



Quick Facts
LENGTH 2 days
CONTACT HOURS 13
START TIME 9:00 AM
END TIME 4:00 PM

Fundamentals of State Purchasing

Course Description:

The purpose of this 2-day training session is to review procurement information, procedures, and detailed descriptions and explanations of purchasing within the State of Georgia.

Audience:

Professionals with at least 6 months performing public purchasing functions.

Objectives:

At the completion of this training course, you will be able to do the following:

- **List the various responsibilities of State Purchasing professionals within the State of Georgia.**
- **Define "purchasing professional" and "ethics"**
- **Find and use the two critical State of Georgia references**
- **List and provide an explanation of the major elements of the Purchasing Cycle**
- **Find and use NIGP Codes**
- **Complete an in-house requisition form**
- **Define "RFQ" and "RFP"**
- **List 5 elements to include in an RFQ solicitation**
- **List 3 exemptions to State of Georgia purchasing regulations**
- **Find and use Statewide Contracts and Agency Contracts**
- **List 3 methods to perform Open Market solicitations with the rules associated with each method**
- **Post a bid to the Georgia Procurement Registry**
- **Attach a document to a posted bid**

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- **Edit a posted bid**
- **Obtain a list of vendors who received notice of a posted bid**
- **Check to ensure a posted bid is on the public side of the Georgia Procurement Registry**
- **Find vendors using the Vendor Registration System**
- **Justify using a Sole Brand solicitation method**
- **Complete a Sole Source and an Emergency Purchase form**
- **Evaluate the bid responses from a closed solicitation and complete a bid tabulation**
- **Make award decisions based using the Reciprocal Preference rule**
- **Make an award decision when splitting the award is possible**
- **List the key features associated with informal complaints and formal protests**
- **Complete an Notice of Award and a Complaint to Vendor form**
- **Select the appropriate Purchasing Code to use**
- **List the elements of a "3 Way Match"**
- **List 10 pieces of documentation to be included in the purchasing documentation file**
- **List 3 citations frequently found in compliance reviews**

Prerequisites:

- **Introduction to State Purchasing or six (6) months performing public purchasing functions**