



**Department of General Services  
Procurement Division**

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

**Broadcast Date: December 30, 2019**

**Bulletin #: P-14-19**

---

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

**RE: Basic Acquisition Certificate for State Employees**

---

The Department of General Services (DGS), Procurement Division (PD), has just released a new on-demand learning path titled, "Basic Acquisition Certificate." The course provides information and guidance on procurement laws, codes, regulations, procedures and policies. This on-demand self-paced learning path replaces the 5-day in-class Basic Acquisition Certificate.

Topics covered in the Basic Acquisition Certificate learning path include:

1. Foundations of Procurement Law, Authority and Ethics
2. Acquisition Planning
3. Competitive and Non-Competitive Purchasing
4. Statement of Work
5. Leveraged Procurement Agreements
6. The Solicitation Process
7. Creating a Procurement Contract

To take the course, please go to the California Procurement and Contracting Academy (CalPCA) online link: [Click Here](#)

If you have any questions regarding this notification:

Email: [CalPCAonline@dgs.ca.gov](mailto:CalPCAonline@dgs.ca.gov)