



To: Members of the Joint Committee on Government Reform

From: James P. Sledge, Chief Procurement Officer

Date: April 21, 2009

Subject: Overview of the CMS Training Initiative

To maximize the potential of all purchasing officers within CMS and under CMS authority, CMS has initiated a comprehensive training initiative focused on various aspects of the procurement process. Additionally, CMS will work jointly with the Procurement Policy Board to utilize its expertise in developing and producing future training programs.

FOCUSED CMS TRAINING (*scheduled and ad hoc*): These courses focus on conveying an understanding of procurement and ensuring compliance with the various laws, rules and policies. These live courses use in-house resources. We are looking into webinar and internet based courses to supplement live courses.

Scheduled Training: This fiscal year we have scheduled/conducted the following courses (certain courses will be repeated next fiscal year):

<u>Title</u>	<u>Attendance</u>
Overview of Procurement	147
Solicitation and Contract Forms	98
State Purchasing Officer Foundations	79
Procurement Ethics	49
Real Property—Purchasing, Leasing and Improving	40
Specifications	62
The Contracting Process	81 (proposed)

The following new courses are proposed for next fiscal year:

- Title
- Receiving, Opening and Maintaining Bids and Proposals
- Methods of Source Selection
- The Evaluation Process
- Integrating Preferences into the Procurement Process
- Construction Contracting
- Exempt Procurements
- Disclosure of Procurement Information

Ad hoc training: Every four to six weeks we call a meeting of the various State Purchasing Officers for the purpose of providing updates on various matters. In addition, many meetings include

training matters on the agenda, for example addressing the new campaign contribution ethics requirements and introducing new solicitation and contract forms.

GENERAL TRAINING. We have contracted with the National Institute of Governmental Purchasing (NIGP) to conduct training on general concepts of procurement. In addition, those courses will count toward meeting educational requirements for procurement staff interested in national certification.

The following courses were conducted in February and were designed to help attendees understand the scope of the procurement process and what it takes to be certified by the national organization.

Title:

CPPO Prep.

CPPB Prep.

The following course from NIGP is scheduled for April 23, 2009, and will be conducted as a webinar:

Title:

Your Top Ten Specification Tips

Additional courses will be scheduled consistent with the contract budget.

VENDOR OUTREACH TRAINING.

Vendors need to be familiar with State procurement processes in order to have a better chance at success. We already conduct limited vendor training, but plan to systematize and expand the training.