

CPPO/CPPB Certification Trivia Showdown:

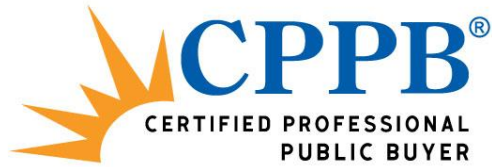
Are You Exam-Ready?





Universal Public Procurement Certification Council - the global, premier, independent resource in public procurement certification.

UPPCC Certification programs empower public procurement professionals worldwide to achieve certification goals and help elevate the profession.



Certified Professional Public Buyer

For procurement professionals responsible for performing essential functions within the procurement cycle who may or may not have management or supervisory responsibilities
Applicants for CPPB serve in positions directly responsible for procurement.



Certified Public Procurement Officer

For procurement professionals in leadership and management positions
Applicants for CPPO manage one or more aspects of the procurement cycle or supervise procurement staff



189 New CPPBs

Fall 2025 Leaders by Location	
State/Province	New Certificants
Florida	40
Ontario	32
California	25
Texas	24
Maryland	14
Colorado	12
Virginia	11
Arizona	10



67 New CPPOs



Option 1	Option 2
2-year degree	No degree
3 years experience	5 years experience
72 contact hours of coursework/training	



Option 1	Option 2
Bachelor's degree	No degree
5 years experience (minimum of 3 years supervisory/management role)	10 years experience (minimum of 6 years supervisory/management role)
Active CPPB certification	
96 contact hours of coursework/training	





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

Domain I. Regulatory & Compliance	(14%)
Domain II. Procurement Life Cycle: Pre-Solicitation Planning	(20%)
Domain III. Procurement Life Cycle: Sourcing & Supplier Selection	(19%)
Domain IV. Procurement Life Cycle: Contract Development & Administration	(18%)
Domain V. Leadership & Influence	(15%)
Domain VI. Procurement Business Principles	(14%)





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 preparation of enforceable terms and conditions. Contract Administration involves monitoring supplier performance and guiding a contract to full and

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

Domain I. Regulatory & Compliance

The framework of public procurement is defined by regulations that public buyers must adhere to in the performance of their duties. It is the laws and regulations that govern public procurement.

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

- 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

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2025 UPPCC Body of Knowledge and Competency (BoK-C): Certified Public Procurement Officer® (CPPO®) Certification



Domain I. Procurement Organizational Business Principles	(16%)
Domain II. Regulatory & Compliance	(16%)
Domain III. Strategic Procurement Planning	(18%)
Domain IV. Sourcing & Supplier Selection	(15%)
Domain V. Contract Management	(16%)
Domain VI. Leadership & Influence	(19%)



Domain I. Procurement Organizational Business Principles

(16%)

Procurement Organizational 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, and internal and external audits. They further guide decisions and actions which impact operations, transparency, and compliance.



Domain VI. Leadership & Influence

(19%)

Leadership and Influence in public procurement is the process of applying knowledge and competencies to achieve organizational success. Leadership includes the ability to be aware of and manage interpersonal relationships judiciously and empathetically, while also performing operational functions such as policy development and hiring/developing staff. Influence includes the ability to demonstrate competence, character, connection, and culture as they relate to the public procurement process. Core functions of influence include: preparing and delivering information, advocating for, establishing collaborative relationships both internally and externally, in a way to drive change and instill procurement.

Domain II. Regulatory & Compliance

(16%)

- A. Advocate for and demonstrate the value of public procurement
- B. Demonstrate professional values and ethics (e.g., accountability, impartiality)
- C. Establish and promote the mission, vision, and operating values of the procurement organization
- D. Ensure cross functional teams are optimized throughout the procurement process through expertise and institutional knowledge
- E. Prepare and deliver information for target audiences
- F. Cultivate collaborative relationships with internal and external stakeholders to meet organizational objectives
- G. Manage procurement organization talent and resources
 - 1. Recruit, hire, and retain talent
 - 2. Professional development and continuing education (e.g., coaching, evaluation, feedback, mentorship)
 - 3. Advocacy for and alignment of resources (e.g., budget, succession planning, technology)
 - 4. Development and monitoring of performance metrics (e.g., alignment with organizational goals, effectiveness, efficiency)
- H. Utilize conflict resolution techniques to address internal and external challenges
- I. Utilize change management techniques (e.g., change readiness evaluation, communication plan)

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. Monitor procurement legislative trends and laws
- B. Develop procurement policies and procedures to ensure compliance with laws and regulations
- C. Enforce procurement policies and procedures
- D. Monitor and report unethical and illegal behavior (e.g., collusion, corruption, fraud)
- E. Apply confidential and/or proprietary laws, policies, and procedures (e.g., communications, public records requests, redaction, trade secrets)
- F. Monitor unique attributes of regional, national, and international laws, policies, and procedures (e.g., geo-political issues, logistics, tariffs, trade agreements)

The Exam, what to expect...

The CPPB/ CPPO exam is a single, comprehensive assessment consisting of 180 multiple-choice questions covering the content domain areas identified in the BoK-C (Body of Knowledge & Competency).

Exam questions are designed to test candidate competency detailed in the BoK-C as it relates to the role of a buyer, procurement specialist or procurement manager and/or supervisor.

The exam consists primarily of situational, process-oriented questions that require a candidate to be able to apply their knowledge of topics found in the BoK-C to responding appropriately to real world situations and problems.



Ready to test your knowledge !?

Are you considering certification in the next 12 months?

Yes, CPPB

Yes, CPPO

No, I am not ready





Domain I. Regulatory & Compliance

A. Apply laws, policies, and procedures to the procurement process

A Buyer has been asked to issue an RFP for the IT department. Policy requires 30 days' solicitation posting plus disclosing evaluation criteria related to the RFP. The IT Director has requested the Buyer provide a shorter posting period and not disclose the evaluation criteria or to direct award to an identified supplier. What should the Buyer do first?

- A. Adjust RFP as requested by the IT Director
 - B. Check policy to see what can be considered
 - C. Notify the Procurement Officer and seek direction
 - D. Direct award to identified supplier
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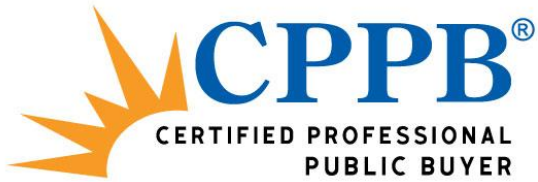


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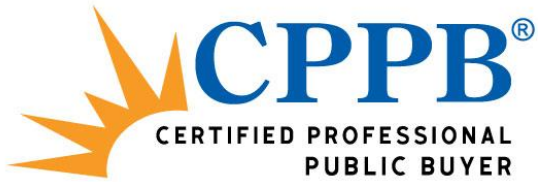


Domain II. Procurement Life Cycle: Pre-Solicitation Planning

A. Integrate strategic procurement, organizational, and stakeholders' goals and objectives in planning the procurement

The Procurement Department has identified e-Procurement implementation as a goal in their annual strategic plan. The most significant benefit for the procurement function is:

- A. Automated control of late responses.
 - B. Restrict suppliers uncomfortable with technology
 - C. Eliminating hard copy responses
 - D. Increase procurement efficiency
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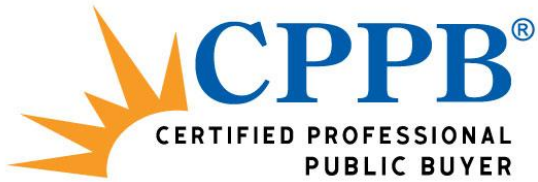


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Domain III. Procurement Life Cycle: Sourcing & Supplier Selection

B – Utilize alternative and non-competitive procurement methods (e.g., emergency, pilot programs, single source, sole source)

An end user submits a request to start a pilot program for library book rotation services. The Buyer reviews the program requirements, including hardware, software, and licensing. During the review, the Buyer identifies only one supplier capable of meeting the requirements. How should the Buyer proceed?

- A. Draft a request for proposal and seek competition
 - B. Review cooperative contract options for potential suppliers
 - C. Post a sole source notification and award to identified supplier
 - D. Reject the request and instruct the end user to update requirements
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Domain III. Procurement Life Cycle: Sourcing & Supplier Selection

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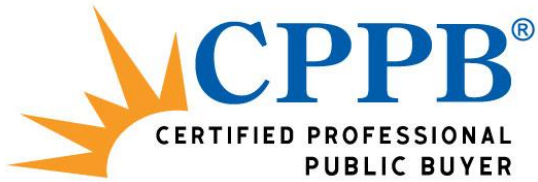


Domain IV. Procurement Life Cycle: Contract Development & Administration

C.1 - Administer the contract process: Contract commencement activities

What is the primary reason to schedule a contract kick-off meeting after award?

- A. To confirm contact information for key roles
 - B. To ensure contract success
 - C. To identify risk
 - D. To ensure smooth transition to the new supplier
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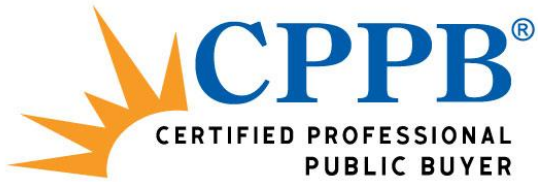


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Domain V. Leadership & Influence

G - Engage in professional development, continuing education, cross training, and mentorship

A Buyer would like to be considered for a promotion which requires experience in IT contracting. What approach might the Buyer take to acquire competency or knowledge of this commodity and/or service area?

- A. Request mentoring with the existing IT contract Buyer
 - B. Contact an IT cooperative contractor to discuss the details of IT contracting
 - C. Read through existing IT contracts looking for learning opportunities
 - D. Request training funds from supervisor for IT contract training
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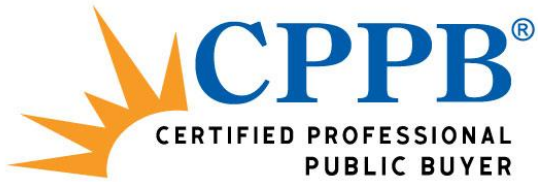


Domain VI. Procurement Business Principles

J - Employ supplier engagement activities

What is the best reason to engage with potential suppliers before planning a solicitation?

- A. To eliminate unqualified suppliers
 - B. To use the specification of the best supplier
 - C. To allow them to preview the solicitation
 - D. To gain market insight from various suppliers
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Domain I. Procurement Organization Business Principles

G - Manage procurement business plan and budget



Which of the following is the primary purpose of conducting a strategic planning session before proposing the procurement department's annual budget?

- A. To estimate the total amount of money for procurement's operating expenses.
 - B. To ensure that procurement activities align with the entity's goals.
 - C. To identify the entity's goods and services needs for the upcoming year.
 - D. To identify costs related to new goals and include in the operating budget
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Domain I. Procurement Organization Business Principles

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-

Domain II: Regulatory & Compliance
C - Enforce procurement policies and procedures



The Procurement Officer determines Invitation to Negotiate (ITN) as the best sourcing method for the entity's medical benefits services. The entity has never used this method in the past. What should the Procurement Officer do first?

- A. Draft revisions to the procurement policy
 - B. Discuss feasibility with legal counsel
 - C. Create an ITN template from the RFP template
 - D. Educate Human Resources on this sourcing method
-

Domain II: Regulatory & Compliance
C - Enforce procurement policies and procedures



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 - D. Educate Human Resources on this sourcing method
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Domain III. Strategic Procurement Planning

H - Develop and maintain resources for operational activities



An end user has requested criteria for a solicitation include a score for recycled content.

Environmental elements are becoming a standard request to include in solicitations. How could the Officer address this trend?

- A. Add environmental scoring factor to the evaluation criteria template
 - B. Advise end user environmental factors are too difficult to evaluate
 - C. Advise end user considering environmental factors is too expensive
 - D. Require recycle content to be 90%
-

Domain III. Strategic Procurement Planning

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Domain IV: Sourcing & Supplier Selection

A - Evaluate and recommend strategies and/or standards

4. Methods of payment



A Procurement Officer is negotiating payment terms for a large-scale technology project with multiple implementation phases, spread across a two-year period. What method of payment should the Procurement Officer determine to hold the contractor accountable to deliver the project?

- A. Milestone
 - B. Incentive
 - C. Lump Sum
 - D. Advance
-

Domain IV: Sourcing & Supplier Selection

A - Evaluate and recommend strategies and/or standards

4. Methods of payment



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A. Milestone

B. Incentive

C. Lump Sum

D. Advance

Domain IV: Sourcing & Supplier Selection

B. Evaluate unique attributes of specialized requirements and apply to the procurement process



The Procurement Officer has been provided full design plans for the construction of a new administrative office building and has been asked to develop a solicitation. Which is the best project delivery method for the solicitation?

- A. Design-build method
 - B. Design-bid-build method
 - C. Value Engineering method
 - D. Construction Manager at Risk method
-

Domain IV: Sourcing & Supplier Selection

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- B. Design-bid-build method
- C. Value Engineering method
- D. Construction Manager at Risk method

Domain VI. Leadership

F - Cultivate collaborative relationships with internal and external stakeholders to meet organizational objectives



The Procurement Officer has a goal to improve communication with the Housing Department. The department leadership claims procurement is slow to address their needs, which necessitates maverick buys. Which outreach method would be most effective to engage them?

- A. Email the department with a list of the available multi-year service agreements
 - B. Request a buyer to meet with them to review the department's violations
 - C. Schedule a lunch and learn with the department on procurement process
 - D. Meet with the department and gather feedback on their challenges to establish a plan
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Feeling confident and ready ?
What's next?



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[CPPO/CPPB - Lapsed](#)

[Dual - Active/Non-Lapsed](#)

Exam Prep Resources



Exam Prep Tools

Sitting for the CPPO or



LinkedIn Study Groups



CPPO/CPPB Exam Prep Courses



Partner Training

Are you in need of

PROCUREMENT U

Elevate Your Expertise



Professional Certification Support

There's never been a better time to get certified! Procurement U offers a variety of resources to help candidates pursuing a professional procurement certification from UPPCC, including self-study tools, certification-specific resources, and more than enough contact hours available through Procurement U coursework to help you qualify.

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Procurement U is NASPO's award-winning education platform and the preferred training provider for the Procurement Professionals Alliance (PPA). Offered as an exclusive member benefit for NASPO and PPA members, Procurement U delivers training and career resources that empower public procurement professionals to grow their skills and better serve their communities.

expert guidance, ensuring they are well-prepared to achieve these prestigious certifications. Click on the links above to learn more about the exam prep courses offered through **GPLS** and **OPBA**.

2026 Exam Schedule

The CPPO & CPPB certification exams are available twice a year on the months/days shown below, unless a specific date is listed. All deadlines are at 11:59 p.m. ET US on the dates specified.

May Testing Window: May 1-15

Application Opens:	Nov 10
Application Deadline:	Mar 17
Late Application Fee:	WAIVED
Schedule Exam By:	Mar 31

October Testing Window: October 17-31

Application Opens:	May 25
Application Deadline:	Aug 20
Late Application Fee:	Sept 3
Schedule Exam By:	Sept 17



Certification Fees

Application	Examination
\$390 App	
\$440 La	
\$290 Di	
Fee	
\$340 Di	
App F	

Reimbursement Directions

To qualify for reimbursement, applicants must be active members of the Procurement Professionals Alliance (PPA).

If you are not already a PPA member, register for membership [here](#).

1. All applicants must apply and pay upfront for the application and exam fee at UPPCC.org.
2. Upon successful completion of the CPPB or CPPO exam, applicants must create a Bill.com account to receive reimbursement.
3. Applicants must complete the form at [this link](#) and provide the necessary documentation. Canadian applicants should submit the form at [this link](#). All reimbursement requests must be submitted through the form/link provided. No other formats will be accepted.
4. Applications for reimbursements must be submitted within 60 days of successful completion of the CPPB or CPPO exam.
5. If you have any questions, please contact Heather Drymon, PPA Director of Membership at hdrymon@joinppa.org. NASPO members can email NASPO Finance at finance@naspo.org with any questions.

***Please note: reimbursement is only for first-time certification after passing the exam, and NOT for recertification.**

*Discount
members.
UPPCC P





Trish Rafuse, CPPO, CPPB

Universal Public Procurement Certification Council
Executive Director

<https://uppcc.org/>



