

Subject: Additional Section of the PR235 SCEIS Bidding Processes Course Announced
Audience: Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer one section of the course, PR235 SCEIS Bidding Processes and Overview of Contract Management with SRM 7, on Wednesday, October 22, 2014. There are a few seats still available in the October 1, 2014 section of PR235 as well. This course provides participants with the skills to carry out strategic purchasing with small and/or complex solicitations and to understand the basics of contract management, as detailed below.

Below you will find details about the course, including the name, description, target audience, date, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR235 - Course Information

Course ID/Title: PR235 - SCEIS Bidding Processes and Overview of Contract Management with SRM 7

Description: This course covers the process of strategic purchasing in the SRM 7.2 system and provides an overview of contract management. Participants will become familiar with the procedure for a purchasing manager to redistribute work to Buyers. Participant will also become familiar with the following functions:

- Using source selection document types and using Document Builder to create terms and conditions of a solicitations
- Creating and evaluating solicitations
- Reviewing and accepting bids that are submitted online
- Entering surrogate bids
- Making awards by creating a purchase order or by creating and publishing an award statement and subsequent contract

Note: PR235 is a pre-requisite course for PR250 SCEIS Contract Administration.

Target Audience: Users with the role of Buyer who create small and/or complex solicitations.

Pre-requisite: Participants must be existing users who have the role of Buyer.

PR235 - Section 01 – Fall 2014

Course Dates: Wednesday, October 1, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC



PR235 - Section 02 – Fall 2014

Course Dates: Wednesday, October 22, 2014

Course Time: 9:00 a.m. to 5:00 p.m.

Course Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

Users may *request enrollment* in this class using the pre-registration survey at <https://www.surveymonkey.com/s/NF7RRZZ>. Your survey completion is a request only. Registration is not complete until you receive an enrollment confirmation from SCEIS Training. Please review pre-requisites and schedules carefully.

If you have any questions about this message, please email them to training@sceis.sc.gov.