

2015 Course Catalog



DIVISION OF PURCHASE & CONTRACT

North Carolina Department of Administration

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Course Descriptions

North Carolina Procurement



This instructor-led course provides a comprehensive overview of the procurement process. The content of this course includes the following topics: basic principles of procurement, common terminology, governing regulations, delegation of authority, ethics, acquisition methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, best practices and available resources for purchases not related to information technology. This 3-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Dates and Locations

February 2-4	Raleigh
March 17-19	Wilmington
April 7-9	Statesville
May 12-14	Raleigh
June 9-11	Raleigh
July 14-16	Raleigh
September 15-17	Raleigh
November 17-19	Raleigh
December 15-17	Raleigh

Cost: FREE

North Carolina Contract Administration & Monitoring



The content of this instructor-led course includes the following topics: contract administration principles, terminology, roles and responsibilities of contract administrators, problem-solving, and best practices for purchases not related to information technology. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Dates and Locations

March 24	Raleigh
May 19	Raleigh
July 28	Raleigh
September 22	Raleigh
November 10	Raleigh

Cost: FREE

E-Procurement



This instructor-led course provides hands on computer training in the use of the E-Procurement system. Learn system navigation, create requisitions, purchase orders, explore statewide term contracts catalogs, create folders, save searches, and other special features and benefits. This 1-day course is scheduled from 9:00 a.m. to 4:30 p.m.

Dates and Locations

February 18	Raleigh
March 11	Raleigh
April 14	Raleigh
May 13	Raleigh
June 17	Raleigh
July 22	Raleigh
August 25	Raleigh
September 22	Raleigh
October 21	Raleigh
November 17	Raleigh
December 4	Salisbury
December 15	Raleigh

Purchasers may access **10 web-based** and self-paced training modules and **40 printable job aids** located at <http://eprocurement.nc.gov/Training>. Call E-Procurement Help Desk at 1-888-211-7440 to request login and password to access.

Cost: FREE

E-Quote



This instructor-led course provides hands on computer training in how to create and solicit quotations from E-Procurement registered vendors. This 3-hour course is scheduled from 9:00 a.m. to Noon.

Dates and Locations

February 19	Raleigh
March 12	Raleigh
April 15	Raleigh
May 14	Raleigh
June 18	Raleigh
July 23	Raleigh
August 26	Raleigh
September 23	Raleigh
October 22	Raleigh
November 18	Raleigh
December 16	Raleigh

Cost: FREE

Request for Proposals (RFP) Development & Evaluation



This instructor-led course is an in-depth study of Request for Proposals (RFP) for purchasing agents and end-users. The course is designed to help procurement professionals with planning an RFP, using standard solicitation documents, managing the RFP process and evaluating offers for purchases not related to information technology. This 2-day course is scheduled from 8:30 a.m. to 4:30 p.m. Successful completion of *North Carolina Procurement* is a prerequisite for this course.

Dates and Locations

July 21-22	Raleigh
September 1-2	Raleigh
September 29-30	Raleigh
November 3-4	Winterville

Cost: FREE

Solicitation Documents and the Law: Explaining Legal Terms and Conditions in IFBs and RFPs



This instructor-led course includes a review of the legal significance of the organization and content of the State's Invitation for Bids (IFB) and Request for Proposals (RFP) templates. The target audience is end-users, business owners, subject matter experts, and purchasing agents. This course will focus on explaining why the sometimes obscure and puzzling provisions in the solicitation document are important for creating an effective and enforceable contract. This 1-day course is scheduled from 9:00 a.m. to 4:30 p.m.

Dates and Locations

April 23	Raleigh
July 29	Raleigh
September 24	Raleigh
December 9	Raleigh

Cost: FREE

Customizing Solicitation Forms



This instructor-led course provides a general overview of the new solicitation forms' organization and functionality for purchasing agents and end-users. This hands on computer training will utilize Microsoft Word 2013 to maneuver through the solicitation forms and create agency specific documents. Learn how to add, and edit text; change the size or appearance of text; modify lists, headers and footers, and tables; copy and paste text from one part of your document to another; add content or attachments to your document; and update the table of content. This 3-hour course is scheduled from 9:00 a.m. to 12:00 p.m.

For more detailed explanation about content specifics for the Solicitation Forms, we strongly recommend these courses: North Carolina Procurement, Solicitation Documents and the Law: Explaining Legal Terms and Conditions in IFBs and RFPs, and Request for Proposals (RFP) Development & Evaluation.

Dates and Locations

October 28	Raleigh
November 23	Raleigh
December 8	Raleigh

Cost: FREE

Interactive Purchasing System



Online instructions and job aids are available at <http://www.pandc.nc.gov/OnlineEducation/index.html> to assist purchasers with navigating the Division of Purchase & Contract's electronic public notification system for advertising and awarding contracts.

Cost: FREE

Under Development ...



How to Do Business with the State (for vendors)
How to Submit a Bid or Proposal (for vendors)
Purchasing Basics for End-users
Understanding Commodity Codes
2016 Course Schedule

Vendor Training

E-Procurement



Online assistance is available at <http://eprocurement.nc.gov/Vendor.html> to help vendors register. Registration allows vendors to receive purchase orders and respond to informal solicitations and price quotes from state entities using E-Procurement.

Cost: FREE

Interactive Purchasing System



Online instructions are available at <https://www.ips.state.nc.us/vendor/VndTips.aspx> to assist vendors who desire to do business with the State of North Carolina.

Cost: FREE

“Excellence is an art won by training and habituation” ~ Aristotle

Course Registration

NC Learning Center

Registration for the Division of Purchase & Contract courses is available through the NC Learning Center. All procurement professionals employed with any state agency, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes are eligible to attend the courses listed in this catalog.

Instructions for registering as a state agency or institution and for community colleges and universities is different. Please follow the appropriate instructions below for BEACON and non-BEACON users.

BEACON users (state agencies and institutions)

Follow these [instructions](#) below to register if you are a BEACON user:

1. Login into BEACON.
2. Select the 'LMS & NCVIP' tab and click on *Submit* button.
3. From the NC Learning Center homepage, type 'P&C' in search box located on top right of page. Press ENTER key.
4. Click on course title to view list of available classes.
5. Under 'Actions' column, select *Request* to request course corresponding to the title you are interested in pursuing.

Your manager must approve your request. Once approved, you will receive an email message from the NC Learning Center confirming your registration.

Non-BEACON users (community colleges and universities)

Community college and university employees must first [create an account](#) with the NC Learning Center *before* registering for training courses. Once you create your account, follow these instructions below to register:

1. Type <https://ncgov.csod.com/client/ncgov/default.aspx> into your web browser.
2. Enter login and password from when you created an account.
3. Click on P&C logo on the homepage.
4. Click on the title of the course to view a list of available course dates.
5. Identify the date, location, and time of the course you prefer. Under the 'Actions' column, select *Request* to request course corresponding to the title you are interested in pursuing.

2015 P&C Training Course Schedule

DATE	COURSE TITLE	LOCATION	FACILITY
October 21	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
October 22	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
October 28	Customizing Solicitation Forms	Raleigh	NC Judicial Center 901 Corporate Center Drive
November 3-4	RFP Development & Evaluation	Winterville	Pitt Community College 1986 Pitt Tech Rd.
November 10	NC Contract Administration	Raleigh	Department of Environment & Natural Resources 217 W. Jones St.
November 17	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
November 18	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
November 23	Customizing Solicitation Forms	Raleigh	NC Judicial Center 901 Corporate Center Drive
December 4	E-Procurement	Salisbury	Regional Site: Rowan-Cabarrus Community College 1333 Jake Alexander Drive Bldg. 400 - Room 4128 Salisbury, NC
December 8	Customizing Solicitation Forms	Raleigh	NC Judicial Center 901 Corporate Center Drive
December 9	Solicitation Documents and the Law	Raleigh	Department of Public Safety 3010 Hammond Business Place
December 15	E-Procurement	Raleigh	Wake Tech Community College 321 Chapanoke Rd.
December 15-17	NC Procurement	Raleigh	Statewide IT Procurement 3900 Wake Forest Rd.
December 16	E-Quote	Raleigh	Wake Tech Community College 321 Chapanoke Rd.