

**DEPARTMENT OF ADMINISTRATION
OFFICE OF BUSINESS PROCESS IMPROVEMENT
PROCUREMENT AND CONTRACTS**

Primary Procurement Training - Course Components

- Competition as the Foundation of Public Procurement
 - Statutory Summary (brief reference document for later use)
- Procurement Food Chain document
 - Mandatory Use Programs (statutory)
 - Mandatory Use Contracts (policy)
 - Optional Use Contracts (policy)
 - Local Delegated Authority for Open Market Purchases
- Competitive Bid Processes (RFQ/IFB/RFP)
- Prior Authorization Training (see above)
- Bid Specification Writing
 - Performance-Based Specifications
 - Deliverables-Based Specifications
- Bid Evaluation
 - Award to the apparent low and responsive bidder
 - Documentation expectations of not awarding to low bidder
 - Confidentiality of Bid Contents
 - Conflict of Interest
 - Bid Protests
- Contract Drafting
 - Perils of Signing Vendor Contracts
 - Protecting Kansas interests
- Contract Administration
 - Benefits of Performance and Deliverables-Based Specifications
 - Review of / Acceptance / Rejection of Deliverables
 - Audit of Invoices before Payment
- Open Records
- Records Retention, even locally (5 years)

SUGGESTIONS FOR ADDITIONAL TOPICS:

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