

## Weekly Update

January 27, 2016

**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 one-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:** 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 (*This course is currently being developed. Registrants will be notified when it is available to view.*)
- 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

## Weekly Update

January 27, 2016

### **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](mailto:training.sceis@admin.sc.gov).