



**Department of General Services
Procurement Division**

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Broadcast Date: July 10, 2013

Bulletin #: E-14-13

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

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

This Broadcast Bulletin announces that the Department of General Services (DGS), Procurement Division (PD) will be providing an opportunity for State of California employees in a purchasing role to take advantage of online learning via Microsoft LiveMeeting.

The California Procurement and Contracting Academy (Cal-PCA) will be 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. Though this training is open for any procurement and contracting official within the State of California; it is more geared towards those with two or less years of experience, or as a refresher course for the more seasoned professional that purchases below this dollar threshold.

Each session will be approximately 2.5 to 3 hours in length; and will be given over a 3-day period:

Session 1, Buying Analyst Basics and Acquisition Planning

- July 16, 2013 – 9:00 a.m. to 12:00 p.m.

Session 2, Acquisition Phase

- July 17, 2013 – 9:00 a.m. to 12:00 p.m.

Session 3, Evaluation and Post Award

- July 18, 2013 – 9:00 a.m. to 12:00 p.m.

(Please see next page for enrollment instructions and a special note regarding certification.)

How Do I Enroll?

Step 1: Register with DGS

- Participants must have or create a user profile in the DGS, Training and Registration System (TRS) at <https://www.training.dgs.ca.gov/login.asp> to enroll into any Cal-PCA courses. (Profiles must include your agencies billing code to enroll.)
- Under *Cal-PCA*, click on the course titled: *Acquisitions Under \$5,000 Webinar*.
- Click to see *Current Classes*.
- Click on *Seats Available*; and then *Sign Up for the Class*.

Step 2: Register with Microsoft LiveMeeting

- After DGS/TRS registration is completed, Cal-PCA will be sending out the LiveMeeting link to join the class via the email address provided in your TRS user profile. (Please list the most current information in your TRS user profile.)

Special Note:

In order to receive a Certificate of Completion for this Cal-PCA course, participants must attend **ALL 3** sessions of the webinar **AND** pass a final exam at the end of the course.

Cal-PCA looks forward to providing a learning experience to State of California employees who may not otherwise have access at their location to such valuable training.

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

California Procurement and Contracting Academy
Cal-PCAOnline@dgs.ca.gov