



# OSD Training for Vendors

## Spring- Summer 2021 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. Meetings, events, and training sessions will continue virtually.

### Registration Information

Press **Ctrl** and click on the **hyperlinked training date** to access the course catalog. Choose the training course, a date from the dropdown, click the register button, and complete the registration form. A confirmation email with information on how to join the training is sent and can be added to your calendar. 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="#">Tuesday, October 19, 2021</a>	9:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Tuesday, October 19, 2021</a>	1:30 PM	2:30 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Wednesday, October 20, 2021</a>	1:00 PM	2:30 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <b>*Only Vendors on STATEWIDE Contract may register for this course.</b>	<a href="#">Thursday, October 21, 2021</a>	9:30 AM	11:30 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
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, October 27, 2021</a>	10:00 AM	12:00 PM	Live Webinar (Online)
Quarterly Report Overview	<a href="#">Wednesday, November 3, 2021</a>	1:30 PM	2:30 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday, November 4, 2021</a>	10:00 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	<a href="#">Tuesday, November 9, 2021</a>	9:30 AM	12:00 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <b>*Only Vendors on STATEWIDE Contract may register for this course.</b>	<a href="#">Wednesday, November 17, 2021</a>	9:30 AM	11:30 PM	Live Webinar (Online)
Selling to the State: Marketing Your Business to Public Purchasers <b>*Only Vendors on STATEWIDE Contract may register for this course.</b>	<a href="#">Tuesday, November 16, 2021</a>	1:30 PM	3:30 PM	Live Webinar (Online)
Demystifying the RFR: Understanding the Importance of the Request For Response	<a href="#">Thursday, November 18, 2021</a>	9:30 AM	11:30 AM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	<a href="#">Thursday November 18, 2021</a>	1:00 PM	2:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	<a href="#">Tuesday, November 23, 2021</a>	10:30 AM	11:30 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, December 8, 2021</a>	10:00 AM	12:00 PM	Live Webinar (Online)

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COURSE	DATE	START	END	LOCATION
Connecting Your Business to the Commonwealth	<a href="#">Wednesday, January 26, 2022</a>	10:00 AM	12:00 PM	Live Webinar (Online)

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