



CHIEF PROCUREMENT OFFICE

Matt Brown, General Services

GoToMeeting Course Schedule for Vendors and Agencies

Registration is required to participate. Please register at least 48 hours before a course starts by emailing joe.kim@illinois.gov. Courses are limited to the first 25 participants. State procurement staff may participate in courses intended for vendors if space permits.

Watch for course updates at: <http://www2.illinois.gov/cpo/general/pages/events.aspx>

“Financial Disclosures and Conflicts of Interest 101 for Vendors”

Instructor: Michelle Casey or Joanna Gunderson

Description: This 60 minute webinar is interactive and intended for novice to experienced vendors submitting bids for state contracts. The course will familiarize vendors with the type of information required to be submitted in the state’s disclosure forms.

- August 14 10 – 11 AM
- September 11 10 – 11 AM
- October 9 10 – 11 AM
- November 13 10 – 11 AM

“How and Why Your Business Should Register for the Illinois Small Business Set-Aside Program”

Instructor: Dave Freeman or Vicky Santiago

Description: This 30 minute webinar is in intended for novice or experienced vendors interested in learning about the benefits of the State’s preference program for small businesses. The course will cover all of the requirements to qualify for the program and the application process.

- August 13 9 – 9:30 AM
- September 10 9 – 9:30 AM
- October 8 9 – 9:30 AM
- November 12 9 – 9:30 AM

“How to Conduct a Responsiveness Review”

Instructor: Tricia Leezer

Description: This 60 minute webinar is intended for agency procurement staff and SPOs that need a refresher in using the CPO’s Responsiveness Review templates. The course will cover Responsiveness Review for IFBs, RFPs, and Financial Disclosures and Conflicts of Interest.

- August 27 1 – 2 PM



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“Putting Together the State Contracting Puzzle”

Instructor: Joe Kim or Michelle Casey

Description: This 60 minute webinar is intended for novice vendors interested in learning about the steps required to bid for State contracts. The course will cover registering for the Procurement Bulletin and how to understand the various sections in an Invitation for Bid.

- August 15 1 – 2 PM
- September 19 1 – 2 PM
- October 17 1 – 2 PM
- November 14 1 – 2 PM

“How to Use Sell2IL (Small Purchasing 101)”

Instructor: Scott McKinnery or Dave Freeman

Description: This 30 minute webinar is intended for agency procurement staff and SPOs that need a refresher in using the Small Business database. The course will cover how to solicit all vendors under a single commodity code in 6 clicks(!), how to search the database using the available three methods, and tips and tricks on how to find those out of the ordinary commodity codes or a closest match.

- October 17 9 – 9:30 AM