

Identify which course you need

Procurement reform law ([39.26.110](#) Revised Code of Washington), requires everyone who is responsible for developing, executing or managing procurements or contracts to take new training courses by **July 1, 2015**.

Your job duties will guide which type of training you need. The Department of Enterprise Services with agency and higher education representatives making up the Training Advisory Group (TAG) developed a list of common job duties under each training category to help you determine which course(s) you need to take.

Everyone must take WA State Purchasing and Procurement Ethics. You may need more than one of the other courses.

Contract Managers

Course: WA State Contract Management 101

This is for jobs that include:

- Successful Initiation of a procurement need and/or request for a contract
 - Partnering with contract office to ensure compliance
 - Negotiate with vendor
 - Communicate with contractor
 - Provide technical assistance to contractors
 - Determine deliverables, requirements and/or specifications
 - Partners and collaborates with procurement professional with contracting need
 - Can identify and work with subject matter experts or stakeholders
 - Ensure budgeting for contract
 - Will conduct contract negotiations with procurement professional
 - Will be able to assess and mitigate risk
 - Manage and monitor the contract
 - Provide vendor communications
 - Will provide technical assistance to vendors
 - Approves invoices, confirming satisfactory vendor products and services
 - Will alert procurement professional of problems with contract
 - Determine if an amendment is necessary
 - Progressive documentation of contract
 - Conduct contract close out process
 - Respond to audit inquiry
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Procurement Professionals

Course: WA State Purchasing and Procurement 101

This is for jobs that include:

- Purchasing/procurement coordination
- Supply chain management
- Advising on procurement law\policy/procedures
- Developing procurement documents and contracts
- Developing specifications
- Vendor cures and terminations
- Negotiations
- Managing procurement risks
- Filing and Reporting
- Partnering with and advising contract managers Coordination and Conducting purchase and procurements
- Manage supply chain
- Schedule, Write Policy, Inventory Controls
- Advise and consult in internal and/or external with agency, state organizations vendors.
- Advise and Consult in procurement law, policy procedure
- Development of procurement and contract documentation
- Develop contract specifications and requirements
- Assist in vendor cures
- Agreement reminders
- Termination
- Determine when to bring in AG
- Determine contract termination
- Conducts negotiations
- Assist and management Procurement risk
- Assess risk
- Mitigate risk
- Sole source contract filing
- Partner and collaborate with Contract Manager
- Post on WEBS determines other vehicles for procurement
- Conducts training
- Could manage purchasing card(s) (P-card)
- Develop Procurement strategy
- Develop Procurement and evaluation strategy
- Determines supplier diversity strategy
- Can respond to legislative bill analysis
- Prepare fiscal notes
- Write policy and procured
- May supervise staff that perform previously mentioned task

- Consults with stakeholders, vendors and contract managers
- Determines sustainability and green (environment) procurement
- Develop and manage contract database systems
- Develops convenience contracts
- DES only - Provides oversight
- DES only - develops master contracts

Executive Management

Course: WA State Executive Management Purchasing and Procurement

This is for jobs that include:

- Ensuring Agency compliance with procurement laws/policies and procedures
- Authorizing procurement
- Requesting additional delegated authority and exemptions
- Executing contracts or delegates authority
- Sometimes managing contracts or participating in procurement activities Responsible for organization compliance to laws, policy and procedures
- Authorize procurement for organization
- Responsible for procurement risk management within state agency that determines delegated authority
- Delegate procurement authority in organization including signature authority

Small Routine Purchases

Course: WA State Small Purchases

This is for jobs that include:

- Conducts purchasing card (P-card) purchases within established limits of authority (refer to organization policy and procedure)
- Conducting small procurement from Master Contacts
- Conducting low-risk direct buys within limits of authority (refer to organization policy and procedure)
- Supplying inventory, stockrooms, office supplies

Ethics for all

Course: WA State Purchasing and Procurement Ethics

This is for jobs that include:

- Training for all those taking any of the previously mentioned courses

More information

If you have questions about which training program(s) you need, please contact Contract and Legal Services training manager Cheryl Shaw, Cheryl.Shaw@DES.Wa.Gov, 360-407-9376