



**Department of General Services
Procurement Division**
707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: January 11, 2012

E-01-12

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)
Small Business and DVBE Advocates**

RE: Seats Available for January 12, 2012 Requirements Development Class

There are seats available in the Requirements Development Workshop this Thursday, 8:30-4:30, in training room 1-316. Prerequisites for this class include completion of the Basic Acquisition Certification Program, purchasing experience using the Invitation For Bids or Request For Proposals solicitation documents, and supervisory approval. The course objectives and description follow:

Course Objective

1. Plan requirement development that complies with state rules and user needs.
2. Write requirements plainly.
3. Incorporate requirements effectively into a contract for easier administration.

Course Description

Projects tend to fail directly or indirectly because of poor requirements. In this workshop you will acquire knowledge and techniques for developing good requirements and how to seek innovative solutions that would meet the state's needs.

You may register using the Training Registration System at:

<https://www.training.dgs.ca.gov/courselist.asp?group=11>

If you have any questions regarding this notification, please contact:

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Americans with Disabilities Act (ADA): It is the policy of the State to make every effort to ensure that its programs, activities and services are available to all persons, including persons with disabilities. Persons with disabilities requiring reasonable modification to participate in the meeting/training should **provide their request to DIANE LEUNG at diane.leung@dgs.ca.gov or 916-375-4567**. You may also contact the Procurement Division main office at (916) 375-4400 or the **Procurement Division TTY** (West Sacramento) at (916) 376-1891, **California Relay Service** at 1-800-735-2922 or 1-888-877-5379; TTY at 1-900735-2929 or 1-888-877-5378, Speech to speech at 1-800-854-7784. It is recommended that DGS receives the request **at least five working days prior to the event**.