

Have the procurement training requirements changed?

Yes. As part of the procurement modernization initiative, there are new training requirements for Purchasing Technicians, Contract Managers and Contract Officers. This is an exciting opportunity to provide a beneficial pathway for career development within our own teams and improve the continuity, consistency, and quality of service we provide to our customers. The training is free.

Why is new training a part of the procurement modernization initiative?

One of the goals of this initiative is to professionalize procurement. This includes more in-depth education and certification, like in other fields, for example, accounting.

What are the roles and training requirements?

Training Modules	Module Description	Purchasing Technician	Contract Managers	Contract Officers
Purchasing Tech	This course covers training on shopping in the eMACS MarketPlace and access statewide term contracts.	X	X	X
Foundations of Procurement	This course covers an introduction to procurement and our policies and procedures.		X	X
Level 1 Contract Manager	This course covers controlled items, sole sources, exigency, ethics, contract management and eMACS Total Contract Management (TCM).		X	X
Level 2 Warrant Officer	This course covers formal solicitation methods, including request for proposal procedures, and writing specifications.			X

Where can I find the training?

Links to each of the required training modules are posted on the [SPB Procurement Training Page](#) and the courses are delivered in Talent. After completion of each training module, you will be emailed a certificate. The Level 1 and Level 2 courses have outside training requirements as well. There are directions for how to complete those in the courses.

Who should start the training, and when?

Anyone who would like to learn more about contract management, formal solicitations and sole source purchases can work through these courses to improve their resume, increase their skills and value as a state employee, and become eligible for advancement opportunities that require these levels of skill and experience.

New employees who will serve in any of these roles may be assigned training as one of their early assignments.

Role requests for new users will require the prerequisite training to be completed prior to receiving the role.

*Request forms for new roles should only be submitted when the training required for that role is completed.

Users who are already serving as a Purchasing Technician, a Contract Manager or a Contract Officer will be required to complete the new training requirements for their specific role by the target date of 12/31/23 to maintain uninterrupted access. The training modules in Level 1 and Level 2 are comprehensive and will require a commitment of time. Working on it in small chunks is one of the best ways to get through it and retain the information. Users in Level 1 and Level 2 roles should begin working on their training right away.

What happens if I do not complete the required training by the target date?

Role access will be suspended for any users who have not completed the training for their role by the target date but can have the role(s) re-instated when the training has been completed. If a role is suspended, the user will be unable to complete their usual procurement job tasks.

We know that everyone has been working hard and that incorporating this training into your already busy schedules will be challenging. We appreciate the hard work that you do and know that your efforts play a crucial role in Montana's ability to continually improve our delivery of consistent, efficient, and high-quality service.