

Weekly Update

May 11, 2016

Subject: Seats Are Still Available for the May 24-25 PR235 Bidding Process and Overview of Contract Management Class

Audience: Agency Training Coordinators, AST Leads, MM Directors

There are still seats available in the PR235 Bidding Process and Overview of Contract Management class on Tuesday and Wednesday, May 24-25. The SCEIS Team encourages Buyers who create Purchase Orders, RFxs (Solicitations) and Contracts to register for this class today! **Note: This is the last scheduled PR235 class during the Spring 2016 term. The next opportunity to take this class will not be until Fall 2016.**

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: 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
- 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 is strongly recommended

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PR235 - Section 02 – Spring 2016 Details

Class Date: Tuesday and Wednesday, May 24-25, 2016

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. 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.