<u>Mini Modules | 0.25 Hours</u>

Blackout Period (Catalog ID: PUR115EFY25)

This module provides an overview of the time a requisition is submitted to the Purchasing Division (or the solicitation is published at the agency-delegated level) to the time the contract/purchase order is awarded.

Bonds (Catalog ID: PUR410EFY25)

This module discusses the different types of bonds used in the bidding process to safeguard the state.

Compliance Verification Checklist for Requisition Submission (Catalog ID: PUR121EFY25)

In this module, we'll take a closer look at the documents that are required with every new requisition, as well as those with change orders/renewals.

Construction Purchases (Catalog ID: PUR312EFY25)

This module will clarify what constitutes construction; highlight some considerations an agency should keep in mind when soliciting for construction services; and analyze processing and post-award requirements.

Market Research (Catalog ID PUR122EFY25)

This mini module outlines the various market research methods procurement officers can use prior to preparing a solicitation.

Pre-Bid Conferences (Catalog ID: PUR209EFY25)

This mini online training module will discuss the benefits of pre-bid conferences, as well as provide an overview of the format and the agency's role.

Prohibited Contract Clauses Law (Catalog ID: PUR219EFY25)

This module explains what contract clauses are covered by state law and what it means for you when a vendor proposes them.

Standardization Process (Catalog ID: PUR311EFY25)

This mini module will discuss the process to standardize commodities.

Stringing (Catalog ID: PUR119EDY25)

This module helps agency procurement officers understand the bidding thresholds and the consequences of circumventing them.

Vendor Registration Fee Exemption (Catalog ID: PUR215EFY25)

This module highlights the circumstances in which a vendor registration fee exemption code may be used.

Full Modules | 0.50 Hours

Drafting Specifications for RFQs (Catalog ID: PUR104EFY25)

This module examines how specifications can affect the types of bids received.

Fixed Assets and Surplus Property (Catalog ID: PUR305EFY25)

This module examines the requirements for entering assets into the wvOASIS Fixed Assets System and the process for disposing of property once it is no longer needed by the owning state agency.

Request for Proposals (RFP) Evaluation / Best Value Procurement (Catalog ID: PUR304EFY25)

This module highlights some of the steps required prior to utilizing this method, examines the six sections of the RFP Standard Format, and discusses the responsibilities of the agency and Purchasing Division in the RFP evaluation process.

Request for Quotations (RFQ) (Catalog ID: PUR108EFY25)

This module highlights the required acquisition planning steps, the importance of writing clear and concise specifications, and other agency responsibilities prior to and during the advertisement of the RFQ.

Vendor Remedies: Protests, Circuit Court, and Claims Commission (Catalog ID: PUR206EFY25)

This module analyzes the three remedies available to vendors when they feel the procurement process has not been properly executed.

On-Demand Recordings

Change Orders Process (Click on title to view recording)

This recording walks through how to complete the change order process. While viewing this recording, you may also follow along with the Change Order Processing Instructional Guide.