



STATE FINANCIAL SERVICES DIVISION

State Procurement Bureau

Delegation Agreement Training Requirements

Level One Agency:

7.2 Staff Training Requirements.

7.2.1 APO Training Requirements. All required training under this section is valid for four years. After four years, the APO, or their replacement, must provide documentation that training has been retaken or the requirement has otherwise been satisfied. Level 1 agencies: The person listed as the APO, or their replacement, must have completed the “Basic Procurement Methods and Issues” and “Contract Management” courses offered by the Division or another Division-approved training course and must attend required meetings of the Division. Agency agrees that if required at a later date, the APO shall obtain any Division-required professional certification, either from the Division or through a nationally recognized procurement certification program approved by the Division.

7.2.2 Agency Procurement Staff Training Requirements. All agency procurement staff, including those who have been further delegated procurement authority under Section 4.0, must have completed the "Basic Procurement Methods and Issues"; "Advanced Procurement Methods and Issues"; another Division-approved training course; or a Division-approved agency procurement training program. All required training under this section is valid for four years. After four years, all Agency procurement staff must provide documentation that training has been retaken or the requirement has otherwise been satisfied.

7.2.3 Agency Contract Managers. All agency contract managers (as defined in State Policy) shall complete “Contract Management” training offered by the Division, or another Division-approved training course. All required training under this section is valid for four years. After four years, all Agency contract managers must provide documentation that training has been retaken or the requirement has otherwise been satisfied.

Level Two Agency:

7.2 Staff Training Requirements.

7.2.1 APO Training Requirements. All required training under this section is valid for four years. After four years, the APO, or their replacement, must provide documentation that training has been retaken or the requirement has otherwise been satisfied. Level 2 agencies: The person listed as the APO, or their replacement, must have completed the “Advanced Procurement Methods and Issues” and “Contract Management” courses offered by the Division or another Division approved

training course or certification; attend required meetings of the Division; and provide the supervision and management of the Agency's procurement needs as their predominant job duty. Agency agrees that if required at a later date, the APO and any Agency procurement staff completing formal solicitations shall obtain any Division required professional certification, either from the Division or through a nationally recognized procurement certification program approved by the Division.

7.2.2 Agency Procurement Staff Training Requirements. All agency procurement staff, including those who have been further delegated procurement authority under Section 4.1 must have completed the "Basic Procurement Methods and Issues"; "Advanced Procurement Methods and Issues"; another Division-approved training course; or a Division-approved agency procurement training program. All required training under this section is valid for four years. After four years, all Agency procurement staff must provide documentation that training has been retaken or the requirement has otherwise been satisfied.

7.2.3 Agency Contract Managers. All agency contract managers (as defined in State Policy) shall complete "Contract Management" training offered by the Division, or another Division-approved training course. All required training under this section is valid for four years. After four years, all Agency contract managers must provide documentation that training has been retaken or the requirement has otherwise been satisfied.