



OSD Training for Buyers Spring- Summer 2021 Schedule



OPERATIONAL SERVICES DIVISION

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. Meetings, events, and training sessions will continue virtually.

Training Registration Instructions

Press **Ctrl** and click on the **hyperlinked training date**. This displays the course description and the date selection button. Choose a date and complete the registration form. If you need assistance contact [OSD Training](#). **Vendors may only attend each training once unless they have the express permission of OSD training.**

Note: After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

COURSE	DATE	START	END	LOCATION
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, October 21, 2021	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, October 26, 2021	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Wednesday, October 27, 2021	1:00 PM	2:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, October 28, 2021	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)

One Ashburton Place, Suite 1017 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | www.mass.gov/osd | TDD: (617) 727 - 2716 | Twitter: @Mass_OSD | Fax: (617) 727 - 4527



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COURSE	DATE	START	END	LOCATION
How to Use Master Blanket Purchase Orders (SWC)	Tuesday, November 2, 2021	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, November 3, 2021	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, November 23, 2021	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, November 17, 2021	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, November 23, 2021	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, December 7, 2021	9:00 AM	11:00 AM	Live Webinar (Online)

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