



OSD Training for Buyers Spring - Summer 2020 Schedule



IMPORTANT MESSAGE

The Operational Services Division (OSD) respects the importance of health and safety surrounding the Coronavirus (COVID-19) and the many uncertainties it presents. We recognize that many folks may need important training and information to effectively conduct their jobs. Effective immediately, all live training sessions will be conducted online. Be assured that we will resume the in-person training sessions when permitted through the re-opening phased approach and viable options are available.

OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the training schedule for **March – November 2020**. For training-related questions, please send an email to: osdtraining@mass.gov.

Training Registration Information – Executive Branch Employees

Unless otherwise noted, Commonwealth employees must register using, [PACE \(for Executive Branch Employees\)](#) the Commonwealth's Learning Management System. If you need assistance print this [Job Aid](#) and follow the instructions. If you do not see your agency listed on the PACE login page, please register through the HRD PACE link.

Training Registration Information - Municipalities and other Non-Executive State Agency Personnel

In order to register for most OSD courses, you must create a profile in our learning management system, [PACE](#). For assistance with creating your profile and finding PACE courses [Access our Job Aid](#) that will give you step-by-step instructions.

If you already have a PACE account, press **Ctrl** and click on the **hyperlinked training date** which brings you to the PACE login page.

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

[CLICK HERE](#) to view detailed descriptions of the courses listed below.

COURSE	DATE	START	END	LOCATION
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Monday June 15, 2020	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Wednesday June 17, 2020	10:00 AM	12:00 PM	Live Webinar (Online)

****To access the Buyer Schedule online, visit mass.gov/osd and Select *Buy from a Statewide Contract*. Click *Register for Buyer Training* to learn more and register!****



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COURSE	DATE	START	END	LOCATION
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Tuesday, July 14, 2020	9:00 AM	11:00 AM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, July 14, 2020	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Organization Administrator	Thursday, July 16, 2020	9:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS PunchOut & Line Item Catalog Ordering	Monday, July 20, 2020	1:30 PM	2:30 PM	Live Webinar (Online)
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Wednesday, July 22, 2020	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Tuesday, July 28, 2020	9:00 AM	11:00 AM	Live Webinar (Online)
How to Use Master Blanket Purchase Orders (SWC)	Monday, August 3, 2020	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, August 5, 2020	9:00 AM 1:00 AM	11:00 AM 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, August 13, 2020	9:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Monday, August 17, 2020	10:00 AM	11:00 AM	Live Webinar (Online)
Advanced Purchasing in COMMBUYS *Registration for this program requires prior completion of COMMBUYS Purchasing	Tuesday, August 25, 2020	9:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program	Thursday, August 27, 2020	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
COMMBUYS PunchOut & Line Item Catalog Ordering	Thursday, September 10, 2020	1:30 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Purchasing *This is a Prerequisite class for Advanced Purchasing in COMMBUYS	Monday, September 14, 2020	9:00 AM 1:00PM	11:00 AM 3:00PM	Live Webinar (Online)
Introduction to Statewide Contracts and COMMBUYS	Tuesday, September 15, 2020	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Thursday, September 17, 2020	10:00 AM	11:00 AM	Live Webinar (Online)
Essentials of State Procurement *This is a Prerequisite class for the Strategic Sourcing Certificate Program	Tuesday, September 22, 2020	9:00 AM 1:30 PM	11:00 AM 3:30 PM	Live Webinar (Online)
COMMBUYS RPA Release and RPA Release Enabled Contracts	Wednesday, September 23, 2020	1:00 PM	2:00 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Advanced Purchasing in COMMBUYS <i>*Registration for this program requires prior completion of COMMBUYS Purchasing</i>	Monday, September 28, 2020	9:00 AM	11:00 PM	Live Webinar (Online)
COMMBUYS Purchasing for Non-Profits & Other Eligible Entities	Wednesday, September 30, 2020	9:00 AM	11:00 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, October 1, 2020	9:00 AM	4:30 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston
Introduction to Statewide Contracts and COMMBUYS	Wednesday, October 14, 2020	9:00 AM	12:30 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston
Essentials of State Procurement <i>*This is a Prerequisite class for the Strategic Sourcing Certificate Program</i>	Monday, October 19, 2020	9:00 AM	2:00 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston
COMMBUYS How to Create a Departmental Master Blanket Purchase Order <i>*Registration for this program requires prior completion of COMMBUYS Procurement</i>	Tuesday, October 20, 2020	9:00 AM	12:30 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Wednesday, October 21, 2020	9:00 AM	4:00 PM	Western Massachusetts Hospital Clark Building Computer Lab 128 East Mountain Road, Westfield
How to Use Master Blanket Purchase Orders (SWC)	Wednesday, November 4, 2020	10:00 AM	11:00 AM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
COMMBUYS Organization Administrator	Thursday, November 5, 2020	9:00 AM	2:00 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston
COMMBUYS Purchasing <i>*This is a Prerequisite class for Advanced Purchasing in COMMBUYS</i>	Monday, November 16, 2020	9:00 AM	4:00 PM	OSD Training Room 1 Ashburton Place, 10th Floor, Boston

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