

Weekly Update

January 27, 2016

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.

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 *(This course is currently being developed. Registrants will be notified when it is available to view.)*
- Completion of PR217 Creating and Managing Purchase Orders is strongly recommended

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PR235 - Section 01 – Spring 2016 Details

Class Date: Monday and Tuesday, April 25-26, 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

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.