

Weekly Update

June 4, 2018

Subject: PR261 Strategic Purchasing and Contract Management Class
(Abbreviated Version of PR260) Offered on **June 18**

Audience: AST Leads, Agency Training Coordinators, Buyers who create RFxs (solicitations) and manage contracts

The PR261 Strategic Purchasing and Contract Management class will be offered on June 18, 2018. PR261 is an abbreviated, one-day version of the two-day PR260 class. This course covers the advanced purchasing topics in the SCEIS Strategic Purchasing process. Participants will become familiar with the Purchasing Manager's procedures using the SCEIS Bidding and Contracting Processes for making complex purchases of \$10,000 and above, redistributing Shopping Carts and Contracts to Buyers, and the following:

- Creating an RFx from an approved Shopping Cart or without one
- Understanding the Source selection document types and the difference between Small Purchases vs. Complex Purchases
- Using Document Builder for creating/adding terms and conditions to a solicitation (RFx) and to an Award Statement
- Creating, adding parameters, publishing, and formatting an RFX to include the table of contents, clauses that require buyer completion, and overall professional appearance of the document
- Advertising RFxs, Amendments and sending notifications to registered vendors
- Entering surrogate bids for bids submitted via paper
- Reviewing, Evaluating, and Accepting bids that are submitted online
- Creating and publishing an Amendment, Extension of Award, Suspension, and No Award Statement
- Creating a subsequent Purchase Order or Contract from an RFx
- Understanding different Contract types and how to edit, update, or change contracts and determine contract usage
- Reviewing potential Hard Stops on RFxs and Contracts and their impact on the purchasing process
- Understanding how to use Alerts on Contracts and how they impact Contract Management
- Understanding how to establish Contracts correctly so they can be sourced

The SCEIS Team encourages all buyers who create RFxs (solicitations) and manage contracts to register for this class today! **Please forward this message to appropriate staff members within your agency.**

PR261 Strategic Purchasing and Contract Management – June 18, 2018 Details

Class Date: Monday, June 18, 2018

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

Class Location:

SCEIS Training Room 202

1628 Browning Road, Columbia

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Registration Instructions:

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (<https://myscemployee.sc.gov>).
2. In the upper left area of the page, click the MySCCentral tab.
3. Click the "MySCLearning" tile.
4. In the "Find Learning" tile, use the search box to type in the course ID (PR261) and click "Go."
5. Find the course title and click "See Offerings."
6. Scroll down and click the "Offerings" tab to view class dates.
7. Find the class date you prefer, and click "Register Now."
8. At the Scheduled Offering box, click "Confirm."
9. Receive email confirmation; view details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk. If you have any questions about this message, please email training.sceis@admin.sc.gov.