



# Procurement Services Training Program

## Upcoming Classes

### Virtual Procurement Services Training

Oct 2020 to Jan 2021 Schedule

#### Introduction to Procurement

Introduction to Procurement is a 2-hour introductory course explaining the fundamental of public procurement at the City of Portland. This course is recommended before taking other courses in the curriculum. Topics covered include What is Procurement and Why is It Important; Procurement Guidelines; Procurement Authority; Mission, Vision, Value, and Impact; Major Procurement Groups; Other Procurement Programs; What to Consider When Procuring for the City, and Web Resources.

This course is part of the Procurement Services Training Program and is instructed by Procurement Services Managers and Supervisors.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

#### Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

#### Date, Time, and Location

Oct 06: 9am – 11am, virtual

Nov 05: 9am – 11am, virtual

Dec 08: 9am – 11am, virtual

Jan 21: 9am – 11am, virtual

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## Roles and Responsibilities in Goods and Services Processes

Roles and Responsibilities in Goods and Services Processes is a 2-hour course. The course objectives are to; Outline the major steps within the procurement process for Goods and Services for both competitive and non-competitive solicitations, Provide you with an overview of the roles and responsibilities between Procurement Services and the requesting Bureau for each step of the Goods and Services procurement processes. Course Outline is as follows; Solicitation Process Map, What is the difference between competitive and non-competitive solicitations? Non-Competitive solicitations process, Competitive solicitations process, and Summary.

This course is part of the Procurement Services Training Program and is instructed by the Procurement Goods Supervisor and/or Services Supervisor.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

### Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

### Date, Time, and Location

Nov 10: 9:15am – 11am, virtual

Dec 07: 9:15am – 11am, virtual

Jan 06: 11:00am – 1pm, virtual

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## Roles and Responsibilities in Procuring for Design Services

Roles and Responsibilities in Design Processes is a 1-hour course. The courses objectives are to; List the differences between Procurement Design and Services requests, create a timeline outlining the major steps of the Design Procurement Process, and Review the roles and responsibilities in each step of the Design Procurement Process. Topics include; Design vs. Services, Timeline, Process Steps.

This course is part of the Procurement Services Training Program and is instructed by the Procurement Design Supervisor.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

### Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

### Date, Time, and Location

Oct 20: 1pm – 2:30pm, virtual

Dec 01: 1pm – 2:30pm, virtual

Jan 05: 1pm – 2:30pm, virtual

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# Roles and Responsibilities in Construction Invitation to Bid Process

Roles and Responsibilities in Construction: Invitation to Bid Process is a 2-hour course. The courses objectives are to; Create a timeline outlining the major steps of the Construction Invitation to Bid (ITB) Process and Review the roles and responsibilities in each step of the Construction Invitation to Bid (ITB) Process. Topics include; Why do we use an ITB, Step by step Construction ITB Process Diagram, Construction ITB Process Steps and who is responsible for what. References.

This course is part of the Procurement Services Training Program and is instructed by the Procurement Construction Manager and/or Construction Supervisor.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

## Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

## Date, Time, and Location

Nov 16: 1pm – 3pm, virtual

Jan 12: 10am – Noon, virtual

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## Contractual Risk

Contractual Risk 101 is a 2-hour course. Attendees will learn the basic terminology associated with contractual risk, common insurance coverages required by the City of Portland, and how to use the new Risk Assessment Tool.

This course is part of the Procurement Services Training Program and is instructed by the Procurement Services Contractual Risk Program Manager.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

### Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

### Date, Time, and Location

Oct 20: 9am – 11am, virtual

Dec 01: 9am – 11am, virtual

### [Join Microsoft Teams Meeting](#)

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## Cooperative and City Agreements

Cooperative Agreements and City Agreements is a 2-hour instructor led class. The Cooperative Agreements and City Agreements course is intended to familiarize you with how Cooperative Agreements work, how to find one that fits your purchasing needs, and when to use them.

**\*\*Be sure to visit [CityLearner](#) for the most up-to-date times and dates\*\***

### Who Should Attend

Any City employee that does business with or who is interested in Procurement Services.

### Date, Time, and Location

Oct 07: 9am – 11am, virtual

Jan 27: 9am – 11am, virtual

### [Join Microsoft Teams Meeting](#)

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## To Register:

Go to [CityLearner](#), type the course name into the Find Learning search field and click Go to locate the course. If you need assistance with CityLearner, please go to [CityLearner Help](#) or send an email to [BHR Training](#).

For employees without access to CityLearner, email your request to [BHR Training](#).

Managers/Supervisors, please print and post this information for employees who do not have access to email.

ADA Accommodations: If you identify as a person with a disability and would like to request an ADA accommodation to participate in a City-sponsored training, please email us at [HRTraining@portlandoregon.gov](mailto:HRTraining@portlandoregon.gov) or call us at (503)823-6846. TTY users can reach us at (503)823-6868. Please note all accommodation requests should be submitted as soon as possible, but no later than 5 business days prior to the event. This allows enough time for us to process your request. Thank you.

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