



## Training Updates

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The new schedules for the first and second quarters of 2009 are already available from the SPD website. Additional training classes are being added to the schedule as we formalize the locations outside the Atlanta area. For more information on upcoming classes, check the [SPD State Purchasing Course Schedules on the SPD Web site.](#)

### **Writing Request for Proposals (RFPs) – New Training Class**

A new training class is currently in development to teach a method for creating Request for Proposals (RFPs). This one-day training class will concentrate on developing the Technical Requirements or Proposal Factors (as it will be known in the new RFP template and PeopleSoft).

The training class will:

- Review the 7-Stage Procurement Methodology
- Identify when the Request for Proposal (RFP) Process takes place within the 7-Stage Methodology
- Explain when to use an RFP
- Review the process used to create RFPs
- Apply the Development Process to create an RFP
- Transfer the resulting RFP into the specified RFP template

This training class replaces the training class formally called “Writing RFPs” and introduces the RFP development methodology adopted by SPD. SPD is planning on making this training class available September 1st. Notification of its availability will be advertised via DOAS - State Purchasing Division email. Once available, this new training class will be a requirement to obtain the RFP Certification.

As many are aware, several pilot sessions took place in order to help develop this course. There will be a statewide rollout of the training class in the future. In addition, SPD Issuing Officers will continue to work with agencies and universities who have submitted requisitions to SPD to issue RFPs.

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## **P-card Training Course to be Available Online**

SPD is pleased to announce that the current P-Card training course, Introduction to Procurement-Card (P-Card) Principles, is being updated to be delivered online starting this August.

The new training course is designed to help P-Card holders understand the purpose of the P-Card, its benefits, and when it is appropriate to use the P-Card. The objectives of this training course are to:

- Define what a Purchasing Card (P-card) is
- List the benefits of using a P-Card
- List the instances when to use a P-Card
- Review the Order of Precedence and how it relates to the use of the P-Card
- Review ethics and its affects on the use of the P-Card
- List restrictions of P-Card use
- List your responsibilities regarding the P-Card
- Explain instances when the P-Card is canceled or suspended
- Explain audit tasks related to the P-Card
- List resources involved in the P-Card Approval Process and their responsibilities
- Explain the policy changes that affect the use of the P-Card
- List available P-Card resources

The newly course will be available online and you will be able to take the training course at any time and complete it at your own pace. A notification of its availability will be advertised via DOAS - State Purchasing Division email.

***Important Note:** If you already attended Introduction to P-Card Principles as an instructor-led training class, you do not need to re-take the new online P-Card training course when available.*

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## **New Online Registration System**

SPD is pleased to announce the availability of its new Learning Management System (LMS) beginning this quarter. The LMS will allow you to view the training class schedules and register for or cancel out of training classes. You will be able to access the new LMS off of the SPD Training web page beginning this quarter and manage your own training experience at SPD.

You will be given a user ID and password to access the LMS. By signing on, you will be able to view your current enrollment, completion history, keep up with training schedules, and launch training courses available online.

We will announce the availability of the LMS and schedule a webinar showcasing its features and how to manage your training experience online. Stay tuned! ■

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