

Subject: Additional Section of the PR250 Contract Administration Course Announced
Audience: Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer one section of the half-day course, PR250 SCEIS Contract Administration with SRM 7, on Wednesday, October 29, 2014. There are a few seats still available in the October 2, 2014 section of PR250 as well. This course provides participants with the skills to create and administer contracts in SCEIS.

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.**

PR250 - Course Information

Course ID/Title: PR250 - SCEIS Contract Administration with SRM 7

Description: This course covers in detail the processes and transactions used to create and administer contracts in SCEIS. Participants will become familiar with the different types of contracts, how to create and change contracts and the processes for reporting contracts in SCEIS.

Target Audience: Users with the role of Buyer who create and manage contracts.

Pre-requisites: Participants *must* have completed the course PR235 SCEIS Bidding Processes and Overview of Contract Management. Participants must be existing users who have the role of Buyer.

PR250 - Section 01 – Fall 2014

Course Dates: Thursday, October 2, 2014

Course Time: 8:30 a.m. to noon

Course Location:

Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR250 - Section 02 – Fall 2014

Course Dates: Wednesday, October 29, 2014

Course Time: 8:30 a.m. to noon

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/NBS7TJB>. 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.