



NYS Procurement Training

*** 1. Annual amount spent for goods, services & construction (most recent FY):**

*** 2. Number of staff in your agency/organization who work in procurement for 25% or more of their time:**

*** 3. Annual budget for procurement training of those staff (most recent FY):**

*** 4. Describe your procurement (purchasing/contracting) environment:**

Centralized (all procurements done by one office/purchasing staff) or

Decentralized (procurements done by department/program staff).

*** 5. Please list the titles of your procurement staff. Enter "none" if there are no staff dedicated to procurement.**

*** 6. Please list the titles of department/program staff who also do procurement.**

*** 7. What procurement categories do your staff work on (check all that apply):**

Commodities

Construction

Services

Construction Services (Design)

Technology

Real Property

*** 8. What procurement methodologies do your staff utilize (check all that apply):**

IFB Low price

Discretionary

RFP Best value

Other (specify):

Single/sole source

*** 9. Does your agency/organization have formal procurement policies and procedures?**

yes

no

if no, what policies/procedures does your agency rely on?

*** 10. What procurement training does your agency/organization regularly attend (check all that apply):**

OGS Purchasing Forum & Trade Show

OSC Fall Training

Other (please specify)

*** 11. Do you offer procurement training to your procurement staff?**

yes, structured/classes training

yes, on-the-job training

- yes, both structured/classes and on-the-job training
- no (go directly to question 13)

12. Who does your agency/organization typically use for the delivery of procurement training you offer?

- Primarily In-house Staff
- Primarily Outsourced
- Combination of in-house staff and outsourcing

*** 13. Please rank your agency/organization’s procurement training needs on a scale of 1 (low) to 5 (high):**

	1	2	3	4	5
State Finance Law	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public Officers Law/Ethics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
IFB/Low Price	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
RFP/Best Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Discretionary Purchasing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Single/Sole Source	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Preferred Sources	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MWBE/SDVOB	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Contract Monitoring	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vendor Responsibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify and rank)

14. Additional information that you believe would be helpful to the committee:

Done

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