

# Procurement Training Guide

LEVEL A	LEVEL 1 (BASIC PROCUREMENT AUTHORITY)
<p><b>Procurement Thresholds - Level A buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods up to \$1,500 (no competitive bidding required)</li> <li>– Services up to \$4,999 (no competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$25,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Buying Basics</b> - online module</li> </ul> <p><i>Note: Buying Basics is strongly recommended for all Pcardholders who do not have any other State procurement training. See the <a href="#">Iowa Pcard/Travel Card Training page</a> for web-based cardholder training requirements.</i></p> <p>Contact <a href="mailto:purchasing.mailbox@iowa.gov">purchasing.mailbox@iowa.gov</a> for access to online training modules.</p>	<p><b>Procurement Thresholds - Level 1 buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods \$1,501-\$5,000 (competitive bidding required)</li> <li>– Services \$5,000-\$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$25,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> - (6) online modules; prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> - half-day classroom session</li> </ul> <p><b>Required Classes for Buyers who use I/3</b></p> <ul style="list-style-type: none"> <li>• <b>Basics of I/3 Financial (SAE)</b> - prerequisite for Basics of I/3 Procurement</li> <li>• <b>Basics of I/3 Procurement (SAE)</b> – procurement lifecycle, award documents, POs, DOs, MAS</li> <li>• <b>I/3 Advanced Procurement (SAE)</b> - required of Level 1 buyers posting to Iowa VSS</li> </ul> <p>Contact <a href="mailto:purchasing.mailbox@iowa.gov">purchasing.mailbox@iowa.gov</a> for access to online training modules.</p>
LEVEL 2 (ADVANCED PROCUREMENT AUTHORITY)	LEVEL 3 (DAS CENTRAL PROCUREMENT ONLY)
<p><b>Procurement Thresholds - Level 2 buyers may purchase:</b></p> <ul style="list-style-type: none"> <li>– Goods \$5,000-\$50,000 (competitive bidding required)</li> <li>– Services &gt; \$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$25,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> - (6) online modules; prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> - half-day classroom session</li> <li>• <b>Advanced Procurement Certification (PDS)</b> - full-day classroom session</li> <li>• <b>Introduction to Public Procurement (NIGP)</b> - full-day classroom session</li> <li>• <b>Legal Aspects (NIGP)</b> - full-day classroom session</li> <li>• <b>Recertification</b> - Required every two years</li> </ul> <p><b>Required Classes for Buyers who use I/3</b></p> <ul style="list-style-type: none"> <li>• <b>Basics of I/3 Financial (SAE)</b> - prerequisite for Basics of I/3 Procurement</li> <li>• <b>Basics of I/3 Procurement (SAE)</b> – procurement lifecycle, award documents, POs, DOs, MAS</li> <li>• <b>I/3 Advanced Procurement (SAE)</b> - required of Level 1 buyers posting to Iowa VSS</li> </ul> <p>Contact <a href="mailto:purchasing.mailbox@iowa.gov">purchasing.mailbox@iowa.gov</a> for access to online training modules.</p>	<p><b>Procurement Thresholds:</b></p> <ul style="list-style-type: none"> <li>– Goods &gt; \$50,000 (competitive bidding required)</li> <li>– Services &gt; \$50,000 (competitive bidding required)</li> <li>– Goods or Services from Certified TSBs up to \$25,000</li> <li>– Goods or Services from Master Agreements (any amount)</li> </ul> <p><b>Required Classes</b></p> <ul style="list-style-type: none"> <li>• <b>Procurement Code Series</b> - (6) online modules; prerequisite for classroom training</li> <li>• <b>Introduction to State Procurement (PDS)</b> - half-day classroom session</li> <li>• <b>Advanced Procurement Certification (PDS)</b> - full-day classroom session</li> <li>• <b>Introduction to Public Procurement (NIGP)</b> - full-day classroom session</li> <li>• <b>Legal Aspects (NIGP)</b> - full-day classroom session</li> <li>• <b>Recertification</b> - Required every two years</li> </ul> <p><b>Required Classes for Buyers who use I/3</b></p> <ul style="list-style-type: none"> <li>• <b>Basics of I/3 Financial (SAE)</b> - prerequisite for Basics of I/3 Procurement</li> <li>• <b>Basics of I/3 Procurement (SAE)</b> – procurement lifecycle, award documents, POs, DOs, MAS</li> <li>• <b>I/3 Advanced Procurement (SAE)</b> - required of Level 1 buyers posting to Iowa VSS</li> </ul> <p>Contact <a href="mailto:purchasing.mailbox@iowa.gov">purchasing.mailbox@iowa.gov</a> for access to online training modules.</p>