OSD Training for Buyers
February-July 2024 Schedule

OSD Training's mission is to make complex concepts and practices understandable for our customers. We do this by utilizing the training lifecycle to develop and deliver interactive and engaging classes on procurement policies, purchasing procedures, systems, and online tools.

Please let us know if you require any special accommodations via an email to osdtraining@mass.gov

NOTICE

The Operational Services Division (OSD) has adopted a long-term hybrid work environment, with a reduced number of staff working in the office at any given time. All OSD services will operate as usual. Training sessions will continue virtually with some in-person offerings.

Registration Instructions

There are 2 registration options, employees from the Executive branch must register using the *Executive Agencies* option and all others must use the *Non-Executive & Eligible Entities* option. Registrants receive a confirmation email with information on how to join the training. Check your Spam/Junk/Other folder for the confirmation email. If you need assistance, contact **OSD Training**.

COURSE	DATE	START	END	LOCATION
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, February 1, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Monday, February 5, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Tuesday, February 6, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, February 7, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)

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COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Tuesday, February 13, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Tuesday, February 20, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Thursday, February 22, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, March 5, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, March 6, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Thursday, March 7, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, March 12, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
How to Record a Purchase Previously Made (*Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts*)	Wednesday, March 13, 2024 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Thursday, March 14, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)

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COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Thursday, March 14, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Tuesday, March 19, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS *Registration for this program requires prior completion of COMMBUYS Purchasing*	Thursday, March 21, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Wednesday, March 27, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, April 2, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, April 3, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, April 9, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Tuesday, April 16, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	**OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108**
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Wednesday, April 17, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	**OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108**

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COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Wednesday, April 24, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Thursday, April 25, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Friday, April 26, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, April 30, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
How to Record a Purchase Previously Made (*Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts*)	Wednesday, May 1, 2024 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Monday, May 6, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP)	Wednesday, May 8, 15, 22, 29, June 5, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, May 9, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Thursday, May 16, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)

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COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Monday, May 20, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS *Registration for this program requires prior completion of COMMBUYS Purchasing*	Thursday, May 23, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Wednesday, May 29, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, June 11, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Wednesday, June 12, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, June 13, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Tuesday, June 18, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Thursday, June 20, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (*Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts*)	Tuesday, June 25, 2024 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)

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COMMBUYS Basics for Non-Profits	Wednesday, June 26, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Thursday, June 27, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, July 9, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, July 10, 2024 Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program*	Tuesday, July 16, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	**OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108**
Introduction to Statewide Contracts and COMMBUYS	Wednesday, July 17, 2024 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, July 23, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS*	Wednesday, July 24, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	**OSD COMMBUYS Training Lab 1 Ashburton Place, 2nd Floor, Room 209, Boston, MA 02108**
COMMBUYS CLM Procurement for Executive Department Procurement Staff *This session is only available for Executive Department Staff*	Thursday, July 25, 2024 Executive Agencies	9:00 AM	3:30 PM	Live Webinar (Online)

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COMMBUYS Basics for Non-Profits	Tuesday, July 30, 2024 Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS *Registration for this program requires prior completion of COMMBUYS Purchasing*	Wednesday, July 31, 2024 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)