



## **2025 UPPCC Body of Knowledge and Competency (BoK-C): Certified Professional Public Buyer® (CPPB®) Certification**

Periodically, the UPPCC conducts a Job Analysis study to ensure that the examinations required for UPPCC certifications continue to align with the knowledge, skills, and abilities needed for successful job performance in the public procurement profession. A Job Analysis consists of several activities and involves the input and expertise of test developers to guide the process and from public procurement subject matter experts to accurately capture the important work they do.

The result of the analysis is a comprehensive, research-based outline of the content to be tested of candidates for certification. This outline serves as both a guide for candidates preparing for testing and for educators in the development of training and continuing education resources which support the profession.

CPPB Certification is designed for public procurement professionals who are responsible for performing essential functions within the procurement cycle but may or may not have management or supervisory responsibilities. Candidates for the CPPB Certification have completed at least 72 contact hours of relevant procurement training and education and have either completed a 2-year degree program and have a minimum of 3 years of direct procurement experience or no degree and have a minimum of 5 years of direct procurement experience.

Effective for the May 2025 exam window, the CPPB certification examination will cover the six domain areas which comprise the UPPCC BoK-C for CPPB. The weighting of each domain on the exam is indicated by the percentage listed to the right of each domain heading. For example, 20% of the CPPB Exam will cover content from Domain II - Procurement Life Cycle: Pre-Solicitation Planning, while 14% of the exam will cover items from Domain VI – Procurement Business Principles. All content on the CPPB exam is based on the essential knowledge and competencies of a public procurement Buyer.

The framework of public procurement is defined by regulatory and legal boundaries, which practitioners must adhere to in the performance of their duties. It is a structure of laws, rules, and regulations which govern public procurement.

- A. Apply laws, policies, and procedures to the procurement process
- B. Detect and report unethical and illegal behavior (e.g., collusion, corruption, fraud)
- C. Apply confidential and/or proprietary laws, policies, and procedures (e.g., communications, public records requests, redaction, trade secrets)
- D. Apply unique attributes of regional, national, and international procurement processes (e.g., currency exchange, customs, documentation, logistics, tariffs)

The Procurement Life Cycle covers a broad area of knowledge and competencies, which encompass the use of tools and data to successfully execute the various activities associated with a procurement. Procurement Pre-Solicitation Planning primarily occurs prior to the solicitation phase, however it can also occur at any point throughout the procurement life cycle. Procurement Pre-Solicitation Planning refers to the collection, collation, and application of strategic and analytical techniques in support of business strategies and decisions. Both planning and analysis are used to maximize the success of procurement functions within the public entity.

- A. Integrate strategic procurement, organizational, and stakeholders' goals and objectives in planning the procurement
- B. Conduct applicable analyses to determine the appropriate procurement process (e.g., financial impact, market research, sourcing, spend)
- C. Utilize alternative procurement tools to gather information related to a procurement process (e.g., request for information (RFI), surveys)
- D. Apply standardization practices for procurement processes (e.g., commodities, services, specifications)
- E. Evaluate cooperative procurement options (e.g., aggregate requirements, government contracts)
- F. Determine source selection method, sources of goods and/or services, and contract type
- G. Recognize unique attributes of specialized requirements and apply to the procurement process (e.g., construction delivery methods, hazardous and/or controlled goods and services, human services, technologies)
- H. Recognize the impact of transportation, logistics, supply chain, assets, inventory, and surplus on the procurement process
- I. Recognize impacts of financial considerations on procurement processes/schedule
  1. Funding source requirements (e.g., capital, grants, federal, operating)
  2. Budget cycle (e.g., contract provisions, payment and receipt, timeline)
  3. Payment methods and schedules (e.g., advance, incentive, milestone, p-cards, progress, retainage)
- J. Recognize risk and apply risk management strategies (e.g., bonds, insurance)

## Domain III. Procurement Life Cycle: Sourcing & Supplier Selection (19%)

Sourcing & Supplier Selection is the cornerstone of selecting a supplier and the best method to fulfill a need. Sourcing includes market analysis, procurement method and contract type determination, selection of delivery methods, and related functions associated with a successful procurement action. Sourcing also includes the process of requesting offers from the marketplace prior to selection of an offeror to fulfill the needs of the public entity. Supplier Selection involves the evaluation of submitted offers, determination of responsiveness and responsibility, and application of negotiation strategies prior to the execution of a contract; as well as preparation for potential supplier debriefs and/or protests

- A. Utilize competitive solicitation methods (e.g., invitation for/to bid (IFB/ITB), qualification-based selection, request for proposal (RFP))
- B. Utilize alternative and non-competitive procurement methods (e.g., emergency, pilot programs, single source, sole source)
- C. Assemble solicitation document(s)
  1. Terms and conditions
  2. Specifications and/or scope of work
  3. Evaluation methodology and criteria
- D. Manage the sourcing and approval process (e.g., workflow, notices, issuance, addenda, solicitation close)
- E. Evaluate solicitation respondents and responses (e.g., responsiveness and responsibility, cost analysis, technical analysis)
- F. Apply negotiation strategies and document the process
- G. Prepare for debriefs and/or protests

## Domain IV. Procurement Life Cycle: Contract Development & Administration

(18%)

Contract Development and Administration are the following stages of a successful procurement event. Contract Development involves the creation of a contract document, which includes identification and inclusion of appropriate elements of a contract and preparation of enforceable terms and conditions. Contract Administration is a function of overseeing supplier performance and guiding a contract to full and successful completion and closeout.

- A. Prepare enforceable contract documents
- B. Coordinate the contract approval process
- C. Administer the contract process
  - 1. Contract commencement activities
  - 2. Modifications
  - 3. Supplier compliance and performance
  - 4. Disputes
  - 5. Renewal process
  - 6. Termination
  - 7. Close-out
  - 8. Contract file maintenance and organization
- D. Facilitate the ordering and receiving process

Leadership and Influence in public procurement is the process of applying knowledge and competencies to achieve organizational success. Leadership includes self-awareness and the ability to manage interpersonal relationships judiciously and empathetically. Communication is key for procurement professionals of all levels and adds value to all aspects of procurement success and stakeholders. Procurement organizations serve the needs of the public entity, including: delivering the tools required to provide service to stakeholders, providing leadership in the procurement function focusing on overall planning, policy development and execution, hiring and retaining qualified staff, fostering positive interaction with support and oversight bodies, and continuous monitoring and improvement. Influence includes the ability to demonstrate competence, character, connection, and culture as they pertain to the public procurement process. Influence also involves the promotion of new ideas or change within an organization, with the ability to affect behaviors, opinions, and attitudes.

- A. Advocate for and demonstrate the value of public procurement
- B. Demonstrate professional values and ethics (e.g., accountability, impartiality, transparency)
- C. Prepare and deliver information for target audiences
- D. Leverage outreach methods to strengthen and develop partnerships
- E. Provide guidance and training for internal and external stakeholders
- F. Utilize conflict resolution techniques to address internal and external challenges
- G. Engage in professional development, continuing education, cross training, and mentorship

Business principles provide the foundation for operational efficiencies to maximize the success of the procurement function. These principles are relevant in all phases of the procurement cycle including planning, budgeting, management of inventories, internal and external audits, and reconciliations. They further guide decisions and actions which impact operations and compliance. The hallmark of a principled procurement professional is understanding of transparency, situational awareness, and recognition of integrity in all aspects of business. Business Principles focus on a holistic approach, with the understanding that procurement is part of a larger framework. Research and data are leveraged to ensure procurement activities are efficient and continuously improving.

- A. Apply concepts of transparency and fair and open competition
- B. Recognize emerging trends (e.g., best practices, regulations, technologies)
- C. Apply concepts of specialty programs (e.g., diversity programs, sustainability initiatives)
- D. Differentiate the roles and responsibilities in the procurement process (e.g., segregation of duties, apparent/implied/actual authority, delegation)
- E. Propose and employ continuous process improvements
- F. Utilize external procurement information resources (e.g., professional associations, conferences, professional networks)
- G. Recognize the impact of disasters and emergencies on the procurement process
- H. Recognize the impact of project management techniques on the procurement process
- I. Recognize the impact of data quality and integrity
- J. Employ supplier engagement activities