

State Purchasing Bureau Policy

NOTICE

This guidance document is advisory in nature but is binding on the Nebraska Department of Administrative Services until amended. A guidance document does not include internal procedural documents that only affect the internal operations of the Department of Administrative Services and does not impose additional requirements or penalties on regulated parties or include confidential information or rules and regulations made in accordance with the Administrative Procedure Act. If you believe that this guidance document imposes additional requirements or penalties on regulated parties, you may request a review of the document. See Neb. Rev. Stat. § 84-901.03

Policy No: 23-02
Application: Goods & Services
Subject: Procurement Certification Program
Effective Date: 11-20-2023

Beginning on the Effective Date of this policy ("Effective Date"), all procurement professionals working at the State of Nebraska with PT access (e.g., PT10, PT20, or PT30) in the State's financial system (E1) are required to become certified for their respective access level (e.g., PT26 requires PT20 training). Such certification may be attained by completing the courses listed under the applicable access level on the following Attachment A. For all current procurement professionals with an existing PT role, all courses for certification must be completed on or before March 1, 2024.

Public servants that already have PT 30 access prior to the Effective Date do not need to complete the course "Introduction to Procurement" to become certified. The State Purchasing Bureau ("SPB") intends to hold Procurement Law and Ethics courses in-person at regular intervals, with a virtual option being available at any time. In-person attendance is recommended, but virtual courses are available for those public servants whose schedules do not allow in-person attendance. The courses of "Procurement Law" and "Ethics" must be taken every two (2) years to maintain certification. Such courses may be modified by SPB for those needing recertification.

The failure to gain or maintain certification may result in the public servant's inability to complete purchasing activities. SPB may require reoccurring and additional training for public servants or agencies that have procured or attempted to procure goods or services in a manner inconsistent with applicable law.

SPB strongly recommends that public servants who do not have access in E1 but have the authority to purchase or contract for goods or services for the State of Nebraska take the courses "Procurement Law" and "Ethics."

[SIGNATURE PAGE TO FOLLOW.]

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The foregoing policy is duly signed and executed on this 20th day of November, 2023.



Director,
State of Nebraska, *Department of Administrative Services*

20NOV23

DATE



Material Administrator,
State of Nebraska, *Department of Administrative Services*

11/20/23

DATE





PROCUREMENT CERTIFICATION PROGRAM

State public servants should complete the classes listed below to become certified to conduct procurement actions within their respective E1 access levels

- **PT10 Certification** - Allows users to inquire on purchases and run reports
- **PT20 Certification** - Allows users to input requisitions & approve documents
- **PT30 Certification** - Allows users to generate contracts and purchase orders
- **Executive Certification** - Provides agency leaders with foundational knowledge to help ensure satisfactory procurements

LEARNING TOPICS

	PT10	PT20	PT30	EXECUTIVE
Procurement Law* (3 Hours)  	✓	✓	✓	✓
Ethics* (1 Hour)  	✓	✓	✓	✓
Introduction to Procurement (2 Hours) 	✓	✓	✓	
E1 Reports & Inquiries (30 Minutes) 	✓	✓	✓	
E1 Purchase Requisitions (45 Minutes) 		✓	✓	
Address Book & Approval Routes (1 Hour) 		✓	✓	
Receipt Processing (1 Hour) 		✓	✓	
E1 PO and Contract Generation (1 Hour) 			✓	
Solicitation and Award Process (1 Hour) 			✓	✓
Contract Management (1 Hour) 			✓	✓
Protest Process (45 Minutes) 			✓	✓



IN-PERSON TRAINING



VIRTUAL COURSE

*** USERS WILL RETAKE EVERY TWO YEARS TO MAINTAIN CERTIFICATION**

