

PR260 Strategic Purchasing and Contract Management

Description

This two-day instructor-led class 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

Target Audience

Buyers who create RFxs (Solicitations) and Manage Contracts

Prerequisites

The following *must* be completed before you can register for the classroom training. Completion of prerequisites ensures that participants have the necessary knowledge for class. Material covered in prerequisite courses will not be re-taught in classroom training.

- SCEIS buyer role is required.
- PR101V SCEIS Foundations of Procurement Online Course. Click [here](#) for more information on PR101V.

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. Complete the prerequisite, PR101V. In the "Find Learning" tile, use the search box to type in the course ID (PR101V) and click "Go." Find the course title and click "Start Course."
5. After completing PR101V, type the course ID (PR260) in the search box and click "Go."
6. Find the course title and click "See Offerings."
7. Scroll down and click the "Offerings" tab to view class dates.
8. Find the class date you prefer, and click "Register Now." If you do not see "Register Now," you have not yet completed PR101V.
9. At the Scheduled Offering box, click "Confirm."
10. Receive email confirmation; view details and instructions.

Learn More
at sceis.sc.gov

MySCLearning Tools



If you do not receive a confirmation email, please contact the [SCEIS Help Desk](#).