



Procurement and Contract Core Training Program

DES, in collaboration with several state agencies and higher education institutions, has developed the new required core training courses and assessments. These are:

- **WA-State Contract Management 101:** This training generally applies to employees who manage, monitor, or serve as subject matter experts on contracts. **Available January 2015**, the course will be available in four two-hour live webinar sessions for a **total course duration of eight hours**.
- **WA-State Purchasing and Procurement 101:** This course generally applies to employees who support their agency as a professional in procurement including policy, strategy, analysis, negotiation, coordination, and procurement management duties. **Available February 2015**, the course will be available in four two-hour live webinar sessions for a **total course duration of eight hours**.
- **WA-State Executive Management Purchasing and Procurement:** This training generally applies to managers with organization or agency authority including ensuring compliance with RCW39.26.110, authorizing organization procurements, management of procurement risk and delegating procurement authority. **Available March 2015**, the course will be available as a **two-hour live webinar session**.
- **WA-State Small Purchases:** This training generally applies to employees who make routine, small purchases and those who use agency purchasing cards. **Available March 2015**, the course will be available as **one-hour eLearning course**.

In addition, everyone involved in procurement must take:

- **WA-State Purchasing and Procurement Ethics:** training for all those taking any of the previously mentioned courses. **Available March 2015**, the course will be available as a one-hour eLearning course.

If you have questions about the state procurement training program, please don't hesitate to contact DES Contract and Legal Services training manager Cheryl Shaw
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For more information

<http://des.wa.gov/about/pi/ProcurementReform/Pages/PRTraining.aspx>
