

Courses Required by Position-Role

Audience	Position/Role Title	Procurement Roles	Required Courses	Recommended Courses
<b>Agency</b>	Requisitioner/Receiver	YRR>SRM_REQUIS_COPA YRR>SRM_RCVR_COPA YMW:SRM (BW Procurement Reporting Role)	1. Requisitioner & Receiver - Instructor-Led Training (ILT) - 2 Day <b>Prerequisites to Requisitioner &amp; Receiver ILT:</b> - SRM Overview - Web-Based Training (WBT)	1. Business Warehouse (BW) Procurement Reporting (ILT) - 1 Day
<b>Agency</b>	Purchasing Agent	YRR>SRM_PUR_AGY_COPA YMW:SRM (BW Procurement Reporting Role)	<b><u>To meet Certification requirements:</u></b> 1. SRM Fundamentals (WBT) 2. Create/Maintain Purchase Orders (ILT) - 2 Day 3. Create/Maintain Solicitations & Contracts (ILT) - 2 Day 4. Procurement Policy & Processes for Certified Pennsylvania Purchasing Agent (ILT) - 3 Day <b>Prerequisites to CPPA ILT:</b> - Protest (WBT) - Supplies Manufactured and Services Performed by Persons with Disabilities (UniqueSource) (WBT) - Cooperative Purchasing - Procuring from the federal government, or any other state and local governments (WBT) - DGS Bureau of Supplies and Surplus Operations (WBT) - Purchasing Card (P-Card Training) (WBT) - Bid Specifications (WBT) - Writing a Statement of Work (WBT) - RFP Policy (WBT) 5. Complete Knowledge Check following CPPA course	1. Business Warehouse (ILT) 2. Contract Administration - Monitoring (WBT) 3. Contractor Responsibility Program (WBT) 4. eMarketplace Delta (ILT) 5. Negotiation (WBT) 6. Procurement Basics (WBT) 7. SAP Records Management (WBT) 9. Orientation for Procurement Handbook (WBT)

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<b>DGS Only</b>	Commodity Specialist	YRR>SRM_PUR_AGY_1500 YMW:SRM (BW Procurement Reporting Role)	<p><b><u>To meet Certification requirements:</u></b></p> <ol style="list-style-type: none"> <li>1. SRM Fundamentals (WBT)</li> <li>2. Create/Maintain Purchase Orders (ILT) 2 Day</li> <li>3. Create/Maintain Solicitations &amp; Contracts (ILT) 2 Day</li> <li>4. Procurement Policy &amp; Processes for Certified Pennsylvania Commodity Specialist (ILT) 4 Day</li> </ol> <p><b>Prerequisites to CPCS ILT:</b></p> <ul style="list-style-type: none"> <li>- Protest (WBT)</li> <li>- Supplies Manufactured and Services Performed by Persons with Disabilities (UniqueSource) (WBT)</li> <li>- Writing a Statement of Work (SOW) (WBT)</li> <li>- COSTARS Program (WBT)</li> <li>- Cooperative Purchasing - Procuring from the federal government, or any other state and local governments (WBT)</li> <li>- DGS Bureau of Supplies and Surplus Operations (WBT)</li> <li>- Bid Specifications (WBT)</li> <li>- RFP Policy</li> </ul> <ol style="list-style-type: none"> <li>5. Complete Knowledge Check following CPCS course</li> </ol>	<ol style="list-style-type: none"> <li>1. Business Warehouse (ILT)</li> <li>2. Contract Administration - Monitoring (WBT)</li> <li>3. eMarketplace Delta (ILT)</li> <li>4. Negotiation (WBT)</li> <li>5. Procurement Basics (WBT)</li> <li>6. SAP Records Management (WBT)</li> <li>7. Orientation for Procurement Handbook (WBT)</li> <li>8. Orientation for New Employees (WBT)</li> </ol>
<b>Agency</b>	Procurement Approver Roles - Agency - Agency Head (Supplies) - General Purpose Plant Agency Head (Supplies) - Agency Head (Services) - General Purpose Plant Agency Head (Services)	YRR>SRM_APR_ALL_AHD_SUP YRR>SRM_APR_ALL_GP_AHD_SUP YRR>SRM_APR_ALL_AHD_SRV YRR>SRM_APR_ALL_GP_AHD_SRV	<ol style="list-style-type: none"> <li>1. SRM 7.0 Procurement Document Approver (WBT)</li> </ol> <p><b>Prerequisites to Procurement Document Approver (WBT):</b></p> <ul style="list-style-type: none"> <li>- SRM Fundamentals Course (WBT)</li> </ul>	

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<b>DGS Only</b>	Procurement Approver Roles - DGS Central - DGS Director of BOP (Services) - DGS Director of BOP (Supplies) - Chief Procurement Office - Sole Source Board - Deputy Secretary for Procurement	YRR>SRM_APR_ALL_DGS_DIR_SRV YRR>SRM_APR_ALL_DGS_DIR_SUP YRR>SRM_APR_POCT_DGS_CPO YRR>SRM_APR_POCT_SSB YRR>SRM_APR_POCT_DGS_DEP_SEC	1. SRM 7.0 Procurement Document Approver (WBT) <b>Prerequisites to Procurement Document Approver (WBT):</b> - SRM Fundamentals Course (WBT)	
<b>Agency</b>	SRM P-Card Requisitioner	YRR>SRM_PCARD_REQUIS_COPA	1. Requisitioner & Receiver (ILT) - 2 Day <b>Prerequisites to Requisitioner &amp; Receiver ILT:</b> - SRM Overview (WBT)	
<b>DGS Only</b>	SRM DGS Auction Processor (DGS Only)	YRR>SRM_AUCTION_PROC_AGY_1500	1. Create/Maintain Purchase Orders (ILT) - 2 Day 2. Create/Maintain Solicitations & Contracts (ILT) - 2 Day <b>Prerequisites to both ILT Create/Maintain Courses:</b> - SRM Fundamentals Course (WBT)	
<b>DGS Only</b>	SRM DGS Auction Approver (DGS Only)	YRR>SRM_APR_AUCT_DGS_AGY_1500	1. Create/Maintain Purchase Orders (ILT) - 2 Day 2. Create/Maintain Solicitations & Contracts (ILT) - 2 Day <b>Prerequisites to both ILT Create/Maintain Courses:</b> - SRM Fundamentals Course (WBT)	

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Agency	Agency Performance Issue Creator Agency Performance Issue Approver	Must complete an User Security Authorization Form (USAR) to be role mapped. The link is provided below.  	DGS BOP CRPS for PI Creator/PI Approver (WBT)  <b>Target Audience:</b> All COPA employees who are mapped to either the Performance Issue Creator and/or Performance Issue Approver role within the Contractor Responsibility Program System (CRPS).  <b>Course Description:</b> This web-based training will provide participants with an overview of the policy, responsibilities, and procedures required for compliance with Management Directive 215.9 amended, Contractor Responsibility Program (CRP) and the Contractor Responsibility Program System.  <b>Prerequisites to Contractor Responsibility Program System (CRPS) for PI Creator/PI Approver (WBT):</b> - DGS BOP WBT-Contractor Responsibility Program  <i>Note: This is a <b>mandatory</b> prerequisite and must be completed prior to attending this training.</i>	
		<a href="http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf">http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf</a>		

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<b>Agency</b>	Agency Contractor Responsibility Program System (CRPS) for User	<p>Must complete an User Security Authorization Form (USAR) to be role mapped. The link is provided below.</p> 	<p>Contractor Responsibility Program System (CRPS) for Users (WBT)</p> <p><b>Target Audience:</b> All COPA employees who are mapped to a role within the Contractor Responsibility Program System (CRPS).</p> <p><b>Course Description:</b> This web-based training course is designed to give the audience an understanding of the Contractor Responsibility Program policies and system, and how to use the system in conjunction with their assigned roles.</p> <p><b>Prerequisites to Contractor Responsibility Program System (CRPS) for User (WBT):</b></p> <ul style="list-style-type: none"> <li>- DGS BOP Contractor Responsibility Program (WBT)</li> </ul> <p><i>Note: This is a <b>mandatory</b> prerequisite and must be completed prior to attending this training.</i></p>	
		<p><a href="http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf">http://www.portal.state.pa.us/portal/server.pt/document/1068897/blank_usar_pdf</a></p>		