

# TRAINING TUESDAYS

## 11/26/19

- **New Training Center section on CPO-GS site**
- **Where is the Small Purchase With Sole Source Conditions Form?**
- **State Use drop-down is now at PO only**
- **New Training email: [CPOGS.Training@Illinois.gov](mailto:CPOGS.Training@Illinois.gov)**
- **Fun Fact**

# NEW TRAINING CENTER

- <https://www2.illinois.gov/cpo/general/pages/default.aspx>



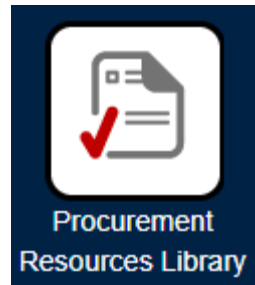
**Welcome to the Chief Procurement Office**

Welcome and thank you for visiting our web site. Whether you are a company looking for business opportunities, a State employee seeking procurement resources, or a citizen interested in knowing what the State is buying and from whom, the Chief Procurement Office will guide you through the procurement maze. Our talented and dedicated staff ensures that more than \$7 billion in procurements under the jurisdiction of the CPO for General Services are fair, transparent, accountable, and in the best interest of the State.



# WHERE IS THE SMALL PURCHASE WITH SOLE SOURCE CONDITIONS FORM?

1. <https://www2.illinois.gov/cpo/general/pages/default.aspx>



2.  **Solicitation and Contract Templates and Forms**

3. [Small Purchase with Sole Source Conditions v.20.1.pdf](#)



# NEW TRAINING EMAIL ADDRESS

## CPOGS.TRAINING@ILLINOIS.GOV

- Please use this email address for scheduling/registering any future trainings



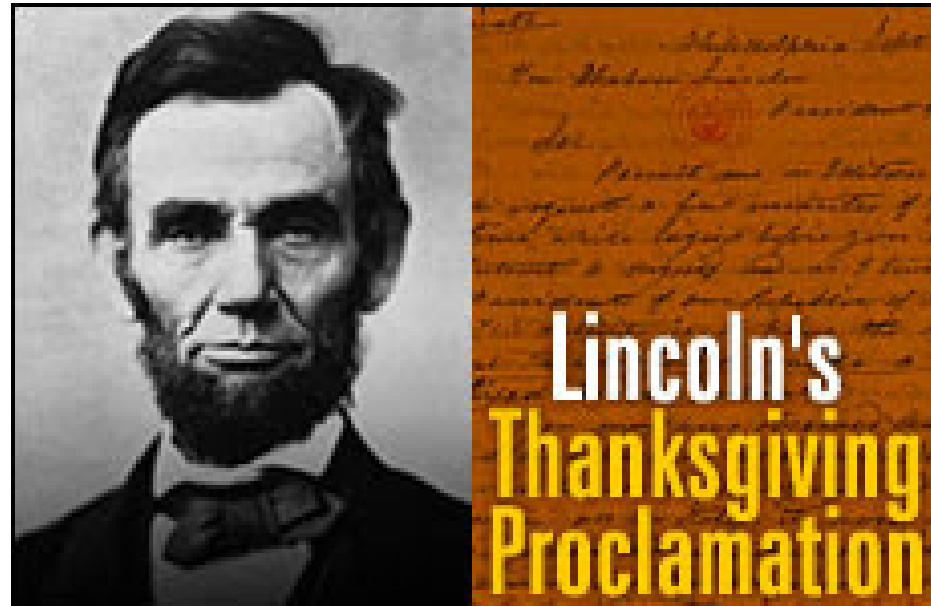
## MONTHLY BIDBUY TRAINING – NEW DATES ADDED

- Wednesday, January 8<sup>th</sup> 10:00am – 3:30pm
- Wednesday, January 22<sup>nd</sup> 10:00am – 3:30pm
- CDB computer lab @ Stratton Building (Room 320)
- Perfect for those new to BidBuy
- What will be covered?
  - General Navigation, Releases Off Masters, Small Purchases, workflow in BidBuy
- [Cpogs.training@Illinois.gov](mailto:Cpogs.training@Illinois.gov) to register



## FUN FACT - NOVEMBER 26TH

- **1863 - President Abraham Lincoln proclaimed November 26 as a national Thanksgiving Day, to be celebrated annually on the final Thursday of November.**



# WHAT WILL WE DISCUSS ON TRAINING TUESDAYS?

- CPO Notices
- CPO Memos
- New Forms, processes, etc.
- BidBuy Training – updates to the system
- Procurement Training
- Helpful Tips
- And More!



Cpogs.training@Illinois.gov

QUESTIONS?

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