



# Educational Opportunities for Procurement Professionals



**NC•DOA**

Department of Administration

**Purchase & Contract**

Dear state procurement professionals,

I am excited to announce the release of the 2023 course catalog under the North Carolina Procurement Academy (NCPA). Our goal each year is to provide trainings that are convenient and beneficial to your professional development needs. Inside are valuable training opportunities along with detailed class descriptions, registration instructions and technical requirements for viewing online trainings. You will also find a few new recently added resources including:

- Step-by-step instructions for accessing the online event calendar
- Guidelines for class cancellations
- Guidance on parking venues near the Department of Administration
- Information on how to contact the Procurement Education team

The catalog concludes with a full summary of course offerings listed in chronological order. As you look through the catalog, please take advantage of the many resources available. I challenge all of you to explore the professional development offered by NCPA. I trust that you will gain new insights around best practices for your department or agency.

I encourage you to never stop learning or growing as a professional! On behalf of the Division of Purchase & Contract, I wish you a wonderful year, and remember to continue to acquire new knowledge and maximize your full potential.

Sincerely,



Dr. Jody Cleven  
Deputy State Purchasing Officer  
Chief Learning Officer  
Division of Purchase & Contract

## How to Register

All individuals employed with any state agency, department, institution, community college or university governed by Chapter 143 Article 3 of the North Carolina General Statutes are eligible to attend the courses listed in this catalog.

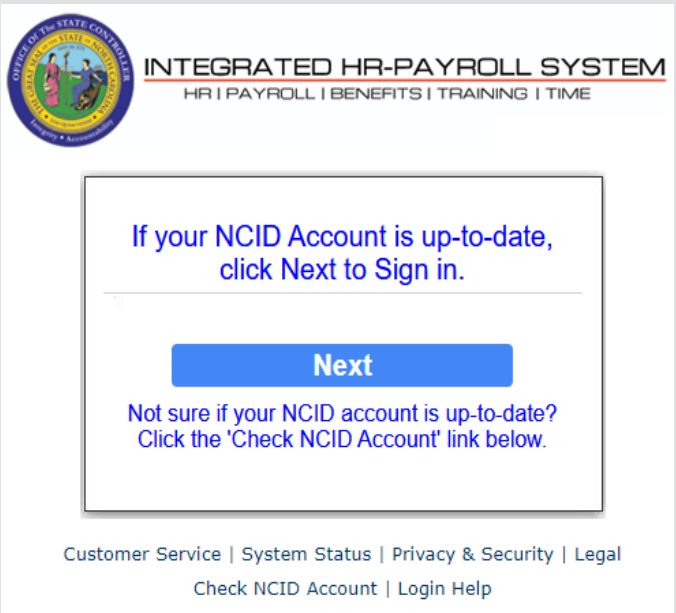
Use the right registration instructions for your organization:

- [State agencies and institutions](#)
- [Community colleges, universities, local government entities and public schools](#)

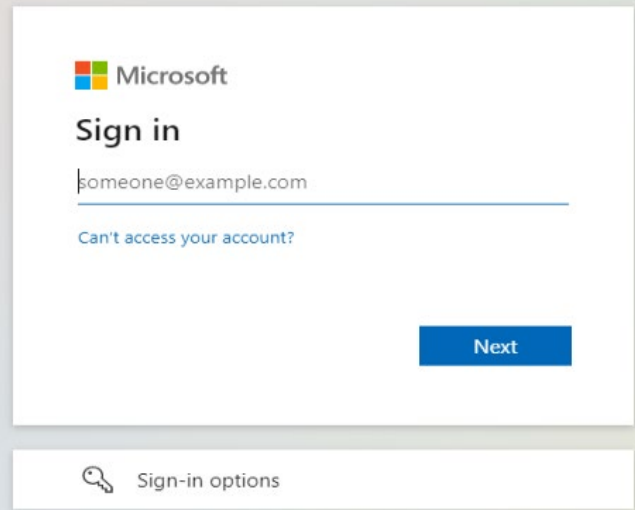
### *Registration Instructions*

## State Agencies and Institutions

Register using the Integrated HR-Payroll System and community colleges and universities adhere to instructions for non-system users. Please follow the instructions below.

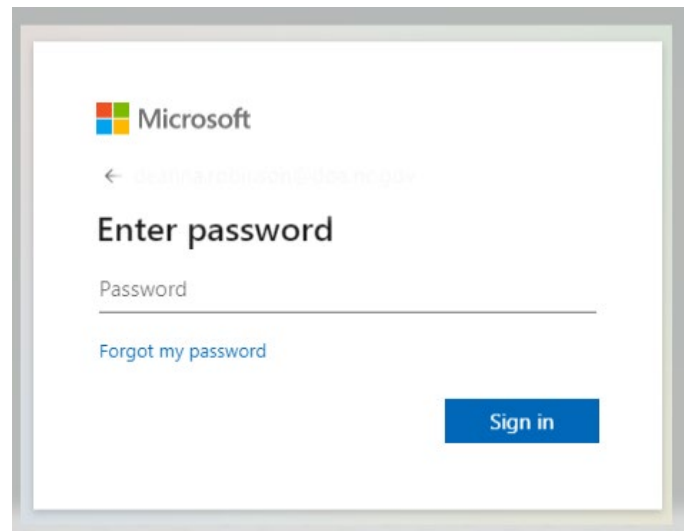
<p>1. Select next to sign into the Integrated HR-Payroll System (formerly BEACON).</p>	
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2. Enter your email address in the field provided.



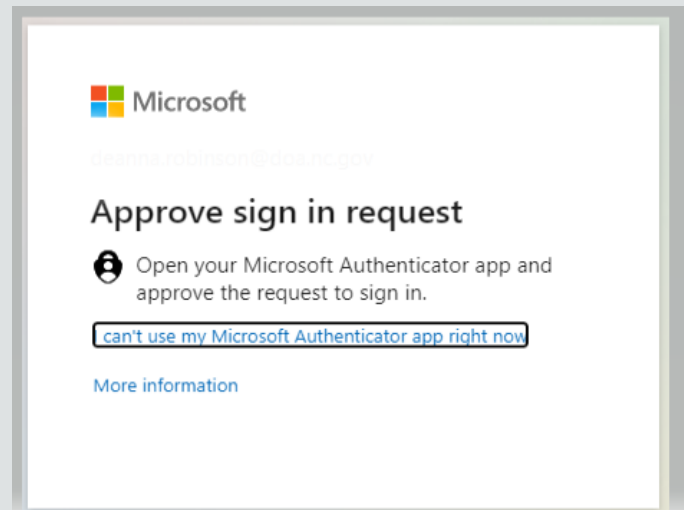
The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed. A text input field contains the email address "someone@example.com". Below the input field is a blue link that says "Can't access your account?". At the bottom right of the main content area is a blue button labeled "Next". Below the main content area is a white box with a magnifying glass icon and the text "Sign-in options".

3. Enter your password in the field provided.



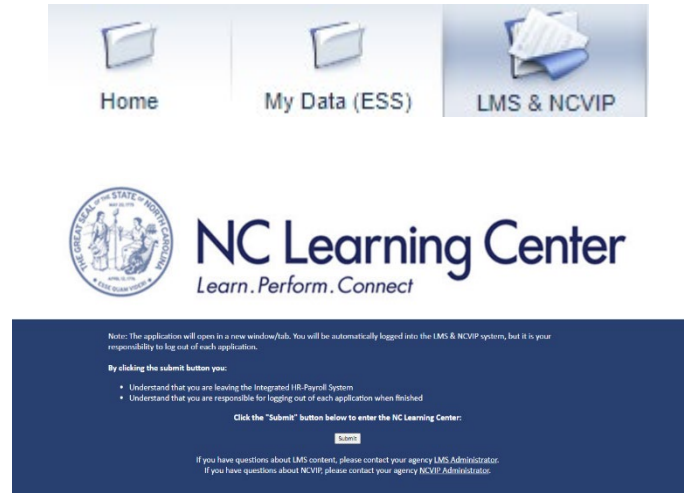
The screenshot shows the Microsoft "Enter password" page. At the top left is the Microsoft logo. Below it is a back arrow and the email address "deanna.robinson@doa.nc.gov". The main heading is "Enter password". Below this is a text input field labeled "Password". Below the input field is a blue link that says "Forgot my password". At the bottom right is a blue button labeled "Sign in".

4. Approve your sign in request on your Microsoft Authenticator App.

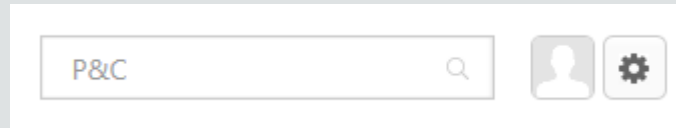


The screenshot shows the Microsoft "Approve sign in request" page. At the top left is the Microsoft logo. Below it is the email address "deanna.robinson@doa.nc.gov". The main heading is "Approve sign in request". Below this is a small icon of a person and the text "Open your Microsoft Authenticator app and approve the request to sign in." Below this text is a blue link that says "can't use my Microsoft Authenticator app right now". At the bottom is a blue link that says "More information".

5. Select the LMS & NCVIP tab and click on the submit button.

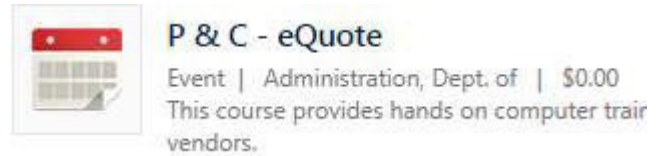


6. From the NC Learning Center home page, type P&C in the global search field at the top right of the page. Press Enter on your keyboard.



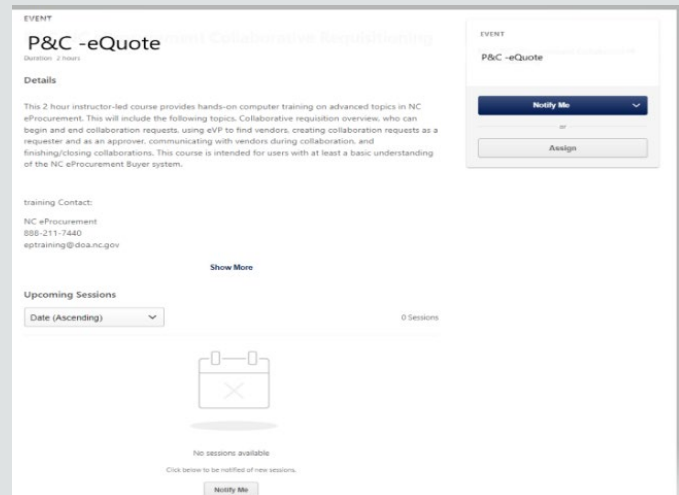
7. Click on the course title to view the of available offerings.

**Note:** Example may not represent a currently offered course.



8. Select the **Notify Me** button to be notified of the next course offering.

Select **Assign** to assign yourself to the selected course.



9. Wait for the registration confirmation email from the NC Learning Center.

**Important:** You are not registered until you receive a registration confirmation via email.

Registration Instructions

Community Colleges, Universities, Local Government Entities and Public Schools

Before registering, you must create an account with the NC Learning Center. Please follow the instructions below. Once you have created your account, follow the instructions below to register.

1. Type <https://ncgov.csod.com/client/ncgov/default.aspx> into your web browser.

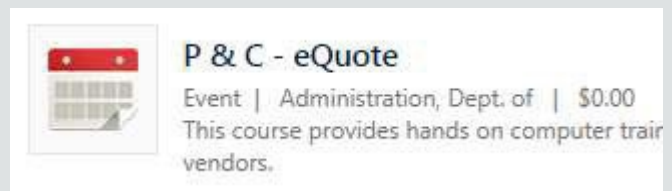
2. Enter the login and password from when you created your account.

Note that you can create an account from this link as well.



3. Click on the P&C logo on the home page.

4. Click on the title of the course to view a list of available dates.



5. Identify the date, location, and time of the course you prefer. Then select the request button to choose a course corresponding to the title you are interested in pursuing.


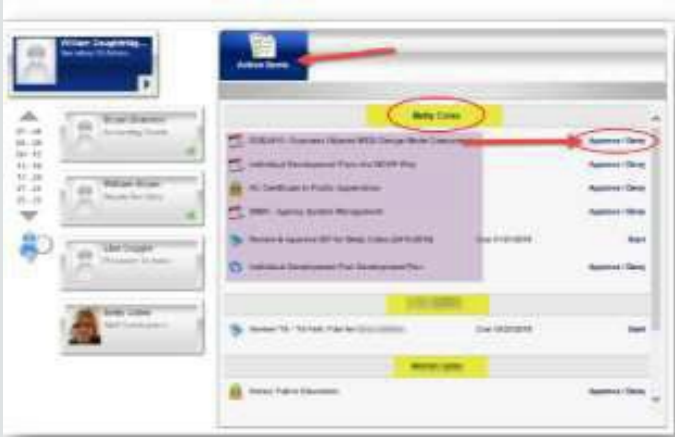



6. Upon approval of your request, you will receive a registration confirmation via email from the NC Learning Center.

**Important:** You are not registered until you receive the confirmation email.

# Job Aid – Approving Your Employees’ LMS Training Requests

If your employees use the Integrated HR-Payroll System, follow the steps below to approve training requests.

<p>1. In the NC Learning Center, select the <b>LMS &amp; NCVIP</b> tab.</p>	
<p>2. Hover over the <b>My Team</b> tab and select <b>My Team</b>.</p>	
<p>3. You will be brought to your <b>Action Items</b> tab. These items are separated by employee.</p> <p>4. Select the employee.</p> <p>5. Find the requested training on the left and click the <b>Approve/Deny</b> link on the right.</p>	
<p>6. On the next screen, click <b>View Details</b> to see more information about this particular class.</p> <p>7. Select your action of either <b>Approve, Defer</b> or <b>Deny</b>. You have the option of adding a comment in the box below.</p> <p>8. Click <b>Submit</b>.</p>	



## Technical Requirements for Online Training

To participate in online training developed by Purchase & Contract or NC Procurement, you must use hardware and software that meets or exceeds the following requirements.

Operating system	Windows: XP Service Pack 3 and newer  Mac: OSX 10.6 and newer
Internet connection	Satellite, cable or DSL
Web Browser	Windows: Windows 10, Microsoft Edge Chromium), Internet Explorer 6 and later, Edge (latest version), Firefox 1.x and later, Google Chrome (latest version), Opera 9.5 and later  Mac: Safari 3 and later, Firefox 1.x and later, Google Chrome (latest version)  Linux: Firefox 1.x and later
HTML5	Windows: Google Chrome (latest version)  Mac: Safari 6.0.5 or later, Google Chrome (latest version)  Mobile: Safari in Apple iOS 6.0 or later
Apple iOS	<a href="#">Articulate Mobile Player</a> (available in iTunes Store) - Apple iOS 6.0 or later on iPad
Android OS	<a href="#">Articulate Mobile Player</a> (available in Google Play) – Android OS 4.1 or later (optimized for tablets)
Additional Plug-ins (may be required)	<a href="#">Flash Player</a> (version 10 or later) <a href="#">Adobe Reader</a> <a href="#">Windows Media Player QuickTime</a> (for Apple) <a href="#">Java</a> <a href="#">Shockwave</a>



## North Carolina Certification Pathways

Available via the Learning Management System (LMS)

Pathway Title	Pathway Description	Cost	Target Audience
North Carolina Contract Manager (NCCM)	The NCCM pathway is for individuals in the role of contract management and will consist of six (3-part) core courses. The majority of the NCCM program content will be comprised of topics contained in the National Contract Management Association's (NCMA) 2019 6th Edition Contract Management Body of Knowledge (CMBOK).	Free	Contract Managers and Procurement related contract contributors
North Carolina Purchaser (NCP)	The NCP pathway is for individuals in the role of public procurement and will consist of nine (9) core courses. The majority of the NCP pathway content will be comprised of topics taught as stand-alone courses taught by Purchase & Contract and several elective courses offered.	Free	Purchasing agents, purchasing officers, procurement officers

## Standalone Courses for State Employees

Available via the Learning Management System (LMS)

Course Title	Course Description	Cost	Target Audience
Introduction to Procurement	This course provides a comprehensive overview of the procurement process for purchasing goods and services not related to information technology, construction, or grants. The content of this course includes the following topics: basic principles of procurement, delegation of authority, ethics, procurement methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, and best practices.	Free	Financial analysts, procurement managers, budget officers, budget analyst, strategic sourcing specialists, etc.

Specification Writing	<p>This course explains the purpose of specification writing to obtain a commodity that will satisfy a specific need at an economical cost. In this interactive course, participants will discuss how writing a specification relates to sections of the Invitation for Bid, identifies key components of a specification that make it nonrestrictive and the components that promote competition, explores each type of specification, and determines when each type of specification is used for a specific need.</p>	Free	Purchasing agents, purchasing officers and end users
Demystifying Terms & Conditions	<p>This course includes a review of the legal significance of content in the state’s information for bid (IFB) and request for proposal (RFP) templates.</p> <p>Learn about the terms and conditions that can be negotiated, according to law. Understand when a decision is a business decision that can be made by the purchaser or purchasing officer and when it is a decision that requires legal advisement. This course will focus on explaining why the sometimes obscure and puzzling provisions in the solicitation document are important for creating an effective and enforceable contract.</p>	Free	Purchasing agents, purchasing officers, end users, contract managers, contract administrators, project managers, business owners, subject matter experts, etc.
Request for Proposal (RFP) Development & Evaluation	<p>This course is an in-depth study of RFPs. It is designed to help participants understand the processes of creating and evaluating RFP solicitations.</p> <p>Recommended prerequisites:</p> <ul style="list-style-type: none"> <li>• Introduction to Procurement</li> <li>• Specification Writing</li> </ul>	Free	Purchasing agents, purchasing officers, end users, and those on an evaluation team

Next page: Ariba Sourcing Trainings

## Ariba Sourcing Trainings

Available via the Learning Management System (LMS)

Course Title	Course Description	Cost
NC eProcurement Approver Plus-Community Colleges, School Systems and Non-Integrated Users	This two-hour course provides hands-on computer training on advanced topics in NC eProcurement. This will include the following topics: Approving requisitions, running reports, delegating approval authority, and the link between purchase requisitions and purchase orders for EPLite entities.	Free
NC eProcurement NCAS Advanced Buyer-Approving, Change Orders, OBO and Reporting	This two-hour course provides hands-on computer training on advanced NC eProcurement topics including approving requisitions, creating change orders, running reports, delegating approval authority, and the override budget officer function.	Free
NC eProcurement Contracts	This two-hour course provides hands-on computer training on the contract's module of NC eProcurement.  Course topics include how to create a contract workspace, document management, and contract modification.  This course is intended for users with access to the contracts tool.	Free
NC eProcurement Collaborative Requisitioning	This two-hour course provides hands-on computer training on advanced NC eProcurement topics including collaborative requisition overview, who can begin and end collaboration requests, using eVP to find vendors, creating collaboration requests as a requester and as an approver, communicating with vendors	Free
NC eProcurement Basic Requester - Community Colleges, School Systems and Non-Integrated Users	This three-hour course provides hands-on computer training on how to use the NC eProcurement system for the basic requester. Topics for this course include an introduction to the NC eProcurement website, how to search for vendors using the eVP public search tool, introduction to the Buyer system, how to create a catalog order in guided buying, a tour of expert view, how to create non-catalog orders in expert view, how to update user profiles, and save system searches. Quizzes are featured throughout the training.	Free

Next page: On-Demand Training

## On-Demand Training

Available via the Procurement Information Portal (PIP). Request access to the PIP [HERE](#).

Course Title	Course Description	Target Audience
Commodity Codes for State Entity Purchasers Advanced Functionality	This module provides the differences between the previous commodity code system and the new commodity code system used by the state of North Carolina. This module also provides resources needed to access information that will make the transition as smooth as possible.	State agency purchasing professionals
Compliance Understanding the Compliance Review Process	This module discusses four main objectives: 1) What is a compliance review 2) Why is it necessary to have one 3) What is involved in the compliance review process 4) Highlighting significant findings and how to avoid findings in areas of concern in a compliance review	State agency, community college, and school system purchasing professionals
Executive Leadership	This module provides executive leadership an overview of public procurement and the rules applicable thereto.	Central procurement office contract administrators
Interactive Purchasing System IPS	This training module covers information pertaining to bid award as well as how to cancel, search, post, and edit a bid. The course also explores how to post addenda, a design/construction, and tabulations to the internet.	State agency, community college, and school system purchasing professionals
NC Bids Invitation Delivery System (NC BIDS)	The NC Business Invitation Delivery System (NC BIDS) is a feature of IPS that enables agencies to receive electronic offers. This module covers how state agencies can post bids using the NC BIDS system.	State agency procurement professionals

Inspections	What is an inspection? This training module introduces tier two inspections and explores specific inspection examples and details on what constituent pass, fail and re- inspects.	State agency, community college, and school system purchasing professionals
Procurement Planning	<p>What is procurement planning? A procurement plan is a comprehensive summary of your department’s projected needs.</p> <p>Learn more about how to plan during this training module.</p>	State agency, community college, and school system purchasing professionals
Service Contracts	The Division of Purchase & Contract has released the option to submit a review of service solicitations prior to posting. In this module you will learn the processes of submitting preliminary review of service contracts.	State agency, community college, and school system procurement professionals

## Contact the Training Team

If you have any questions concerning upcoming classes or on how to register, please email the P&C education team helpdesk at [Doa.PC.Education@doa.nc.gov](mailto:Doa.PC.Education@doa.nc.gov).



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