

Weekly Update

June 3, 2015

Subject: Two Sections of the PR235 Bidding Process and Overview of Contract Management Class Announced

Audience: Agency Training Coordinators, AST Leads, MM Directors

The SCEIS Training Team is pleased to offer two sections of the two-day class, PR235 Bidding Process and Overview of Contract Management. This class 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 class, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR235 - Class Information

Class ID/Title: PR235 - Bidding Process and Overview of Contract Management

Description: This instructor-led class covers advanced purchasing topics, such as the strategic purchasing process in SCEIS. Participants will become familiar with the Purchasing Manager procedure in which work is redistributed to Buyers, and with the SCEIS Bidding Process, which includes:

- The source selection document types
- The Document Builder for creating terms and conditions of a solicitation
- Creating and evaluating solicitations
- Reviewing and accepting bids that are submitted online
- Entering surrogate bids for bids submitted via paper
- Generating a purchase order or creating and publishing an Award Statement and subsequent contract

Target Audience: Users with the role of Buyer, the purchasing professional in the agency responsible for small and complex solicitations

Pre-requisites: SCEIS Buyer role is required. Completion of 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. PR215 is recommended for Buyers who create only RFxs and contracts.

PR235 - Section 03 – Summer/Fall 2015 Details

Class Date: Tuesday and Wednesday, September 29-30, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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June 3, 2015

PR235 - Section 04 – Summer/Fall 2015 Details

Class Date: Tuesday and Wednesday, November 17-18, 2015

Class Time: 9:00 a.m. to 5:00 p.m. each day

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/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.