



# OSD Training for Vendors

## December-June 2023 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 Information

Press **Ctrl** and click on the **hyperlinked training date** to access the Vendor Training Catalog. Choose the training course, a date from the dropdown, click the register button, and complete the registration form. 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](#).

**Vendors may only attend each training once unless they have the express permission of OSD training.**

COURSE	DATE	START	END	LOCATION
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Thursday, December 1, 2022</a>	9:30 AM	11:30 AM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, December 7, 2022</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Thursday, December 8, 2022</a>	9:30 AM	12:00 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Tuesday, December 20, 2022</a>	10:00 AM	12:00 PM	Live Webinar (Online)

One Ashburton Place, Suite 1017 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 for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Wednesday, December 21, 2022</a>	9:30 AM	11:30 PM	Live Webinar (Online)
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Wednesday, December 21, 2022</a>	1:30 PM	3:30 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, December 22, 2022</a>	10:00 AM	11:30 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, January 11, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, January 12, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Tuesday, January 17, 2023</a>	9:30 AM	12:00 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Tuesday, January 24, 2023</a>	9:30 AM	11:30 PM	Live Webinar (Online)
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Wednesday, January 24, 2023</a>	1:30 PM	3:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Tuesday, January 31, 2023</a>	1:30 PM	2:30 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, February 2, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Thursday, February 9, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, February 16, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Tuesday, February 21, 2023</a>	9:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, February 23, 2023</a>	9:30 AM	11:30 PM	Live Webinar (Online)
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, February 23, 2023</a>	1:30 PM	3:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Thursday, March 2, 2023</a>	9:30 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, March 9, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Thursday, March 16, 2023</a>	1:30 PM	2:30 PM	Live Webinar (Online)

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OPERATIONAL SERVICES DIVISION

COURSE	DATE	START	END	LOCATION
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Tuesday, March 21, 2023</a>	9:30 AM	11:30 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place 10<sup>th</sup> Floor, Suite 1017 Boston</b>
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Tuesday, March 21, 2023</a>	1:30 PM	3:30 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place 10<sup>th</sup> Floor, Suite 1017 Boston</b>
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, March 23, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Tuesday, March 28, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Tuesday, April 4, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Wednesday, April 12, 2023</a>	9:30 AM	12:00 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place 10<sup>th</sup> Floor, Suite 1017 Boston</b>
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Thursday, April 13, 2023</a>	9:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Tuesday, April 18, 2023</a>	9:30 AM	11:30 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Tuesday, April 18, 2023</a>	1:30 PM	3:30 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, April 19, 2023</a>	10:00 AM	11:30 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Tuesday, April 25, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Wednesday, April 26, 2023</a>	1:30 PM	2:30 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, May 3, 2023</a>	10:00 AM	11:30 AM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, May 17, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, May 18, 2023</a>	9:30 AM	11:30 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place 10<sup>th</sup> Floor, Suite 1017 Boston</b>
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, May 18, 2023</a>	1:30 PM	3:30 PM	<b>OSD COMMBUYS Training Lab 1 Ashburton Place 10<sup>th</sup> Floor, Suite 1017 Boston</b>

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Connecting Your Business to the Commonwealth	<a href="#">Wednesday, May 24, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Wednesday, May 31, 2023</a>	9:30 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, June 1, 2023</a>	10:00 AM	11:30 AM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Thursday, June 8, 2023</a>	9:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Wednesday, June 14, 2023</a>	1:30 PM	2:30 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, June 14, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, June 21, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, June 22, 2023</a>	9:30 AM	11:30 PM	Live Webinar (Online)
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	<a href="#">Thursday, June 22, 2023</a>	1:30 PM	3:30 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, July 6, 2023</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Tuesday, July 11, 2023</a>	9:30 AM	12:00 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, July 12, 2023</a>	10:00 AM	12:00 PM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Wednesday, July 19, 2023</a>	1:30 PM	2:30 PM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Wednesday, July 26, 2023</a>	9:30 AM	11:30 AM	Live Webinar (Online)

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