



**Department of General Services  
Procurement Division**

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

**Broadcast Date: April 1, 2014**

**Bulletin #: E-07-14**

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

**RE: State Purchasing Training: Acquisitions Under \$5,000 Webinar**

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**Attention State of California Procurement and Contracting Officials:**

The California Procurement and Contracting Academy (Cal-PCA) will provide its popular 3-session live online webinar covering under-\$5,000 acquisitions of Non-IT Goods, IT Goods, IT Services, and Non-IT Services.

Although this training is open for all California State procurement and contracting officials, it is geared to those with less than two years of experience. It's also great as a refresher for seasoned officials that acquire goods or services under the \$5,000 dollar threshold.

The 3 sessions are each about 2½ to 3 hours long, given over a 3-day period:

**Session 1, Buying Analyst Basics and Acquisition Planning**

- May 28, 2014 – 9:00 a.m. to 12:00 p.m. (Wednesday)

**Session 2, Acquisition Phase**

- May 29, 2014 – 9:00 a.m. to 12:00 p.m. (Thursday)

**Session 3, Evaluation and Post-Award**

- May 30, 2014 – 9:00 a.m. to 12:00 p.m. (Friday)

**NOTE: Session 3 and Final Exam is on Friday. Students should plan accordingly.**

**Approval:** Cal-PCA provides this learning experience to those who may not otherwise have access at their location to such valuable training. Please obtain approval from your department, prior to registering for this webinar.

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

## How Do I Enroll?

It's a two-step process:

### **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 agency billing code and supervisor information 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, Cal-PCA will email you the link to register with Microsoft LiveMeeting (an MS Outlook plug-in).
- Once you have registered with Microsoft LiveMeeting, you will be emailed the unique Access Code you will use to join the webinar for each session and participate in the quiz, survey, and final exam.

***\*Please perform a systems test with Microsoft LiveMeeting to ensure that both audio and video are working, well before the first day of the webinar!  
(If need be, work with your department IT staff to do this testing.)***

***\*\*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 the 20-question 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](mailto:CalPCAOnline@dgs.ca.gov)