# WA State Executive Management Purchasing and Procurement

# (Total Time: 1 hour)

## Course Description

WA State Executive Management Purchasing & Contracting will introduce executives, managers, and administrators to the Training and Certification Program including specifics of and intent behind RCW 39.26 (Procurement Reform) and the critical information necessary to reduce risk and increase efficiency and transparency across purchasing and contracting in Washington State.

This course will inform executives, managers, and administrators about:

* Key roles and responsibilities related to procurements and contracting including delegation of authority and the risk assessment process, as well as critical responsibilities of purchasing and contract management staff.
* Fundamentals of purchasing and procurement including the procurement steps and standards and the alignment of purchasing and contracting functions in support of agency mission, vision, and goals.
* Key areas of contract management risk and potential mitigation strategies.
* Available purchasing and contracting resources for executive management.

## Performance Objectives:

## Upon completion of this course participants will be able to:

* Become familiar with the intent of RCW 39.26 Procurement Reform in Washington.
* Understand the Executive Management role and responsibilities for purchasing, procurement and contracts.
* Describe purchasing and procurement functions and processes.

**Intended audience:**

WA State Executive Management Purchasing & Contracting is intended for executives, managers, and administrators.

**Intended audience.** Department of Enterprise Services and 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 the detailed list, refer to Training by Job Duty Tool under Related Information on the [Contract Training](https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/contract-management-program) website.

**Cost:** None