



TRAINING CALENDAR 2023

Deputy Purchasing Agent Training					
Date	Time	Training Topic	Location	Type	Credit
January 4	11:00 am - 12:30 pm	Webinar - Professional: Connecting Certifications to Your Learning and Career Aspirations	https://www.nigp.org/course/d78849c0-7716-4e54-ac70-a3768a673ed1	NIGP (Free of Charge)	1 (Register In Advance with NIGP) (External)
January 18	11:00 am - 12:30 pm	Webinar - Using a Functionality Matrix for Technology Procurements	https://www.nigp.org/course/2e83d0f1-1544-45cf-afe3-c02a07247272	NIGP (Free of Charge)	1 (Register In Advance with NIGP) (External)
January 24	11:00 am - 12:30 pm	Webinar - Increase your Influence and Enhance your Leadership	https://www.nigp.org/course/5035d952-f14b-4acc-94df-cea0413347de	NIGP (Free of Charge)	1 (Register In Advance with NIGP) (External)
February 9	10:30am – 11:30 am	Levine Act Training Presented by James Harman, Mark Batarse & County Procurement Office.	Zoom https://us02web.zoom.us/j/81365967752?pwd=MVFCMThDZEde6eXpZUmxZk1U2SVlKdz09-258171		1 hour (Eureka Registration Required) (Internal)
February 16	1:30 pm – 3:00 pm	DIR Prevailing Wage Requirements Presented by The Labor Commissioners' Office	Zoom https://us02web.zoom.us/j/83718040696?pwd=QnFnanpCTTRvQmFpaXEwSWhtNEdsZz09-735109		1.5 hour (Eureka Registration Required) (Internal)
February 22	8:30am – 1200 pm	Procurement Professionals Day	County Conference Center 425 W Santa Ana Blvd Santa Ana, CA		Up to 3.5 hours for credit
March 1	10:30 am - 11:30 am	Forging the Path Ahead – 2023 Trailblazer Series Presented by Tammy Rimes	Zoom https://us02web.zoom.us/j/84080868454?pwd=ckovYmM0TFhTTjdyTE1YTFdOYTdxZz09-646770		1 hour (Eureka Registration Required) (Internal)
March 8	12:00 pm – 1:00 pm	Webinar – Assessing Risk in the Contracting Process – Tools You Can Use to Mitigate Risk	https://www.cappo.org/events/EventDetails.aspx?id=1719574&group=	CAPPO	1 hour (External)
March 9	11:00 am- 12:00 pm	PDAT/FEMA Standard Procurement Under Grant Training	**Register directly with FEMA** Please register in advance.		1 hour (External)
March 15	9:00 am - 10:30 am	Webinar – Basic Sales & Use Tax Webinar	https://www.cappo.org/events/EventDetails.aspx?id=1699154&group=	CAPPO	1.5 hour (External)
March 16	9:00 am - 10:30 am	Webinar – DEI Procurement Strategy: A Discussion About Planning, Implementation & Execution	https://www.cappo.org/events/EventDetails.aspx?id=1694429&group=	CAPPO	1.5 hour (External)



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March 22	10:00 am - 11:30 am	Equipment Sequence Numbering & OC Expediter Training - CPO Forms Presented by Karalyn Meeh & Kevin Work	Zoom https://us02web.zoom.us/j/83564396761?pwd=NXg5Nm1ManJ2NEJreU1XaGl0blZvQT09-370288		1.5 hours (Eureka Registration Required) (Internal)
March 23	12:00 pm - 1:00 pm	Webinar – Write Better Bids and RFPs, and Get More Bidders	https://www.cappo.org/events/EventDetails.aspx?id=1716048&group=	CAPPO	1 hour (External)
April 5	11:00 am - 12:00 pm	Contracts Training Part I Presented by County Counsel James Harman and Mark Batarse	Zoom https://us02web.zoom.us/j/82588548772?pwd=Y1MrVG02SDV4U2V3Nm1iTmgvVGp4UT09161902		1 hour (Eureka Registration Required) (Internal)
April 12	9:00 am - 3:00 pm	WAXIE AB1383 Training Presented by: Keith Schneringer	3220 S. Fairview Street Santa Ana, CA 92704		1 hour (External)
April 20	11:00 am - 12:00 pm	Contracts Training Part II Presented by County Counsel James Harman and Mark Batarse	Zoom https://us02web.zoom.us/j/87547195988?pwd=Q00xNjVSMkVMa0hITnAyYzZ2Vjc4QT09856431		1 hour (Eureka Registration Required) (Internal)
April 27	2:30 – 3:30 pm	Amazon Training – How to Obtain Multiple Quotes by Laura Lechtenberg	Zoom https://us02web.zoom.us/j/88324192270?pwd=cCtWTEJjb1djUDRVTKVvbGNsRGxYZz09548796		1 hour (Eureka Registration Required) (Internal)
May 4	1:30pm – 2:30 pm	Best Practice Meeting	MS Teams Click here to join the meeting ID 220 630 730 355		No Credit
May 9	10:00 am - 11:00 am	Webinar – Collaboration: Bypass and Master Internal Disaster	CAPPO Register Now Advance registration required		1 hour (External)
May 11	TBD	Vendor Outreach Event	Mile Square Park Freedom Hall	Annual	1 hour (Internal)



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May 23	11:00 am - 12:00 pm	Webinar – How to Strengthen Your Cybersecurity Solutions Through Cooperative Purchasing	CAPPO Register Now Advance registration required		1 hour (External)
May 25	11:00 am – 12 pm	Contracts Training Part III Presented by County Counsel James Harman and Mark Batarse	Zoom https://us02web.zoom.us/j/82009696024?pwd=RFVlbWQ5eFFnVFpMSn k1NjJFOUp2dz09 565835		1 hour (Eureka Registration Required) (Internal)
May 30	1:00 pm – 4:00 pm	Consolidated Annual Report (CAR) for Fi\$cal Departments Presented by Department of General Services Procurement	MS Teams Advance registration required		3 hours (External)
May 31	9:00 am – 12:00 pm	Consolidated Annual Report (CAR) for Fi\$cal Departments Presented by Department of General Services Procurement	Zoom Advance registration required		3 hours (External)
May 31	11 am PST	Top 10 Mistakes When Purchasing Under a FEMA Award	NASPO Register Now Advance registration required		1 hour (External)
May – December	Self-Paced	Contract Administration Strategies by Procurement U Learning Management System (LMS)	NASPO Register Now Advance registration required		3 hours (External)
June 7	10:00 am - 11:00 am	GovMVMT Back to the Future - Current trends in the Public Sector Procurement by David Kidd	County Conference Center 425 W Santa Ana Blvd Santa Ana, CA		1 hour (Internal)
June 8	10:00 am - 11:00 am	Webinar – The Two-Week Notice: How Leading Procurement Agencies Are Dealing with Talent Management and Succession Planning	CAPPO Register Now Advance registration required		1 hour (External)
June 22	1:30 pm – 2:30 pm	DPA Best Practice Meeting & Ice Cream Social ROV Services	ROV 1300 South Grand Avenue, Santa Ana	In person	1 hour (Internal)
July 12	11:00 am –12:00 pm	Creating Win-Win Partnerships Between Procurement & Your Internal Customers Presented by: Dr. Jake Smithwick Center 4 Procurement	MS Teams		1 hour (Internal)



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Date	Time	Training Topic	Location	Type	Credit
July 20	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
July 20	1:30 pm – 2:30 pm	NIGP Membership Introduction by Belinda Sites	MS Teams		½ hour (Internal)
July 25 Aug 1 Aug 8 Aug 15	11 am–1:30 pm PST 11 am–1:30 pm PST 11 am–1:30 pm PST 11 am–1:30 pm PST	Better Projects, Better RFPs Procurement U	NASPO Advance registration required	Live Webinar	2.5 hour (External)
July 26	12:00 pm- 1:00 pm	Emergency Procurement - Are you prepared for the next disaster	CAPPO Register Now Advance registration required		1 hour (External)
August 2	12:00 pm- 1:00 pm	Webinar – Influencing Others to Embrace Change (Just in case you missed Derrick Strand when he was here!)	CAPPO Register Now Advance registration required		1 hour (External)
August 9	10:00 am – 11:00 am	Homeless Service System Pillars Attestation by CPO	MS Teams		1 hour (Internal)
August 10 August 17 August 21 August 28	10 am–1 pm PST 10 am–1 pm PST 10 am–1 pm PST 10 am–1 pm PST	Developing Impactful Supplier Diversity Programs for Public Procurement Professionals – Procurement U	NASPO Advance registration required	Live Webinar	3 hours (External)
August 15 – November		OpenGov Series	TBD		1 hour for series (Internal)
August 17	11:00 am - 12:00 pm	Webinar – How Procurement Increases Your Mission Success	CAPPO Register Now Advance registration required		1 hour (External)
August 17	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
August 30	1:30 pm – 2:30 pm	DPA Best Practice Meeting Presentation by PorchBox Catering Services	MS Teams		No Credit
August 30	9:00 am – 3:00 pm	Better RFPs, Better Projects by CAPPO	In Person – Pasadena Get your Requisition in on time Register by 8/25	In person	2 hours (External)



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August 31	9:00 am – 3:00 pm	Better RFPs, Better Projects by CAPPO	In Person – Sacramento Get your Requisition in on time Register by 8/25	In person	2 hours (External)
August 31	12:00 pm – 1:00 pm	The Perfect RFP Template	CAPPO In Person County Conference Center 425 W Santa Ana Blvd Santa Ana		1 hour (External)
September 13	9:00 am - 10:00 am	Amazon Business simplifies the procurement experience; helping to improve efficiencies, convenience, and drive compliance in the Public Sector CAPPO	CAPPO Advance registration required		1 hour (External)
September 20	10:00 am - 11:00 am	Ethics Training by Denah Hoard Mandatory training	MS Teams		Biennial training No credit
September 20	12:00 pm – 1:00 pm	2 CFR 200 Part 1 - Complying with the Procurement Standards Under 2 CFR 200	CAPPO Advance registration required		1 hour (External)
September 21	12:00 pm – 1:00 pm	2 CFR 200 Part 2 - Single Audit 101 for Grant Managers	CAPPO Advance registration required		1 hour (External)
September 21	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
Sept 26 Oct 3 Oct 10 Oct 17	11 am–1:30 pm PST 11 am–1:30 pm PST 11 am–1:30 pm PST 11 am–1:30 pm PST	Better Projects, Better RFPs Procurement U	NASPO Advance registration required	Live Webinar	2.5 hour (External)
Sept 27	9:00 am – 3:00 pm	Public Works Construction Requirements and Best Practices	In Person – Sacramento Get your Requisition in on time	In person	2 hours (External)
October 4	9:00 am – 2:00 pm	CAPPO Hosted, Elements of a Contract by James Harman	County Conference Center 425 W Santa Ana Blvd Rm. 104/106 Santa Ana \$60 \$200 non-members Get your Requisition in on time Register by 9/20/23	In person	Credit provided for those not previously attended session 5/25/23 2 hours (External)



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October 12	12:00 pm – 1:00 pm	Back to the Future-Empowering Local Agency Contract Exchange	CAPPO Advance registration required		1 hour (External)
October 18	9:30 am – 11:30 am	DIR Training Provided by: State Labor Commissioner's Office	CAPPO - Zoom Discount box: promo code OCDIR (for any non-CAPPO OC staff) Advance registration required		1 hour (External)
October 19	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
October 19	1:30 pm – 2:30 pm	Insurance Training by Calvin Wong	Register in Eureka Session Copy & Paste MS Teams link & Join Meeting		1 hour (Internal)
October 24	12:00 pm – 1:00 pm	Contract Management and Insurance	CAPPO Advance registration required		1 hour (External)
Ongoing	Self-Paced	Elements of Effective Meetings Procurement U	NASPO Free/no cost to you Advance registration required		1 hour (External)
Ongoing	Self-Paced	Negotiation Strategies Procurement U	NASPO Free/no cost to you Advance registration required		1 hour (External)
November 1	9:00 am – 4:00 pm	Public Procurement Basics	CAPPO in Person Stockton Get your Requisition in on time	In person	2 hours (External)
November 2	9:00 am – 3:00 pm	Public Works Construction Requirements and Best Practices	CAPPO in Person Sacramento Get your Requisition in on time	In person	2 hours (External)
November 8	12:00 pm – 1:00 pm	Talent Management Strategies for the Procurement Workforce	CAPPO Advance registration required		1 hour (External)
November 9	1:00 pm – 4:00 pm	OpenGov Web Series Presented by OpenGov	OpenGov Zoom		1 hour for the series (External)



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November 16	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
November 30	9:00 am - 4:00 pm	DPA All Hands Meeting – (Trailblazer training)	Register in Eureka Session Freedom Hall @ Mile Square Park	In person	3 hours (Internal)
December 14	8:00 am – 9:00 am	Contract Management for Dynamics 365	Contracts365 Advance registration required		1 hour (External)
December 21	10:00 am – 11:00 am	Dr. RFP trainings by Center 4 Procurement (3 rd Thursday of every month)	CPE Register Now Advance registration required		1 hour (External)
Vendor Information Day 1st Thursday of every month 9:00 am–10:30 am* * The County Procurement Office conducts presentation Virtual & In-person DPA training credit, RSVP required with CPO					
		For DPA training credit: 1. Register in Eureka 2. Complete Postwork	→ CPO computer training – bring the following: 1. VPN link 2. Device that has the Authenticator app/function (if applicable) 3. Computer Log-In information (User ID/password)		
→ For the latest calendar updates, check in CPO's intranet					
County Procurement Office County Administration North 400 W. Civic Center Drive, 5th Fl. Santa Ana, CA 92701					