

MEMORANDUM

TO: Telecom Coordinators

FROM: W. M. Vetter, Manager
Bureau of Communication and Computer Services

DATE: June 10, 1998

RE: Procurement Code Training/Orientation Sessions

As a follow-up to the memorandum mailed to agency directors (attached) announcing training/orientation sessions for the Procurement Code, below is the schedule of training/orientation dates, times and locations. Agency procurement personnel should attend one of the sessions. Please contact Barb Eddings at 217-782-1190 to confirm attendance and provide names of those attending. **Note, the training/orientation sessions scheduled for Marion and Rockford have been canceled.**

Springfield

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| June 17, 18 & 19 | Howlett Building auditorium | 9:00 AM - 1:00 PM |
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Chicago

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| June 24 & 25 | JRT Building, Assembly Hall | 9:00 AM - 1:00 PM |
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In addition to the general Procurement Code training/orientation sessions listed above, CMS will be conducting detailed, step by step training for agency State Procurement Officers (SPO) and their designees who will be responsible for posting procurement documents on the Procurement Bulletin. The schedule is listed below.

Springfield

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| June 29 | Illinois State Library, Room 403 | 9:00 AM - 1:00 PM |
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Chicago

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| June 30 | JRT Building, Room 2-025 | 9:00 AM - 1:00 PM |
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Please contact Barb Eddings, to confirm attendance, and provide the names of those attending.