

WA-State Purchasing and Procurement 101 (total 8 hours)

Required training for all employees who support the agency in procurement, including policy, strategy, analysis, negotiation, coordination and procurement management. This course is provided in four-two hour modules.

Performance Objectives upon completion of this course, participants will be able to:

- ✓ Apply roles and responsibilities of a purchasing professional
- ✓ Gain knowledge on the basics of purchasing and procurement
- ✓ Understand high-level rules and requirements related to Procurement Reform and an agency's delegated authority
- ✓ Learn about applicable Washington procurement rules and regulations
- ✓ Understand how agency objectives and goals tie into purchasing
- ✓ Learn about the phases of purchasing and procurement
- ✓ Be able to apply purchasing processes to their organization
- ✓ Recognize options available for purchase as well as exceptions and exemptions
- ✓ Understand the importance of competitive procurement and a transparent processes for purchase of good and services
- ✓ Obtain the knowledge to conduct a competitive solicitation, evaluate bids and award a contract
- ✓ Apply critical thinking to procurement processes
- ✓ Develop good scopes of work
- ✓ Apply policies for direct-buy, competitive, sole source and emergency procurement
- ✓ Know when to file sole source or emergency contracts and amendments
- ✓ Learn about basic risk management and mitigation strategies related to purchases
- ✓ Gain knowledge about the approach to engaging contract managers and handing off contracts for contract monitoring
- ✓ Steps to negotiate with a contractor

Delivery

February 2015: All four course modules will be available as live webinars. Online session will be available starting in March.

WA-State Purchasing and Procurement 101 has four-two hour modules to complete. Each module has an employee workbook. Workbooks are located at <http://www.des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx>.

Competencies covered in this course: Procurement management, communications, development and continual learning

Intended audience: Department of Enterprise Services, in cooperation 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 employees determine which course(s) they need to take. For a detailed list refer to: http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/training/PR_TrainingByDuties.pdf.

Brief Description by Module

Module 1 (2 hours)	Module 2 (2 hours)	Module 3 (2 hours)	Module 4 (2 hours)
Purchasing and Procurement Overview	Choosing a Route for Purchases of Goods and Procurement of Services	Competitive Procurements, Amendments, and Exemptions	Purchasing & Procurement Processes
Purchasing & Procurement Introduction	Basic Purchasing & Procurement Introduction	Competitive Procurements	The Planning Phase
Roles & Responsibilities	Direct Buy Purchases	Types of Notifications of Competitive Procurements	Solicitation and Selection
Contract Monitoring Responsibilities	Sole Source Contracts	Exemptions to a Competitive Procurement & Choosing a Method	Post-Procurement
Risk Management & Mitigation	Emergency Purchases		

Course availability and Completion Assessment: Courses will be available online as a webinar beginning February and in March courses will be available as an eLearning course. It is the intention of the program to assure employees understand the body of knowledge presented in the trainings. After completion of a course module employees should log into LMS and complete the module assessment. Use of the participant workbook is encouraged in the assessment! Completion of module assessments will indicate credit on the LMS employee training profile.

Cost: None