



The Institute for  
Public Procurement

## RFP Learning Lab Series | Spring 2026

Since 2020, NIGP has empowered thousands of public procurement professionals across North America through expert-led RFP training. Our dynamic presenters—fondly known as the “RFP Dream Team”—bring deep, real-world experience to every session, delivering practical insights and actionable strategies tailored to the unique demands of public procurement.

### PRESENTERS:

**Stéphanie Dion**, NIGP-CPP, CPPB, Procurement Manager, Canoe Procurement Group of Canada

**Victor Leamer**, CPPB, Senior Buyer, Spokane County, WA

**Michael Thornton**, CPPO, Practice Lead, Civic Initiatives

Each four-hour Zoom webinar is from 1PM – 5PM (ET) and will include multiple real scenarios, examples and lessons learned that support the topics covered in each Learning Lab.

### Lab 1 - Mastering RFP Fundamentals

This session demystifies the Request for Proposal (RFP) process in public procurement. Tailored for professionals at every level, it establishes a strong foundation for understanding the strategic importance of RFPs. Leave equipped with essential knowledge and the confidence to position your organization as an “Entity of Choice” for suppliers.

[February 11](#)

### Lab 2 - A Treasure Map for Suppliers - Designing RFPs with the End in Mind

In this session, we flip the lens to explore the RFP process from the supplier's point of view. By understanding how vendors interpret and respond to solicitations, procurement professionals can craft clearer, more strategic RFPs that attract the right partners and deliver stronger outcomes.

[February 25](#)

### Lab 3 - Scoping Success - Crafting Clear RFPs and Evaluation Criteria

This session dives into the heart of the RFP process: developing a clear, effective Scope of Work (SOW) and meaningful evaluation criteria. Learn how procurement professionals and client departments can collaborate to eliminate ambiguity and craft RFPs that are both supplier-friendly and strategically effective.

[March 4](#)

### Lab 4 - Evaluation Excellence - Scoring, Weighting, and Selecting the Best Proposal

This session zeroes in on RFP evaluation—covering criteria development, scoring methods, and tools and insights to ensure fair, transparent, and defensible evaluations. Elevate your evaluations to a new level of professionalism and effectiveness.

[March 11](#)

### Lab 5 - Managing the Evaluation Committee - Process, People, and Practicalities

This session focuses on the people behind the process—your Proposal Evaluation Committee (PEC). Learn how to form, train, and manage evaluation teams to ensure fair, consistent, and defensible RFP outcomes. From conflict-of-interest protocols to consensus scoring strategies, gain practical tools to lead with confidence and integrity.

[March 18](#)

### Lab 6 - Post-Award Excellence - Contract Administration, Protests, and Debriefs

This session explores the post-award phase of the RFP process—from contract administration and performance management to handling protests and conducting debriefs. Gain tools and strategies to manage this critical stage with confidence, transparency, and professionalism.

[April 1](#)

### Lab 7 - Leveraging eProcurement, Automation & AI - The Future is Now (and Slightly Overwhelming)

This final Learning Lab session dives into eProcurement, automation, and AI—equipping you to navigate the digital transformation of public procurement with clarity and strategy. From drafting RFPs to evaluating proposals and managing contracts, discover how technology is reshaping every step of the process—even thank-you notes.

[April 8](#)

**Price: \$179 Members/per lab | \$279 Non-Members/per lab**

**Register today.**