

## CalPCA 2016/17 Webinar Schedule

### Acquisitions Under \$5,000 3 Morning Webinar - (9:00 am - 12:30 pm)

Track #	Day 1 Tues.	Day 2 Wed.	Day 3 Thurs.	Registration
A5K 1602	1/24/17	1/25/17	1/26/17	<a href="#">Click Here To Register</a>
A5K 1603	3/14/17	3/15/17	3/16/17	<a href="#">Click Here To Register</a>
A5K 1604	4/25/17	4/26/17	4/27/17	<a href="#">Click Here To Register</a>

### Contract Management - 2 Morning Webinar - (9:00 am - 12:30 pm)

Track #	Day 1	Day 2	Registration
CM 1602	12/5/16 Tues.	12/6/16 Wed.	<a href="#">Click Here To Register</a>
CM 1603	1/18/17 Wed.	1/19/17 Thurs.	<a href="#">Click Here To Register</a>
CM 1604	3/21/17 Tues.	3/22/17 Wed.	<a href="#">Click Here To Register</a>
CM 1605	5/17/17 Wed.	5/18/17 Thurs.	<a href="#">Click Here To Register</a>

### SB/DVBE Bid Option 1/2 Day Webinar - (Time varies)

Track #	1/2 Day	Time	Registration
SB 1604	10/19/16 Wed.	1:00 pm - 4:30 pm	<a href="#">Click Here To Register</a>
SB 1605	12/1/16 Thurs.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
SB 1606	1/31/17 Tues.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
SB 1607	2/8/17 Wed.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
SB 1608	3/30/17 Thurs.	1:00 pm - 4:30 pm	<a href="#">Click Here To Register</a>
SB 1609	4/4/17 Tues.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
SB 1610	5/24/17 Tues.	1:00 pm - 4:30 pm	<a href="#">Click Here To Register</a>

### Commercially Useful Function 1/2 Day Webinar - (Time varies)

Track #	1/2 day	Time	Registration
CUF 1604	10/19/16 Wed.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
CUF 1605	12/1/16 Thurs.	1:00 pm - 4:30pm	<a href="#">Click Here To Register</a>
CUF 1606	1/31/17 Tues.	1:00 pm - 4:30pm	<a href="#">Click Here To Register</a>
CUF 1607	2/8/17 Wed.	1:00 pm - 4:30pm	<a href="#">Click Here To Register</a>
CUF 1608	3/30/17 Thurs.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>
CUF 1609	4/4/17 Tues.	1:00 pm - 4:30pm	<a href="#">Click Here To Register</a>
CUF 1610	5/24/17 Wed.	9:00 am - 12:30 pm	<a href="#">Click Here To Register</a>

### State Procurement Overview for PCOs and PACs - 1/2-Day Webinar (9:00 am - 12:30 pm)

Track #	1/2 Day	Registration
SPO 1603	12/9/16 Fri.	<a href="#">Click Here To Register</a>

Printed Version? Trouble Enrolling? Questions? Comments?

Contact:

[CalPCAHelp@dgs.ca.gov](mailto:CalPCAHelp@dgs.ca.gov)

General CalPCA information:

<http://www.dgs.ca.gov/pd/Programs/CalPCA/Info.aspx>



## CalPCA 2016/17 In-Class Schedule

### *Basic Acquisition Certificate - 4-Day In-Class (9:00 am - 5:00 pm)*

Track #	Day 1	Day 2	Day 3	Day 4
BAC 1606	12/12/16	12/13/16	12/14/16	12/15/16
BAC 1607	1/9/17	1/10/17	1/11/17	1/12/17
BAC 1608	2/13/17	2/14/17	2/15/17	2/16/17
BAC 1609	3/6/17	3/7/17	3/8/17	3/9/17
BAC 1610	4/10/17	4/11/17	4/12/17	4/13/17
BAC 1611	5/8/17	5/9/17	5/10/17	5/11/17
BAC 1612	6/12/17	6/13/17	6/14/17	6/15/17

### *Evaluation & Award - 1-Day In-Class (9:00 am - 5:00 pm)*

Track #	Day 1
EVC 1603	2/22/17
EVC 1604	4/20/17

### *Leveraged Procurement Agreements - 1-Day In-Class (9:00 am - 5:00 pm)*

Track #	Day 1
LPA 1603	1/3/17
LPA 1604	4/18/17

### *Non-Competitively Bid - 1/2-Day In-Class (9:00 am - 12:30 pm)*

Track #	Day 1
NCB 1603	2/9/17
NCB 1604	4/19/17

### *Services Contracting - 2-Day In-Class (9:00 am - 5:00 pm)*

Track #	Day 1	Day 2
SCW 1603	1/24/17	1/25/17
SCW 1604	3/28/17	3/29/17

### *Statement of Work- 2-Day In-Class (9:00 am - 5:00 pm)*

Track #	Day 1	Day 3
SOW 1606	12/7/16	12/8/16
SOW 1607	1/4/17	1/5/17
SOW 1608	2/1/17	2/2/17
SOW 1609	3/1/17	3/2/17
SOW 1610	4/5/17	4/6/17
SOW 1611	5/3/17	5/4/17
SOW 1612	6/7/17	6/8/17

Contact:

[CalPCAHelp@dgs.ca.gov](mailto:CalPCAHelp@dgs.ca.gov)

CalPCA In-Class Registration:

<https://www.training.dgs.ca.gov>

General CalPCA information:

<http://www.dgs.ca.gov/pd/Programs/CalPCA/Info.aspx>



# CalPCA 2016/17 Class Descriptions

## **CalPCA Online Webinars**

### **Acquisitions Under \$5,000**

This webinar focuses on Non-IT and IT acquisitions totaling less than \$5,000; it is recommended for buyers with less than two years experience. Buyers who complete this workshop will better understand procurement-related terminology and acronyms; the use of State Contracting Manuals; utilization of State programs; the process of a competitive acquisition; and proper file documentation.

### **Commercially Useful Function**

The Commercially Useful Function (CUF) webinar addresses CUF requirements for firms bidding on state goods & services contracts. Upon completion of this workshop, students are able to define the meaning of CUF, identify the five requirements needed to determine CUF, define departmental responsibility in determining CUF for each contract, and identify available resources pertaining to CUF.

### **Contract Management**

Contract Management webinar helps state employees tasked with monitoring delivery of goods or services, to unravel the mysteries of contract management.

### **SB/DVBE Bid Option**

Government Code Section 14838.5 allows departments to informally solicit California Certified Small Business and Disabled Veteran Business Enterprise suppliers, and award contracts, if at least two responsible suppliers submitted responsive offers. This webinar is a roadmap to using the awesome procurement tool — the SB/DVBE Bid Option.

### **State Procurement Overview for PCOs & PACs**

The State Procurement Overview for PCOs and PACs webinar training has been developed in order to provide an understanding of your role as a Procurement and Contracting Officer (PCO) and/or Purchasing Authority Contact (PAC).

## **CalPCA In-Class Workshops**

### **Basic Acquisition Certificate**

This entry-level 4-day Basic Acquisition Certificate (BAC) course introduces new California state procurement professionals to the world of purchasing IT and Non-IT Goods and Services. This new class is new procurement professionals who have never taken a CalPCA course. State buyers will acclimate to fundamental guidelines, rules and regulations in this basic overview of the California State Contracting Manuals.

### **Evaluation & Award**

In this workshop you will learn to develop and assess evaluation criteria based on legal standards and (mandatory and non-mandatory) requirements; and how to avoid pitfalls of poor evaluation criteria in your solicitation.

### **Leveraged Procurement Agreements**

This training shows the procedures & special issues with each type of Leverage Procurement Agreement, giving the buyer hands-on experience in searching for vendors, products, services & leveraged contracts.\

### **Non-Competitively Bid**

This workshop treats the basic requirements for NCBs and the differences between NCBs for IT Goods and Services, Non-IT Goods and Non-IT Services.

### **Services Contracting**

This two-day workshop provides an introduction to services contracting for new contract analysts, buyers, and program staff using State Contracting Manual, Volume 1 and issues regarding consulting services, legal services, and personal services contracts.

### **Statement of Work**

This hands-on workshop covers the basic concepts behind writing an effecting Statement of Work, provides discussion about real case study examples, and provides experience in writing and reviewing class-written SOWs.



# December 2016

Mon	Tue	Wed	Thu	Fri
			1	2
			<b>SB/DVBE Bid Option Webinar</b> 9:00 am—12:30 pm	<b>Commercially Useful Function Webinar</b> 1:00 pm—4:30 pm
5	6	7	8	9
<b>Contract Management 2 Morning Webinar</b> 9:00 pm — 12:30 pm		<b>Statement of Work Workshop</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm		<b>SPO for PCOs &amp; PACs Webinar</b> 9:00 am — 12:30 pm
12	13	14	15	16
<b>Basic Acquisition Certificate</b> <b>4 Days In-Class</b> 9:00 am — 5:00 pm				
19	20	21	22	23
26	27	28	29	30
State Holiday				

# January 2017

Mon	Tue	Wed	Thu	Fri
2	3 <b>Leveraged Procurement Agreements</b> 9:00 am — 5:00 pm	4 <b>Statement of Work Workshop</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm	5	6
9	<b>Basic Acquisition Certificate</b> <b>4 Days In-Class</b> 9:00 am — 5:00 pm			13
16  State Holiday	17	18 <b>Contract Management</b> <b>2 Morning Webinar</b> 9:00 am — 12:30 pm	19	20
23	24 <b>Acquisitions Under \$5000</b> <b>3 Morning Webinar</b> 9:00 am — 12:30 pm	25 <b>Services Contracting</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm	26	27
30	31 <b>SB/DVBE Bid Option Webinar</b> 9:00 am—12:30 pm <b>Commercially Useful Function Webinar</b> 1:00 pm—4:30 pm			

# February 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
		<b>Statement of Work Workshop</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm		
6	7	8	9	10
		<b>SB/DVBE Bid Option Webinar</b> 9:00 am—12:30 pm  <b>Commercially Useful Function Webinar</b> 1:00 pm—4:30 pm	<b>Non-Competitively Bid</b> 9:00 am — 12:30 pm	
13	14	15	16	17
<b>Basic Acquisition Certificate</b> <b>4 Days In-Class</b> 9:00 am — 5:00 pm				
20	21	22	23	24
State Holiday		<b>Evaluation &amp; Award</b> 9:00 am — 5:00pm		
27	28			

# March 2017

Mon	Tue	Wed	Thu	Fri
		1	2	3
		<b>Statement of Work Workshop</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm		
6	7	8	9	10
<b>Basic Acquisition Certificate</b> <b>4 Days In-Class</b> 9:00 am — 5:00 pm				
13	14	15	16	17
	<b>Acquisitions Under \$5000</b> <b>3 Morning Webinar</b> 9:00 am — 12:30 pm			
20	21	22	23	24
	<b>Contract Management</b> <b>2 Morning Webinar</b> 9:00 am — 12:30 pm			
27	28	29	30	31
	<b>Services Contracting</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm		<b>Commercially Useful Function Webinar</b> 9:00 am—12:30 pm  <b>SB/DVBE Bid Option Webinar</b> 1:00 pm—4:30 pm	
				State Holiday

# April 2017

Mon	Tue	Wed	Thu	Fri
3	<p><b>SB/DVBE Bid Option Webinar</b> 9:00 am—12:30 pm</p> <p><b>Commercially Useful Function Webinar</b> 1:00 pm—4:30 pm</p>	<p><b>Statement of Work Workshop</b> <b>2 Days In-Class</b> 9:00 am — 5:00 pm</p>		7
10	<p><b>Basic Acquisition Certificate</b> <b>4 Days In-Class</b> 9:00 am — 5:00 pm</p>			
17	<p><b>Leveraged Procurement Agreements</b> 9:00 am — 5:00 pm</p>	<p><b>Non-Competitively Bid</b> 9:00 am — 12:30 pm</p>	<p><b>Evaluation &amp; Award</b> 9:00 am — 5:00pm</p>	21
24	<p><b>Acquisitions Under \$5000</b> <b>3 Morning Webinar</b> 9:00 am — 12:30 pm</p>			
				

# May 2017

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
		<p align="center"><b>Statement of Work Workshop</b>  <b>2 Days In-Class</b>            9:00 am — 5:00 pm</p>		
8	9	10	11	12
<p align="center"><b>Basic Acquisition Certificate</b>  <b>4 Days In-Class</b>            9:00 am — 5:00 pm</p>				
15	16	17	18	19
		<p align="center"><b>Contract Management</b>  <b>2 Morning Webinar</b>            9:00 am — 12:30 pm</p>		
22	23	24	25	26
		<p align="center"><b>Commercially Useful Function Webinar</b>            9:00 am—12:30 pm</p>		
		<p align="center"><b>SB/DVBE Bid Option Webinar</b>            1:00 pm—4:30 pm</p>		
29	30	31		
State Holiday				

# June 2017

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
<b>Statement of Work Workshop 2 Days In-Class 9:00 am — 5:00 pm</b>				
12	13	14	15	16
<b>Basic Acquisition Certificate 4 Days In-Class 9:00 am — 5:00 pm</b>				
19	20	21	22	23
26	27	28	29	30