STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES
1500 Jefferson Street SE, Olympia, WA 98501

March 31, 2015

TO: State Agency Directors,
Presidents of Higher Education Institutions and
Chairs of Boards and Commissions

FROM: Chris Liu, Director

SUBJECT: Extension of July 1, 2015 Procurement Training Deadline and New Hire Waiver

Thank you for your efforts to ensure the people in your organization with responsibility for developing, executing, or managing procurements and contracts can complete the procurement courses required by law by the original deadline of July 1, 2015 (Revised Code of Washington 39.26.110).

Given the great number of employees who must complete this training, the course rollout schedule, and the seasonal business cycles of some agencies, we are extending the deadline to complete the required training by 90 days to **October 1, 2015.**

Waiver for New Employees

After the deadline, by law, no state employee can legally execute or manage contracts unless he or she has completed the Department of Enterprise Services' (DES) approved training. New employees to an organization will have a waiver from this requirement, but they must complete the training within the first 90 days of employment.

Course Availability

Courses will be available online at no charge. Registration information is available in the Learning Management System (LMS) and is also posted on our website at: http://www.des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx. Our website also includes a list of job duties that correspond with each training course.

We are committed to helping everyone get the training they need. With this extension, now is a good time to notify teams and design a plan for training that will work best for your organization. If you have questions about the State Procurement Training Program, please don't hesitate to contact the DES Contracts, Procurement and Risk Management Division, Training Manager, Cheryl Shaw at cheryl.shaw@des.wa.gov or via phone at 360-407-9376.