



New RFP Course Now Available

A new training course for the development of Request for Proposal (RFPs) has been created and made available to all State Purchasing professionals. The training course is designed to teach the new development process designed by the State Purchasing Division (SPD) on how to create Sections 4 and 6 of the RFP template. The RFP template is available on the [SPD website](#) under "SPD Official Forms, Stage 3."

The new training class is a one-day training covering the following objectives:

- Review the 7-Stage Methodology and identify when the Request for Proposal (RFP) Process takes place
- Explain when to use an RFP
- Review the process to create Request for Proposals (RFPs)
- Apply the Development Process to create an RFP
- Transfer the resulting RFP into the specified format

This training class will be mandatory for those purchasing professionals interested in completing the Georgia Procurement Certification, soon to be available from SPD. Check the [training schedule](#) for availability and submit a request to training@doas.ga.gov to register. ■