

## 2024 Procurement Training Offerings

Log into Cornerstone to register for all of the courses listed below.

Instructor-Led Course Name (Hyflex sessions)	2024 Dates
Contract Administration	4/17/24 8/14/24 10/9/24
Negotiating on Behalf of the State of Wisconsin	5/8/24 8/21/24 10/23/24
Writing and Conducting Request for Bids (RFB)	3/20/24 7/24/24 9/18/24
Writing and Conducting Request for Proposals (RFP)	3/21/24 7/25/24 9/19/24

eLearning Course Name	NEW
Procurement 101: An Introduction for All Employees	
Advanced Procurement: Putting It All Together	
Cloud Computing and IT Contracting	
Completing a Cost Benefit Analysis (CBA)	REVISED (4/30/24)
Conducting Bidder Outreach	
Conducting a Successful RFP Evaluation Kick-off Meeting eLearning	NEW 5/10/24
Creating a Requisition in STAR	
Creating STAR Transactional Contracts	NEW (1/26/24)
Federal Surplus Program Property Program	
Federal Surplus Property for Veteran-Owned Small Businesses (VOSBs)	
Guide to Making Emergency Procurement Purchases	NEW (5/3/24)
Guide to Using a Purchasing Card (P-Card)	
Navigating Large, High-Risk IT Projects Contracts	
Navigating the Procurement Request Portal's RPA System eLearning	

Navigating Software Licenses (replaces Software Licensing 101)	
Practical Guidance: Submitting Waivers	
Practical Guide to Collaborative Contracting in the State of Wisconsin eLearning	
Practical Guide: How to Write and Publish Public Notices eLearning	
Purchasing Print for the State of Wisconsin	
Receiving a Bid During a System Disruption	
Simplifying eSignatures with DocuSign	
Special Procurement Programs	
Strategic Sourcing: Creating a Strategic Sourcing Event	
Strategic Sourcing: Scoring and Awarding Strategic Sourcing Events	
Understanding the RFI Process	<b>NEW (5/3/24)</b>
What is eSupplier?	
What is eSupplier? (eLearning and Video)	
Working with Procurement Systems	
What is Simplified Bidding?	
Writing Solicitation Specifications	

5/10/24