

Subject: Two Sections of the PR250 Contract Management Class Announced
Audience: Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer two sections of the half-day class, PR250 Contract Management. This class provides participants with the skills to create and manage contracts in SCEIS.

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

PR250 - Class Information

Class ID/Title: PR250 - Contract Management

Description: This instructor-led class covers, in detail, the processes and transactions used to create and manage contracts in SCEIS. Participants will become familiar with the different types of contracts, how to create and change contracts and determine contract usage.

Target Audience: Users with the role of Buyer, the agency professional who creates and manages contracts

Pre-requisites: SCEIS Buyer role is required. Completion of PR235 is required before this class. PR215 is required for Buyers who create purchase orders. An understanding of the SC Procurement Code and Regulations is required. An understanding of the Policy for Use of Purchasing/Payment Document Types issued by the Comptroller General's Office is required. Completion of PR215 is recommended for Buyers who create only RFxs and contracts.

PR250 - Section 01 – Spring 2015 Details

Class Dates: Thursday, February 19, 2015

Class Time: 9:00 a.m. to noon

Class Location:

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

PR250 - Section 02 – Spring 2015 Details

Class Dates: Thursday, April 23, 2015

Class Time: 9:00 a.m. to noon

Class 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.