the same start and end times?

Classes offered at the Capitol Annex will generally be scheduled from 1 pm – 4 pm. Schedule changes will be published if they occur.

1. Am I correct in assuming that since we already have the 1,000 authority, our training for this lowest limit is already sufficient?

No. The following training is required for the $1,000 small purchase authority.

1. Intro to Public Procurement (NIGP) - cost associated with this training

2. Intro to Kentucky Public Procurement - no cost

3. Professional Service Contracts - no cost