



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: November 27, 2013

Bulletin #: E-20-13

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

**RE: State Purchasing Training: Acquisitions under \$5,000 Online Webinar
(LiveMeeting)**

Attention State of California Procurement and Contracting Officials:

The California Procurement and Contracting Academy (Cal-PCA) will be providing an opportunity for you to take advantage of online training via Microsoft LiveMeeting by conducting a 3-session webinar covering the acquisitions of Non-IT Goods, IT Goods, IT Services, and Non-IT Services valued at under \$5,000.

Although this training is open for all State of California procurement and contracting officials; this course is geared to those with two or less years of experience, or as a refresher course for the more seasoned officials that acquire products or services under the \$5,000 dollar threshold.

Each session is approximately 2 ½ to 3 hours in length and given over a 3-day period:

Session 1, Buying Analyst Basics and Acquisition Planning

- January 22, 2014– 9:00 a.m. to 12:00 p.m. (Wednesday)

Session 2, Acquisition Phase

- January 23, 2014– 9:00 a.m. to 12:00 p.m. (Thursday)

Session 3, Evaluation and Post-Award

- January 24, 2014– 9:00 a.m. to 12:00 p.m. (Friday)

NOTE: Session 3 will be held on a Friday, so plan accordingly.

(Please see next page for approval, enrollment, and certification information.)

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 CalPCAOnline@dgs.ca.gov or 916-375-4400.** 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.**

Approval:

Cal-PCA is providing this learning experience to those who may not otherwise have access at their location to such valuable training; so please obtain approval from your department prior to registering for this webinar.

How Do I Enroll?:

Step 1: Register with DGS

- You must have or create a User Profile in the DGS Training and Registration System at <https://www.training.dgs.ca.gov/login.asp> to enroll in any Cal-PCA course. (User Profile must include your agency billing code to enroll.)
- Click on *Courses* in the grey menu bar at the left of the screen.
- Under *Cal-PCA*, click on *Acquisitions Under \$5,000 Webinar (3 mornings)*.
- Click on *Click here to see a list of current classes for this course* at the left of the screen.
- Click on *Seats Available*.
- Then click on *Sign Me Up for Class* on the left of the screen.

Step 2: Register with Microsoft LiveMeeting

- After your TRS registration is complete; please wait for Cal-PCA to email you the link to register with Microsoft LiveMeeting.
- Once you have registered with Microsoft LiveMeeting, you will be emailed a unique Access Code that you will use to join the webinar for each session and participate in the quiz, survey, and exam.

****Closed captioning will be provided for this webinar.***

Certificate of Completion:

To receive a Certificate of Completion for this Cal-PCA course, you must attend **ALL 3** sessions of the webinar, participate in the on-screen polls, **AND** pass a final exam at the end of the course.

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

California Procurement and Contracting Academy
CalPCAOnline@dgs.ca.gov