



# OSD Training for Buyers August 2024 – February 2025 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](mailto: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
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, August 7, 2024	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>	Wednesday, August 7, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, August 8, 2024	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, August 13, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)

One Ashburton Place, RM 1608 Boston, MA, 02108-1552

Tel: (617) 720 - 3300 | [www.mass.gov/osd](http://www.mass.gov/osd) | TDD: (617) 727 - 2716 | Twitter: @Mass\_OSD | Fax: (617) 727 - 4527



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COURSE	DATE	START	END	LOCATION
COMMBUYS CLM Procurement for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, August 14, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Thursday, August 15, 2024	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, August 20, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, August 21, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Thursday, August 22, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, August 27, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, August 28, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, September 4, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Thursday, September 5, 2024	9:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, September 10, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, September 12, 2024	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS CLM Procurement for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Tuesday, September 17, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP)	Wednesday, September 18, 25, October 2, 9, 16, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Thursday, September 19, 2024	9:00 AM	3:30 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place, 2<sup>nd</sup> Floor, Room 209, Boston, MA 02108</b>
COMMBUYS Basics for Non-Profits	Thursday, September 19, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, September 24, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, September 26, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place, 2<sup>nd</sup> Floor, Room 209, Boston, MA 02108</b>

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COURSE	DATE	START	END	LOCATION
How to Record a Purchase Previously Made ( <i>Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts</i> )	Tuesday, October 1, 2024	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, October 1, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, October 3, 2024	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, October 8, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, October 9, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Tuesday, October 15, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Wednesday, October 16, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, October 22, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, October 23, 2024	10:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Strategic Sourcing Certificate Program (SSCP)	Thursday, October 24, 31, November 7, 14, 21, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS CLM Procurement for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Tuesday, October 29, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, October 30, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, November 5, 2024	1:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, November 6, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, November 12, 2024	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, November 13, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Thursday, November 14, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, November 19, 2024	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 <i>*This session is only available for Executive Department Staff</i>	Wednesday, November 20, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Thursday, November 21, 2024	1:00 PM	2:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Thursday, November 21, 2024	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, November 26, 2024	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, December 3, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Wednesday, December 4, 2024	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Thursday, December 5, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS CLM Procurement for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Wednesday, December 11, 2024	9:00 AM	3:30 PM	Live Webinar (Online)

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Introduction to Statewide Contracts and COMMBUYS	Thursday, December 12, 2024	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Tuesday, December 17, 2024	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 18, 2024	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Procurement for Municipalities & Other Eligible Entities	Wednesday, December 18, 2024	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 19, 2024	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, January 7, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
How to Record a Purchase Previously Made (Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts)	Tuesday, January 7, 2025	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, January 8, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Thursday, January 9, 2025	9:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS CLM Procurement for Executive Department Procurement Staff <i>*This session is only available for Executive Department Staff</i>	Tuesday, January 14, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
Strategic Sourcing Certificate Program (SSCP)	Wednesday, January 15, 22, 29 February 5, 12, 2025	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>	Wednesday, January 15, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Thursday, January 16, 2025	10:00 AM	12:00 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Tuesday, January 21, 2025	9:00 AM	3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, January 21, 2025	1:00 PM	3:00 PM	Live Webinar (Online)
COMMBUYS Basics for Non-Profits	Thursday, January 23, 2025	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Tuesday, January 28, 2025	9:00 AM 1:00 PM	11:00 AM 3:00 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line-Item Catalog Ordering	Tuesday, February 4, 2025	10:00 AM	11:00 AM	Live Webinar (Online)

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COMMBUYS Procurement for Municipalities & Other Eligible Entities	Tuesday, February 11, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Organization Administrator	Tuesday, February 18, 2025	9:00 AM	11:00 AM	Live Webinar (Online)
How to Record a Purchase Previously Made ( <i>Previously Called - COMMBUYS RPA Release and RPA Release Enabled Contracts</i> )	Tuesday, February 25, 2025	1:00 PM	2:00 PM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Wednesday, February 26, 2025	9:00 AM	11:00 AM	Live Webinar (Online)

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