



Purchase & Contract
ADMINISTRATION



Course Catalog

2016

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Introduction

The Division of Purchase & Contract (P&C) offers valuable in-person and online training opportunities to employees of state agencies, community colleges, universities, and Vendors interested in doing business with the state of North Carolina. This course catalog provides a brief description of each course, registration instructions, and technical requirements for online courses. For your convenience, we have also included a summary of all course offerings organized in alphabetical and chronological order.

Currently, P&C does not have a dedicated training facility; therefore, our training schedule is subject to change. Every effort is made to plan and schedule courses six months in advance. Please continue to check the Division of Purchase & Contract's website and the NC Learning Center frequently for added and updated course offerings.

Please note that training courses developed by P&C will not include laws, rules, and processes related to purchasing information technology goods and services. Training for purchasing information technology goods and services is located on the IT Procurement Training website at <http://it.nc.gov/it-procurement-training>.

Course Registration Instructions

NC Learning Center

Registration for Division of Purchase & Contract courses is available through the NC Learning Center. All individuals employed with any state agency, department, 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 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. Log in to BEACON.
2. Select the *LMS & NCVIP* tab and click on the *Submit* button.
3. From the NC Learning Center home page, type 'P&C' in the search box located on the top right of the page. Press the *Enter* key.
4. Click on the course title to view the list of available offerings.

5. Under the *Actions* column, select *Request* to obtain a course corresponding to the title you are interested in pursuing.
6. **Your manager must go into the NC Learning Center and approve your request!**
7. Wait for the *Registration Confirmation* email from the NC Learning Center.

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 an account, follow the instructions below to register:

1. Type <https://ncgov.csod.com/client/ncgov/default.aspx> into your web browser. **You must use Internet Explorer!**
2. Enter the login and password from when you created your account.
3. Click on the P&C logo on the home page.
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 obtain a course corresponding to the title you are interested in pursuing.
6. Wait for the approval of your request.
7. Wait for the *Registration Confirmation* email from the NC Learning Center.

Course Descriptions

COURSES FOR STATE EMPLOYEES

Customizing Solicitation Forms



This instructor-led course provides a general overview of the new solicitation forms organization and functionality for procurement professionals and end users. This hands on computer-based 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 contents. This 4-hour course is scheduled from 8:30 a.m. to 12:30 p.m.

Target Audience: Purchasing Agents, Purchasing Officers and End users

Cost: Free

Dates	Location	Facility Name
February 11	Raleigh	NC Judicial Center
June 8	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)

October 6

Raleigh

Wake Tech’s Public Safety
Education Campus (PSEC)

Determining Cost



This instructor-led course explains the basic elements of total cost of ownership (TCO) financial analysis for public procurement. This course is designed for the procurement professional who is faced with supporting acquisition decisions for various goods and services. Through case-based scenarios, discover all of the obvious costs and all of the ‘hidden’ costs of ownership across the full life cycle of the acquisition. This 6.5-hour course is scheduled from 8:30 a.m. until 4:00 p.m.

Target Audience: Purchasing Agents, Purchasing Officers and End users

Cost: Free

Dates	Location	Facility Name
February 17	Raleigh	Department of Administration
April 20	Raleigh	Department of Administration
June 15	Raleigh	Department of Administration
September 21	Raleigh	Department of Administration
December 13	Raleigh	Department of Administration

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 Contract 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.

Target Audience: Purchasing Agents, Purchasing Officers and Requisitioners

Cost: Free

Dates	Location	Facility Name
January 27	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)
February 24	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)
March 11	Goldsboro	Wayne Community College
March 22	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)
April 27	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)
May 24	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)
June 22	Raleigh	Wake Tech’s Public Safety Education Campus (PSEC)

July 12	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
August 17	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
September 13	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
October 12	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
November 9	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
December 14	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)

eQuote



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 12:00 p.m.

Target Audience: Purchasing Agents, Purchasing Officers and Requisitioners

Cost: Free

Dates	Location	Facility Name
January 28	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
February 25	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
March 23 (cancelled)	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
April 28	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
May 25	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
June 23	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
July 13	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
August 18	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
September 14	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
October 13	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
November 10	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
December 15	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)

Interactive Purchasing System



Instructions and job aids are available to assist procurement professionals with navigating the Division of Purchase & Contract's electronic public notification system for advertising solicitations and awarding contracts by visiting

<http://www.pandc.nc.gov/OnlineEducation/index.html>.

Target Audience: Purchasing Agents and Purchasing Officers

Cost: Free

North Carolina Contract Administration & Monitoring



This instructor-led course includes the following topics: contract administration principles, terminology, roles and responsibilities of contract administrators, problem-solving, and best practices for individuals responsible for managing, administering, or managing contracts. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Target Audience: Purchasing Agents, Purchasing Officers, End users, Contract Administrators, Contract Managers, Project Managers, etc.

Cost: Free

Dates	Location	Facility Name
January 21	Raleigh	Department of Administration
March 17	Garner	Department of Transportation
April 7	Charlotte	Central Piedmont Community College
May 12	Raleigh	Department of Public Safety
September 8	Raleigh	Department of Public Safety
December 8	Raleigh	Department of Public Safety

North Carolina Procurement



This instructor-led course provides a comprehensive overview of the procurement process for purchasing goods and services not related to information technology. 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, and best practices. This 3-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Target Audience: Purchasing Agents, Purchasing Officers, End users, Controllers, Auditors, etc.

Cost: Free

Dates	Location	Facility Name
January 5-7	Charlotte	Central Piedmont Community College
March 8-10	Raleigh	Office of State Controller
May 3-5	Raleigh	Wake Tech's Public Safety Education Campus (PSEC)
July 19-21	Raleigh	Department of Transportation
September 13-15	Raleigh	To Be Determined
November 15-17	Raleigh	Department of Information Technology

Request for Proposals (RFP) Development & Evaluation



This instructor-led course is an in-depth study of Request for Proposals (RFP). This course is designed to help 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. Completion of *North Carolina Procurement* is encouraged prior to attending this course.

Target Audience: Purchasing Agents, Purchasing Officers and End users

Cost: Free

Dates	Location	Facility Name
February 3-4	Raleigh	Office of State Controller
April 5-6	Charlotte	Central Piedmont Community College
August 2-3	Garner	Department of Transportation
October 12-13	Raleigh	Department of Administration

“Leadership and learning are indispensable to each other.” ~John F. Kennedy

Solicitation Documents & 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. 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.

Target Audience: Purchasing Agents, Purchasing Officers, End users, Contract Managers, Contract Administrators, Project Managers, Business Owners, Subject Matter Experts, etc.

Cost: Free

Dates	Location	Facility Name
February 10	Raleigh	NC Judicial Center
May 10 (cancelled)	Raleigh	Department of Information Technology
July 19	Raleigh	Department of Information Technology
November 8	Raleigh	Department of Information Technology

Specification Writing



This instructor-led course explains the purpose of specification writing to obtain a commodity or service that will satisfy a particular need at an economical cost. In this course, participants will discuss how writing a specification relates to the sections of the Invitation for Bid (IFB), identify key components of a specification that makes it neither unduly restrictive and promotes competition, explore each type of specification, and determine when each type of specification is used for a particular need. This 1-day course is scheduled from 8:30 a.m. to 4:30 p.m.

Target Audience: Purchasing Agents, Purchasing Officers and End users

Cost: Free

Dates	Location	Facility Name
April 12	Raleigh	Department of Administration
June 2	Raleigh	Department of Administration
September 13	Raleigh	Department of Administration
November 3	Raleigh	Department of Administration

Technical Requirements for Online Courses

Online courses developed by the Division of Purchase & Contract require participants to have an updated operating system, Web browser, and installed software to view content. Please review the following to ensure access to our valuable online learning opportunities.

Operating System	<p><u>Windows</u>: XP Service Pack 3 and newer</p> <p><u>Mac</u>: OSX 10.6 and newer</p>
Internet Connection	Satellite, Cable, or DSL preferred over dial-up
Web Browser	<p><u>Windows</u>: Internet Explorer 6 and later, Microsoft Edge (latest version), Firefox 1.x and later, Google Chrome (latest version), Opera 9.5 and later</p> <p><u>Mac</u>: Safari 3 and later, Firefox 1.x and later, Google Chrome (latest version)</p> <p><u>Linux</u>: Firefox 1.x and later</p>
HTML5	<p><u>Windows</u>: Google Chrome (latest version)</p> <p><u>Mac</u>: Safari 6.0.5 or later, Google Chrome (latest version)</p> <p><u>Mobile</u>: Safari in Apple iOS 6 or later</p>
Apple iOS	Articulate Mobile Player (available in iTunes Store) - Apple iOS 6 or later on iPad
Android OS	Articulate Mobile Player (available in Google Play) – Android OS 4.1 or later (optimized for tablets)
Additional Plug-ins (may be required)	<p>Flash Player (version 10 or later)</p> <p>Adobe Reader</p> <p>Windows Media Player</p> <p>QuickTime (for Apple)</p> <p>Java</p> <p>Shockwave</p>

Online Training Modules

Whether it's due to a conflict in schedule or travel restraints, P&C understands that not everyone is able to attend the regularly scheduled trainings in person. The online modules are designed to provide training conveniently at the fingertips of its participants. Currently, there are a total of ten (10) online training modules available to employees of state agencies, community colleges and universities. Before accessing these valuable online learning opportunities please be sure to refer to the [Technical Requirements for Online Courses](#) section to review a list of system requirements. Also please be sure to check back periodically for new online training opportunities.

Advanced Purchasing



This online course provides a detailed overview of the creation of change orders. By the end of this online course, participants will understand how to cancel purchase orders and resolve NCAS encumbrance failures. *Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement [website](#). Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency Purchasing Professionals

Cost: Free

Length: Approximately 2 hrs. 20 mins. (if viewing from beginning to end)

Interested? Begin the Advanced Purchasing Training Course [here](#).

Approving Process



This online course discusses the approval flow tab and explains which users can act on them. Participants will also learn how to delegate approval authority and change email notification preferences. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems. *Please note that this course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement [website](#). Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency, Community College, University/
Other School System Purchasing Professionals

Cost: Free

Length: Approximately 2 hrs. 50 mins. (if viewing from beginning to end)

Interested? Begin the Approving Process Training Course for State Agencies [here](#).

Begin the Approving Process Training Course for Community Colleges & School Systems [here](#).

Catalog Approval Process



This online course provides contract administrators with essential skills to approve catalogs that have been submitted by contract Vendors. By the end of this online course, participants will understand what actions are required, the role of the content enablement team and the features available for reviewing catalogs in NC E-Procurement. *Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement [website](#). Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: Contract Administrators

Cost: Free

Length: Approximately 1hr. 20 mins. (if viewing from beginning to end)

Interested? Begin the Catalog Approval Process Training Course [here](#).

eQuote



This online course explains how to initiate an eQuote, enter items and select suppliers. Participants will also learn how to evaluate supplier responses and add them to a requisition. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems. *Please note that this course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement [website](#). Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency, Community College, University/ Other School System Purchasing Professionals

Cost: Free

Length: Approximately 2 hrs. 25 mins. (if viewing from beginning to end)

Interested? Begin the eQuote Training Course for State Agencies [here](#).

Begin the eQuote Training Course for Community Colleges & School Systems [here](#).

Receiving Process



This online course discusses the two types of receiving: how to receive and unreceive in the NC E-Procurement system. *Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement [website](#). Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency Procurement Professionals

Cost: Free

Length: Approximately 3 hrs. 10 mins. (if viewing from beginning to end)

Interested? Begin the Receiving Process Training Course [here](#).

Reporting



This online course offers participants an overview on the various reports that are available in NC E-Procurement. By the end of this online training course, participants will gain a better understanding of the reporting process and how to filter and save reports. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems. *Please note that this course is NOT available for registration in the NC Learning Center. Both versions of this courses are published on the NC E-Procurement [website](#). Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency, Community College, University/ Other School System Purchasing Professionals

Cost: Free

Length: Approximately 1 hr. 9 mins. (if viewing from beginning to end)

Interested? Begin the Reporting Training Course for State Agencies [here](#).

Begin the Reporting Training Course for Community Colleges & School Systems [here](#).

Requisitioning



This online course provides steps to create an eRequisition in NC E-Procurement. By the end of this online training course, participants will become familiar with Statewide Term Contract Catalogs and how to edit an existing eRequisition. There are two (2) trainings for this course; one is designated for state agencies and the other for community colleges and school systems. *Please note that this course is NOT available for registration in the NC Learning Center. Both versions of this course are published on the NC E-Procurement [website](#). Please be aware that these training courses will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency, Community College, University/ Other School System Purchasing Professionals

Cost: Free

Length: Approximately 3 hrs. 35 mins. (if viewing from beginning to end)

Interested? Begin the Requisitioning Training Course for State Agencies [here](#).

Begin the Requisitioning Training Course for Community Colleges & School Systems [here](#).

Selecting the Correct Commodity Code



This online course will assist individuals with selecting the correct commodity code. By the end of this online course, participants will be able to understand the importance of selecting the correct commodity code, locate resources to find the correct commodity code and determine if a commodity code is for a good or service. In order to view content in this online course, participants are required to have an updated operating system, web browser, and installed software for viewing content. Please refer to [Technical Requirements for Online Courses](#) to review system requirements. *This course is NOT available for registration in the NC Learning Center. In 2016, this course will be published on the P&C website.*

Target Audience: Purchasing Agents, Purchasing Officers, End users, Requisitioners, etc.

Cost: Free

Length: To be determined

Interested? More information coming soon!

Security Administration



This online course provides an overview of the security administrator role. By the end of this online course, participants will know how to create address and user maintenance eForms. This includes adding, deleting and updating addresses and user accounts. *Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement [website](#). Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: Community College and School System Procurement Professionals

Cost: Free

Length: Approximately 3 hrs. 11 mins. (if viewing from beginning to end)

Interested? Begin the Security Administration Training Course [here](#).

System Navigation



This online course offers an overview of NC E-Procurement. By the end of this online course, participants will be able to operate NC E-Procurement dashboard and the portlets available to customize their dashboard. Participants will also gain a better understanding of the system search fields and labeling transactions. *Please note that this course is NOT available for registration in the NC Learning Center. It is published on the NC E-Procurement [website](#). Please be aware that this training course will only operate with Adobe Flash Player 10 or higher. Please see the [Technical Requirements for Online Courses](#) section for more information.*

Target Audience: State Agency Procurement Professionals

Cost: Free

Length: Approximately 2 hrs. 44 mins. (if viewing from beginning to end)

Interested? Begin the System Navigation Training Course [here](#).

NIGP – The Institute for Public Procurement

The Division of Purchase & Contract has partnered with NIGP – The Institute for Public Procurement to offer procurement training opportunities at a reduced cost. All classes will be offered at the NIGP membership rate. A cost savings of \$200 for 3-day classes!

Interested? Be sure to register as early as possible. Classes will be cancelled if there are less than ten (10) paid registered participants one month prior to the respective start date. It is also important to note that NIGP is responsible for all registrations and processing payments. For information on registration Q & A, class location, lodging and parking please reference the [NIGP – The Institute for Public Procurement Training Logistics](#) section of the course catalog.

Developing & Managing Requests for Proposals



This instructor-led course guides participants through the Request for Proposals (RFP) process and examines how it can be used to its maximum potential. In this 3-day course, participants will learn about selecting the best solicitation process for a given procurement, RFP planning and development process, conducting a negotiation, proposal handling processes, evaluation team roles and responsibilities, evaluation methodologies and their associated application, customizing items and conditions in a contract to meet the needs of the procurement and how to manage post award issues in accordance with the commonly accepted practices of the profession. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Procurement Professionals

Cost: \$700 per student

Interested? Register [here](#).

Dates	Location	Facility Name
Nov 29 – Dec 1	Raleigh	Department of Public Safety

Fundamentals of Leadership & Management



This instructor-led course examines leadership and management issues and ways to improve upon the performance of a procurement organization. This 2-day course will focus on topics of motivation, decision making, communication, conflict management, group dynamics and organizational change. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Supervisory and/ or Managerial Procurement Professionals

Cost: \$500 per student

Interested? Register [here](#).

Dates	Location	Facility Name
July 26 – 27	Raleigh	Department of Administration

Introduction to Public Procurement



This instructor-led course provides an outline of the public procurement profession and the fundamental concepts. In this 3-day course, participants will learn the functions of public procurement, steps in the procurement cycle and the stakeholder relationships inherent in each step, how public procurement adds value to the delivery of public services, entities that impact public procurement and the importance of ethics and professionalism. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Procurement Professionals

Cost: \$670 per student

Interested? Register [here](#).

Dates	Location	Facility Name
May 17 – 19	Raleigh	Department of Administration

Legal Aspects of Public Procurement



This instructor-led course provides an overview of the legal side of public procurement. In this 3-day course, participants will learn the foundation of the principles and general concepts of the law as it relates to the Uniform Commercial Code (U.C.C.), the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting and post-award issues. The course will also focus on the ethical issues facing the profession that is relevant to the law. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Procurement Professionals

Cost: \$700 per student

Interested? Register [here](#).

Dates	Location	Facility Name
Oct 25 – 27	Raleigh	Department of Administration

Sourcing in the Public Sector



This instructor-led course explores the sourcing process within the public sector. In this 3-day course, participants will learn pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis and internal control processes. This course will also touch on how to determine the appropriate sourcing method, prepare the relevant sourcing invitation document, manage the acquisition process, evaluate the response of submissions and contract awards. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Procurement Professionals

Cost: \$700 per student

Interested? Register [here](#).

Dates	Location	Facility Name
Aug 30 – Sept 1	Raleigh	Department of Public Safety

Strategic Procurement Planning



This instructor-led course offers tools to aid Procurement Professionals in strategic procurement planning. In this 3-day course, participants will learn about developing strategic plans, the role of procurement in the budget process, pricing strategies and value-adding analysis techniques, strategic sourcing, client satisfaction strategies and talent management. This course is scheduled from 8:00 a.m. to 5:00 p.m.

Target Audience: Procurement Professionals

Cost: \$700 per student

Interested? Register [here](#).

Dates	Location	Facility Name
Sept 27 – 29	Raleigh	Department of Public Safety

NIGP – The Institute for Public Procurement Training Logistics

Class Locations

Classes will be taught at either the Administration Building or the Juvenile Justice Central Office in Raleigh. If you plan to attend a class offered at the Administration Building please be sure to enter the building on Jones Street and bring a State Employee ID or driver’s license to gain access. Please note that classes are either 2-day or 3-day in duration. No food or beverages will be provided; however, they are allowed in the classroom. The dress attire is business casual. Please refrain from wearing perfume or cologne since some attendees suffer from asthma and/ or allergies.

Department of Administration

HRM Training Room, 2nd Fl.
116 W. Jones St.
Raleigh, NC 27603

Department of Public Safety

Juvenile Justice Conference Room
3010 Hammond Business Place
Raleigh, NC 27603

Registration

For registration assistance please contact NIGP at (800) 367-6447.

Lodging

Hotels Near the Department of Administration (DOA)	Raleigh Marriott City Center 500 Fayetteville St. Raleigh, NC 27601 (919) 833-1120 Approximately 0.7 miles from DOA	Holiday Inn Raleigh Downtown 320 Hillsborough St. Raleigh, NC 27603 (919) 832-0501 Approximately 0.4 miles from DOA	Holiday Inn Express & Suites Raleigh NE – Medical Center Area 3618 New Bern Ave. Raleigh, NC 27610 (919) 256-2800 Approximately 6.2 miles from DOA
Hotels Near the Department of Public Safety (DPS)	Comfort Inn 2539 S. Saunders St. Raleigh, NC 27603 (919) 863-0091 Approximately 1.1 miles from DPS	Wingate by Wyndham Garner/ Raleigh South 1542 Mechanical Blvd. Garner, NC 27529 (919) 480-8032 Approximately 1.7 miles from DPS	Best Western PLUS Edison Inn 1595 Mechanical Blvd. Garner, NC 27529 (919) 662-4890 Approximately 1.8 miles from DPS

Parking

The **Department of Administration** is located in downtown Raleigh. Please access the [visitor parking map](#). Parking rates and payment methods are indicated on the map.

Parking at the **Department of Public Safety** is free and spaces are available on a first come, first serve basis. Please be sure to park in front of the building and enter Building 1 to access the conference room.

COURSES FOR VENDORS

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

COURSES UNDER DEVELOPMENT



How to Do Business with the State (for Vendors)
How to Evaluate Bids & Proposals
New Buyer Bootcamp
Purchasing Basics for End users

As soon as courses are developed and released, agencies will be notified via IPS mass email, the course catalog will be updated on the P&C website, and courses will be added to the NC Learning Center for registration.

2016 Course Schedule

Date	Course Title	Location	Facility & Address
1/5-1/7	NC Procurement	Charlotte	Central Piedmont CC 1112 Charlottetowne Ave.
1/21	NC Contract Administration & Monitoring	Raleigh	Dept. of Administration 116 W. Jones St.
1/27	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
1/28	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
2/3-2/4	RFP Development & Evaluation	Raleigh	Office of State Controller 3514 Bush St.
2/10	Solicitation Documents & the Law	Raleigh	NC Judicial Center 901 Corporate Center Drive
2/11	Customizing Solicitation Forms	Raleigh	NC Judicial Center 901 Corporate Center Drive
2/17	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
2/24	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
2/25	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
3/8-3/10	NC Procurement	Raleigh	Office of State Controller 3514 Bush St.
3/11	E-Procurement	Goldsboro	Wayne Community College 3000 Wayne Memorial Drive
3/17	NC Contract Administration & Monitoring	Garner	Dept. of Transportation 750 N. Greenfield Parkway
3/22	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
3/23 (cancelled)	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
4/5-4/6	RFP Development & Evaluation	Charlotte	Central Piedmont CC 1112 Charlottetowne Ave.
4/7	NC Contract Administration & Monitoring	Charlotte	Central Piedmont CC 1112 Charlottetowne Ave.
4/12	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
4/20	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.

Date	Course Title	Location	Facility
4/27	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
4/28	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
5/3-5/5	NC Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
5/10 (cancelled)	Solicitation Documents & the Law	Raleigh	Dept. of Information Technology 3900 Wake Forest Road
5/12	NC Contract Administration & Monitoring	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
5/17-5/19	NIGP: Introduction to Public Procurement	Raleigh	Dept. of Administration 116 W. Jones St.
5/24	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
5/25	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
6/2	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
6/8	Customizing Solicitation Forms	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
6/15	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
6/22	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
6/23	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/12	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/13	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
7/19	Solicitation Documents & the Law	Raleigh	Dept. of Information Technology 3900 Wake Forest Road
7/19-7/21	NC Procurement	Garner	Dept. of Transportation 750 N. Greenfield Parkway
7/26-7/27	NIGP: Fundamentals of Leadership & Management	Raleigh	Dept. of Administration 116 W. Jones St.
8/2-8/3	RFP Development & Evaluation	Garner	Dept. of Transportation 750 N. Greenfield Parkway

Date	Course Title	Location	Facility
8/17	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
8/18	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
8/30-9/1	NIGP: Sourcing in the Public Sector	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
9/8	NC Contract Administration & Monitoring	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
9/13	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
9/13	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
9/13-9/15	<i>NC Procurement</i>	<i>Raleigh</i>	<i>To Be Determined</i>
9/14	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
9/21	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
9/27-9/29	NIGP: Strategic Procurement Planning	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
9/28	<i>E-Procurement</i>	<i>Raleigh</i>	<i>To Be Determined</i>
10/6	Customizing Solicitation Forms	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
10/12	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
10/12-10/13	RFP Development & Evaluation	Raleigh	Dept. of Administration 116 W. Jones St.
10/13	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
10/25-10/27	NIGP: Legal Aspects of Public Procurement	Raleigh	Dept. of Administration 116 W. Jones St.
11/3	Specification Writing	Raleigh	Dept. of Administration 116 W. Jones St.
11/8	Solicitation Documents & the Law	Raleigh	Dept. of Information Technology 3900 Wake Forest Road
11/9	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
11/10	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401

Date	Course Title	Location	Facility
11/15-11/17	NC Procurement	Raleigh	Dept. of Information Technology 3900 Wake Forest Road
11/29-12/1	NIGP: Developing & Managing Requests for Proposals	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
12/13	Determining Cost	Raleigh	Dept. of Administration 116 W. Jones St.
12/8	NC Contract Administration & Monitoring	Raleigh	Dept. of Public Safety 3010 Hammond Business Place
12/14	E-Procurement	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401
12/15	eQuote	Raleigh	Wake Tech's Public Safety Education Campus (PSEC) 321 Chapanoke Road, Room 1401