

Weekly Update

April 11, 2016

Subject: Seats Are Still Available for the April 27 PR250 Contract Management Class

Audience: Agency Training Coordinators, AST Leads, MM Directors, Buyers

There are still seats available in the PR250 Contract Management class on Wednesday, April 27. In order to attend this class you must have completed PR235. The SCEIS Team encourages Buyers who create Purchase Orders, RFxs (Solicitations) and Contracts to register for this class today! There are seats available in the May 26 section of this class as well.

PR250 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: Buyers who create Purchase Orders, RFxs (Solicitations) and Contracts

Pre-requisites:

The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.

- SCEIS Buyer role is required
- PR235 Bidding Process and Overview of Contract Management instructor-led course
- PR101 SCEIS Foundations of Procurement online course (Click the link below to view the course)
 - <http://www.sceis.sc.gov/page.aspx?id=311>)
- Completion of PR217 Creating and Managing Purchase Orders instructor-led course is strongly recommended

PR250 - Section 01 – Spring 2016 Details

Class Dates: Wednesday, April 27, 2016

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

Class Location:

Room 202, SCEIS Office

1628 Browning Road, Columbia, SC

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PR250 - Section 02 – Spring 2016 Details

Class Dates: Thursday, May 26, 2016

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

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. The enrollment confirmation will provide you with instructions on how to complete any pre-requisite(s). Please review pre-requisites and schedules carefully.

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