



Procurement Services Training Program

Upcoming Classes

Virtual Procurement Services Training July 2022 through December 2022 Schedule

Virtual classes will be presented via Microsoft Teams Meetings
(Join on your computer or mobile app)

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

These courses are a course is part of the Procurement Services Training Program and are instructed by Procurement Services Managers and Supervisors.

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 and Other Procurement Programs and; What to Consider When Procuring for the City, and Web Resources.

Date, Time, and Location

Jul 26 10:00am – 12:00pm
Oct 04 10:00am – 12:00pm
Dec 06 10:00am – 12:00pm

Roles and Responsibilities in Goods and Services Processes

Roles and Responsibilities in Goods and Services Processes is a 2-hour course. The courses 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.

Date, Time, and Location

Aug 18 9:00am – 11:00am
Oct 25 9:00am – 11:00am

Roles and Responsibilities in Procuring for Design Services

Roles and Responsibilities in Design Processes is a 1.5-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.

Date, Time, and Location

Sep 20 9:00am – 10:30am

Nov 15 9:00am – 10:30am

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 instructed by the Procurement Construction Manager and/or Construction Supervisor.

Date, Time, and Location

Oct 19 09:00am – 11:00am

Design Bid Build Construction

Design Bid Build Construction is a 2-hour course. Participants will learn about contracting for services that are focused on the design bid build delivery method. This course is a comprehensive overview of contracting for construction services and focuses on bidding and contracting requirements that include an update on recent changes and latest developments. Topics include contracting basics, recent developments, roles and responsibilities, and new small business program requirements. Target audience Project Managers and city employees involved with the Design Bid Build process.

Date, Time, and Location

Sep 13 9:00am – 11:00am

Nov 29 9:00am – 11:00am

Contractual Risk 101

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.

Date, Time, and Location

Aug 16 1:00pm – 3:00pm

Oct 18 1:00pm – 3:00pm

Cooperative and City Agreements

Cooperative and City Agreements is a 2-hour instructor led class. The Cooperative 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.

Date, Time, and Location

Aug 16 9:00am -11:00am

Nov 03 1:00pm - 3:00pm

Alternate Construction Methods

Alternate Construction Methods is a 2-hour course. The purpose of the course is to introduce employees to alternate construction methods other than the standard "Design, Bid, Build Method" currently in use. Topics include: What methods the City has used before and why.

Date, Time, and Location

Sep 13 9:00am -11:00am

Dec 14 9:00am -11:00am

Who Should Attend

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

To Register

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** 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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