



Washington State Department of **Enterprise Services**

Identify which course you need

Procurement reform law, [RCW 39.26.110](#), requires employees of state agencies and higher education who are responsible for developing, executing, or managing procurements or contracts to take department-approved training on best practices for state procurement.

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.

REMINDER: 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 the following tasks:

- Approves invoices, confirms satisfactory vendor products and services
- Identifies and works with subject matter experts or stakeholders
- Communicates with contractor
- Conducts contract close out process
- Determines if an amendment is necessary
- Determines deliverables, requirements and/or specifications
- Ensures budgeting for contract
- Manages and monitors the contract
- Negotiates with vendor
- Partners with contract office to ensure compliance
- Partners and collaborates with procurement professional with contracting need
- Progressive documentation of contract
- Provides technical assistance to contractors
- Provides vendor communications
- Responds to audit inquiry
- Successfully initiates a procurement need and/or request for a contract
- Alerts procurement professional of problems with contract
- Assesses and mitigates risk
- Conducts contract negotiations with procurement professional
- Provides technical assistance to vendor

Procurement Professionals

Course: WA-State Purchasing and Procurement 101

This is for jobs that include the following tasks:

- Advises and consults in internal and/or external with agency, state organizations vendors
- Advises and consult in procurement law, policy procedure
- Advises on procurement law/policy/procedures
- Agreement reminders
- Assesses risk
- Assists and manages procurement risk
- Assists in vendor cures
- Responds to legislative bill analysis
- Conducts negotiations
- Conducts training
- Consults with stakeholders, vendors and contract managers
- Coordinates and conducts purchases and procurements
- Manages purchasing card(s) (P-card)
- Determines contract termination
- Determines when to bring in AG
- Determines supplier diversity strategy
- Determines sustainability and green (environment) procurement
- Develops and manages contract database systems
- Develops contract specifications and requirements
- Develops procurement and evaluation strategy
- Develops procurement strategy
- Develops procurement documents and contracts
- Develops specifications
- Develops procurement and contract documentation
- Develops convenience contracts
- Filing and reporting
- Manages supply chain
- Manages procurement risks
- Supervises staff that perform previously mentioned task
- Mitigates risk
- Negotiations
- Partners and collaborates with Contract Manager
- Partners with and advises contract managers
- Posts on WEBS determine other vehicles for procurement
- Prepares fiscal notes
- Purchases/procurement coordination
- Schedules, writes policy, inventory controls
- Files sole source contracts
- Manages supply chain
- Terminations
- Vendor cures and terminations
- Writes policy and procured
- 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 the following tasks:

- Ensures agency compliance with procurement laws/policies and procedures
- Authorizes procurement
- Requests additional delegated authority and exemptions
- Executes contracts or delegates authority
- Sometimes manages contracts or participates in procurement activities.
- Responsible for organization compliance to laws, policy and procedures
- Authorizes procurement for organization
- Responsible for procurement risk management within state agency that determines delegated authority
- Delegates procurement authority in organization including signature authority

Small Routine Purchases

Course: WA-State Small Purchases

This is for jobs that include the following tasks:

- Conducts purchasing card (P-card) purchases within established limits of authority (refer to organization policy and procedure)
- Conducts small procurement from master contacts
- Conducts low-risk direct buys within limits of authority (refer to organization policy and procedure)
- Supply's inventory, stockrooms, office supplies

Ethics for Everyone

Course: WA-State Purchasing and Procurement Ethics

This is for jobs that require:

- Training from any of the previously mentioned courses

More information

If you have questions about which training program(s) you need, please contact Training and Development Manager Cheryl Shaw at Cheryl.Shaw@DES.Wa.Gov or 360-407-9376.