

Procurement Training Guide

LEVEL A	LEVEL 1 (BASIC PROCUREMENT AUTHORITY)
<p>Procurement Thresholds – Level A buyers may purchase:</p> <ul style="list-style-type: none"> – Goods up to \$1,500 (no competitive bidding required) – Services up to \$4,999 (no competitive bidding required) – Goods or Services from Certified TSBs up to \$10,000 – Goods or Services from Master Agreements (any amount) <p>Required Classes</p> <ul style="list-style-type: none"> • Buying Basics – online module (DAS Central Procurement training) <p><i>Note: Buying Basics is strongly recommended for all Pcardholders who do not have any other State procurement training. See the Iowa Pcard/Travel Card Training page for web-based cardholder training requirements.</i></p>	<p>Procurement Thresholds – Level 1 buyers may purchase:</p> <ul style="list-style-type: none"> – Goods \$1,501–\$5,000 (competitive bidding required) – Services \$5,000–\$50,000 (competitive bidding required) – Goods or Services from Certified TSBs up to \$10,000 – Goods or Services from Master Agreements (any amount) <p>Required Classes</p> <ul style="list-style-type: none"> • Procurement Code Series – (6) online modules (DAS Central Procurement training); prerequisite for classroom training • Introduction to State Procurement (PDS) – half-day classroom session <p>Required Classes for Buyers who use I/3</p> <ul style="list-style-type: none"> • Basics of I/3 Financial (SAE) – prerequisite for Basics of I/3 Procurement • Basics of I/3 Procurement (SAE) – procurement lifecycle, award documents, POs, DOs, MAs • I/3 Advanced Procurement (SAE) – required of Level 1 buyers posting to Iowa VSS
LEVEL 2 (ADVANCED PROCUREMENT AUTHORITY)	LEVEL 3 (DAS CENTRAL PROCUREMENT ONLY)
<p>Procurement Thresholds – Level 2 buyers may purchase:</p> <ul style="list-style-type: none"> – Goods \$5,000–\$50,000 (competitive bidding required) – Services > \$50,000 (competitive bidding required) – Goods or Services from Certified TSBs up to \$10,000 – Goods or Services from Master Agreements (any amount) <p>Required Classes</p> <ul style="list-style-type: none"> • Procurement Code Series – (6) online modules (DAS Central Procurement Training); prerequisite for classroom training • Introduction to State Procurement (PDS) – half-day classroom session • Advanced Procurement Certification (PDS) – full-day classroom session • Introduction to Public Procurement (NIGP) – full-day classroom session • Legal Aspects (NIGP) – full-day classroom session • Recertification – Required every two years <p>Required Classes for Buyers who use I/3</p> <ul style="list-style-type: none"> • Basics of I/3 Financial (SAE) – prerequisite for Basics of I/3 Procurement • Basics of I/3 Procurement (SAE) – procurement lifecycle, award documents, POs, DOs, MAs • I/3 Advanced Procurement (SAE) – required of Level 1 buyers posting to Iowa VSS 	<p>Procurement Thresholds:</p> <ul style="list-style-type: none"> – Goods > \$50,000 (competitive bidding required) – Services > \$50,000 (competitive bidding required) – Goods or Services from Certified TSBs up to \$10,000 – Goods or Services from Master Agreements (any amount) <p>Required Classes</p> <ul style="list-style-type: none"> • Procurement Code Series – (6) online modules (DAS Central Procurement Training); prerequisite for classroom training • Introduction to State Procurement (PDS) – half-day classroom session • Advanced Procurement Certification (PDS) – full-day classroom session • Introduction to Public Procurement (NIGP) – full-day classroom session • Legal Aspects (NIGP) – full-day classroom session • Recertification – Required every two years <p>Required Classes for Buyers who use I/3</p> <ul style="list-style-type: none"> • Basics of I/3 Financial (SAE) – prerequisite for Basics of I/3 Procurement • Basics of I/3 Procurement (SAE) – procurement lifecycle, award documents, POs, DOs, MAs • I/3 Advanced Procurement (SAE) – required of Level 1 buyers posting to Iowa VSS