

# Contract Officer Level 2 Training Plan



## ☒ State of Montana Talent Online Courses

- ☐ Purchasing Tech Course
- ☐ Foundations of Procurement
- ☐ Level 1 Course
- ☐ Level 2 Course

## ☒ Procurement U Phase 1

- ☐ 1. 101 - Foundations of Public Procurement (5 hours)
- ☐ 2. 109 - Introduction to Ethical Procurement (1 hour)
- ☐ 3. 105 - Introduction to Terms & Conditions (1 hour)
- ☐ 4. 107 - Introduction to Service Contracts (2 hours)
- ☐ 5. 108 - Introduction to Cooperative Procurement (2 hours)
- ☐ 6. 104 - Introduction to Negotiations (1 hour)
- ☐ 7. 209 - Ethical Procurement Strategies (2 hours)
- ☐ 8. Communication Essentials (3 hours)

## ☒ Procurement U Phase 2

- ☐ 9. 103 - Introduction to Requests for Proposals (3 hours)
- ☐ 10. 106 - Introduction to Sole Source Procurement (1 hour)
- ☐ 11. 110 - Introduction to Bid Protests (2 hours)
- ☐ 12. 116 - Introduction to Contract Administration (3 hours)
- ☐ 13. 112 - Introduction to Specification Development (3 hours)

To register and begin these courses, go to NASPO's [Procurement U](#)

When you have completed these courses, go to the [SPSD's Training Page](#) to **attest** that you have. Then, send your transcript to [emacs@mt.gov](mailto:emacs@mt.gov).