



M E M O R A N D U M

Date: March 11, 2003

To: All Procurement and Contracting Officers

From: Department of General Services
Procurement Division

Subject: **STATEWIDE PROCUREMENT TRAINING
AND CERTIFICATION PROJECT**

In November 2002, departments were asked to participate in a statewide procurement training and certification survey. As a result of this survey and to address the concerns of the Governor's Task Force on Contracting and Procurement Review, the Department of General Services, Procurement Division will be offering two new workshops in Ethical Decision Making and California Leveraged Procurements. These workshops are part of a broader procurement certificate program that is being developed and will be available beginning in July 2003.

We are currently scheduling the first five (5) offerings of each workshop. The schedule is as follows:

- April 30-May 1, 2003: Sacramento
- May 7-8, 2003: Sacramento
- May 12-13, 2003: Sacramento (at the Government Technology Conference)
- May 21-22, 2003: Central California (tentative)
- June 11-12, 2003: Southern California (tentative)

These new workshops will be offered at no cost in two-day increments (Ethical Decision Making on the first day and California Leveraged Procurements on the second day). We are encouraging Procurement and Contracting Officers (PCOs), managers, supervisors, and staff involved in the procurement process to attend these workshops. In the future individuals will be required to attend training as a condition of obtaining delegated purchasing authority. Attendance at each workshop will be limited to approximately 100 participants, so this is your opportunity to get an early start in the process. Please submit your department's candidate names by March 19, 2003

(preferably via email) using the attached form. Forward all completed forms to Kim Cox (EMAIL: kim.cox@dgs.ca.gov, FAX: 916-375-4545, MAIL: Procurement Division, 707 Third Street, 2nd Floor, West Sacramento, CA 95605). The information provided will be used to compile an invitation list. Toward the end of this month, a registration packet will be sent to all those on the invitation list. If applications exceed classroom capacity, preference will be given to PCOs, managers, and supervisors.

If you have any questions, please call Kim Cox at (916) 375-4331.

Janice King
Acting Deputy Director

cc: Delegation Contacts

Procurement Professionals

Department: _____

Note: Please complete this form and forward it via e-mail (preferably) to Kim.Cox@dgs.ca.gov (or fax to 916-375-4545 or mail to Procurement Division, 707 Third Street, 2nd Floor, West Sacramento, CA 95605) no later than **March 19, 2003**. Be sure to include the name of your department on the line above. If additional space is needed on the form below, pressing the *Tab* key while the cursor is in the last (bottom, right) cell will add an additional row to the table.

Name	Title	Manager or Supervisor? (Yes or No)	Mailing Address	Email Address	Phone Number	Preferred Training Location (Sacramento Central Cal, So. Cal)