



OSD Training for Buyers Summer 2022 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.

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 Organization Administrator	Wednesday, May 18, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, May 18, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS Procurement <i>*This is a Prerequisite class for COMMBUYS How to Create a Departmental Master Blanket Purchase Order</i>	Thursday, May 19, 2022 Executive Agencies Non-Executives & Eligible Entities	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>	Thursday, May 19, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
How to Use Master Blanket Purchase Orders (SWC)	Tuesday, May 31, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)

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

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COURSE	DATE	START	END	LOCATION
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, June 7, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, June 9, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Thursday, June 30, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, July 6, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, July 7, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 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, July 12, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, July 13, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, July 14, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Procurement <i>*This is a Prerequisite class for COMMBUYS How to Create a Departmental Master Blanket Purchase Order</i>	Tuesday, July 19, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Thursday, July 21, 2022 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)

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COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*Registration for this program requires prior completion of COMMBUYS Procurement</i>	Tuesday, July 26, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, July 27, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, July 28, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday, August 3, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, August 10, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, August 16, 2022 Executive Agencies Non-Executives & Eligible Entities	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>	Wednesday, August 17, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
COMMBUYS Organization Administrator	Wednesday, August 24, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
How to Use Master Blanket Purchase Orders (SWC)	Thursday, August 25, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
COMMBUYS RPA Release and RPA Release Enabled Contracts	Tuesday, August 30, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, September 1, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, September 8, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10 th Floor, Suite 1017 Boston
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, September 13, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, September 14, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Procurement - <i>*This is a Prerequisite class for COMMBUYS How to Create a Departmental Master Blanket Purchase Order</i>	Thursday, September 15, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10 th Floor, Suite 1017 Boston
Strategic Sourcing Certificate Program (SSCP)	Tuesday, September 20, 27, October 4, 11 & 18, 2022	9:00 AM	3:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, September 20, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*Registration for this program requires prior completion of COMMBUYS Procurement</i>	Thursday, September 22, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)

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COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, September 27, 2022 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, September 28, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, October 4, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, October 6, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Thursday, October 13, 2022 Executive Agencies Non-Executives & Eligible Entities	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 13, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, October 19, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Procurement <i>*This is a Prerequisite class for COMMBUYS How to Create a Departmental Master Blanket Purchase Order</i>	Tuesday, October 25, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, October 26, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
How to Use Master Blanket Purchase Orders (SWC)	Thursday, October 27, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)

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COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*Registration for this program requires prior completion of COMMBUYS Procurement</i>	Tuesday, November 1, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, November 3, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, November 10, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10th Floor, Suite 1017 Boston
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, November 15, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, November 17, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, November 22, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, November 29, 2022 Executive Agencies Non-Executives & Eligible Entities	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Wednesday, November 30, 2022 Executive Agencies Non-Executives & Eligible Entities	1:00 PM	2:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, December 1, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)

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COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, December 6, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, December 7, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, December 8, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Overview of COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, December 13, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, December 14, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:30 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10 th Floor, Suite 1017 Boston
COMMBUYS Procurement <i>*This is a Prerequisite class for COMMBUYS How to Create a Departmental Master Blanket Purchase Order</i>	Thursday, December 15, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	3:00 PM	OSD COMMBUYS Training Lab 1 Ashburton Place, 10 th Floor, Suite 1017 Boston
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*Registration for this program requires prior completion of COMMBUYS Procurement</i>	Tuesday, December 20, 2022 Executive Agencies Non-Executives & Eligible Entities	10:00 AM	12:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, December 22, 2022 Executive Agencies Non-Executives & Eligible Entities	9:00 AM	11:00 AM	Live Webinar (Online)

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