



# Mississippi Public Purchasing Certification Program Agenda

## August 29, 2023

8:00 am - 8:10 am	Registration/Coffee	
8:10 am - 9:30 am	Training	Introduction, Ice Breaker, and Public Purchasing Overview
9:30 am - 9:45 am		Break
9:45 am - 11:00 am		Steps in the Procurement Cycle
11:00 am - 11:30 am		Utilizing State Contracts
11:30 am - 12:30 pm		Lunch On Your Own
12:30pm - 1:00 pm		Logistics
1:00pm - 1:30 pm		Special Procedures
1:30 pm - 2:00 pm		P-1s
2:00 pm - 2:15 pm		Break
2:15 pm - 3:15 pm		Procurement Card/Travel Card
3:15 pm - 4:15 pm		Fleet and Tort Claims

## August 30, 2023

8:00 am - 8:10 am	Coffee	
8:10 am - 9:45 am	Training	Invitations for Bids, Requests for Proposals, and Writing Bid Specifications
9:45 am - 10:00 am		Break
10:00 am - 11:00 am		ITS

11:00 am - 12:30 pm	Training	Lunch On Your Own
12:30 pm - 1:30 pm		Construction
1:30 pm - 1:45 pm		Break
1:45 pm - 2:30 pm		It's The Law
2:30 pm - 3:30 pm		Ethics
3:30 pm - 4:00 pm		OPTFM: Bid Exercise

**August 31, 2023**

8:00 am - 9:00 am	Review & Testing	OPSCR: Purchasing Services
9:00 am - 10:15 am		Requests for Proposals
10:15 am - 10:30 am		Break
10:30 am - 12:00 pm		Requests for Proposals Cont.
12:00 pm - 1:00 pm		Lunch On Your Own
1:00 pm - 2:30 pm		MMRS/P-1/P.O.
2:30 pm - 2:45 pm		Break
2:45 pm - 3:15 pm		Leases
3:15 pm - 3:45 pm		OPSCR: Petition for Relief Exercise
3:45 pm - 4:15 pm		Review Questions