

**WA-State Purchasing and Procurement 101 (total approximately 2 hours)**

Required training for all employees who support the agency in procurement, including policy, strategy, analysis, negotiation, coordination and procurement management. This course is provided in four modules.

**Performance Objectives** upon completion of this course, participants will be able to:

* Apply roles and responsibilities of a purchasing professional
* Gain knowledge on the basics of purchasing and procurement
* Understand high-level rules and requirements related to Procurement Reform and an agency’s delegated authority
* Learn about applicable Washington procurement rules and regulations
* Understand how agency objectives and goals tis into purchasing
* Learn about the phases of purchasing and procurement
* Be able to apply purchasing processes to their organization
* Recognize options available for purchase as well as exceptions and exemptions
* Understand the importance of competitive procurement and a transparent processes for purchase of good and services
* Obtain the knowledge to conduct a competitive solicitation, evaluate bids and award a contract
* Apply critical thinking to procurement processes
* Develop good scopes of work
* Apply policies for direct-buy, competitive, sole source and emergency procurement
* Know when to file sole source or emergency contracts and amendments
* Learn about basic risk management and mitigation strategies related to purchases
* Gain knowledge about the approach to engaging contract managers and handing off contracts for contract monitoring
* Steps to negotiate with a contractor

# Delivery

WA-State Purchasing and Procurement 101 has four eLearning modules to complete. Use of the participant workbook is encouraged. Access the workbooks on the [course resource](https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/training-workbooks-resource-guides/PP101) webpage.

**Competencies covered in this course:** Procurement management, communications, development, and continual learning

**Intended audience.** Department of Enterprise Services and the Training Advisory Group (TAG) developed a list of common job duties under each training category to help employees determine which course(s) they need to take. For the detailed list, refer to Training by Job Duty Tool under Related Information on the [Contract Training](https://des.wa.gov/services/contracting-purchasing/policies-training/contracts-procurement-training-development/contract-management-program) website.

# Brief Description by Module

| **Module 1 (45 minutes)**  **Purchasing and Procurement Overview** | **Module 2 (45 minutes)**  **Choosing a Route for Purchases of Goods and Procurement of Services** | **Module 3 (35 minutes)**  **Competitive Procurements, Amendments, and Exemptions** | **Module 4 (40 minutes)**  **Purchasing & Procurement Processes** |
| --- | --- | --- | --- |
| * Introduction * Roles & Responsibilities * Contract Monitoring Responsibilities * Risk Management & Mitigation | * Basic Purchasing & Procurement Introduction * Direct Buy Purchases * Sole Source * Contracts Emergency * Purchases | * Competitive Procurements * Types of Notifications of Competitive Procurements * Exemptions to a Competitive Procurement & Choosing a Method | * The Planning Phase * Solicitation and Selection * Post-Procurement |

**Course availability and Completion Assessment:** Courses are available in the learning management system (LMS) . It is the intention of the program to assure employees understand the body of knowledge presented in the trainings. Completion of module assessments will indicate credit on the LMS employee training profile.

**Cost:** None

Washington State Department of Enterprise Services