

## Training Manager's Notification RE: A New Environmental Procurement Preferences Training

On August 1<sup>st</sup>, 2020, we are pleased to announce a free 30 minute long training that is required **only** for those procurement professionals who write solicitations. *Most recently, it is the same group who were required to take the WA-State EO 18-03 training within the LMS.*

- ❖ **LMS Title:** WA-State Environmental Procurement Preferences.
- ❖ **Who:** This training is required for all [Procurement Professionals as defined by DES C&P](#).
- ❖ **When:** Scheduled release on 8/1/2020, and must be completed by 2/1/2021. Must be completed within 6 months of any new employee or employee new to these duties.

The [Environmental Procurement Preferences](#) webpage provides more details. If it does not answer all of your questions, you may contact our [training team](#).

We have a ready-made [Troubleshooting Tips](#) page that you can hand off to your IT professionals and LMS Admins that will answer all of their technical questions about the training program. It also provides resources for additional questions.

This is how we have been pro-active in eliminating technical issues:

- a) We test each course on the below browsers and make recommendations on which browsers to use or avoid as necessary in the course descriptions on the LMS: Internet Explorer, Google Chrome, Edge, Firefox, and Safari.
- b) We test each course and resources using a screen reader and other accessibility tools.
- c) We test each course in at least 10 different agency locations throughout the state. Currently the agencies, who partnered with us are: DOL, DOR, LNI, DRS, AGR, OFM, DCYF, DOT, WSP, and SAO. If you have questions about this process, please contact [Sundae Delgado](#).
- d) We test each course with at least 20 different users throughout the state.
- e) We test each course on Apple and Android mobile devices.
- f) We provide the results of our tests in the Contract & Procurement Training Guide for IT & LMS Professionals.

**Note: At this time, this training does not replace the PCBs training, but it will in February.** The Environmental Procurement Preference Training and the PCBs & Procurement Training are still two different trainings. We intentionally created the new Environmental training with PCBs training as a prerequisite because those required to take the Environmental training are in the same group who are required to already have taken the PCBs training. We made the current Environmental training shorter to benefit those who have already taken PCBs, so no re-work

needs to be done. In February 2021 we will roll the two courses together and eliminate the PCBs course entirely for all new staff in the future. Staff who are new to Procurement duties after February will take a longer Environmental training than you are all taking now because it will require a PCBs portion. For those concerned about their training transcript, after Feb 2021 it will still give full credit to those who have taken both courses.

**For More Information See the [Environmental Training FAQs](#)**

What have we missed? We are making some changes in our training program, and we want to hear from you. Feel free to email me [Sundae Delgado](#), if you think of other things that would make our partnership more effortless.