



October 2024

Government Procurement Services

This newsletter informs government purchasing and contracting professionals about public procurement topics.

UPCOMING CLASSES:

[Procurement Management Academy](#)
(Virtual)
[October 16, 2024](#)

[Writing Statements of Work](#)
(Arlington, TX)
[October 22, 2024](#)

[Negotiation Skills](#)
(Arlington, TX)
[October 23, 2024](#)

[Contract Administration](#)
(Virtual)
[November 5, 2024](#)

[Writing Statements of Work](#)
(Virtual)
[November 7, 2024](#)

[Fundamentals of Public Purchasing](#)



(Houston, TX)
[November 12-13, 2024](#)

[Ethics and Fraud in Contracting](#)
(Virtual)
[November 19, 2024](#)

[Using Request for Proposals](#)
(Virtual)
[November 21, 2024](#)



[More Info](#)

2025

2025 Class Schedule
is Here!

Check out the new schedule.

[GPS Website](#)

New 3-Hour Virtual Class
"Understanding Small Purchases"

Training
Schedule



I am often asked for a short presentation to assist user departments with purchasing authority for small purchases. For local governments, small purchases are usually between \$3,000 and \$50,000.

A new 3-hour virtual class, "Understanding Small Purchases," will be available beginning in 2025.

You can find the full class description on the [GPS website](#), but here are some of the benefits of attending:

- Understand the vital role procurement plays in promoting competition, ensuring quality, and reducing costs.
- Examine the small purchase method, including micro and small purchases.
- Distinguish between the different processes required for non-competitive purchases, small informal purchases, and formal purchases.
- Explore the informal quote process and understand the importance of writing good specifications, selecting the appropriate bidders, and ensuring a fair and equitable award process.

If you would like to bring this class to all of your end users, I can provide special pricing for a virtual or on-site class. Contact info@gpstraining for more information.

Group Discounts Available

CONTRACT ADMINISTRATION

[Workshop Description](#)

[Schedule/Register](#)

November 5, 2024

February 5, 2025

March 6, 2025

September 25, 2025

October 2, 2025

ESSENTIALS OF CONTRACT MANAGEMENT

[Workshop Description](#)

[Schedule/Register](#)

December 4-5, 2024

May 19-20, 2025

November 5-6, 2025

ETHICS AND FRAUD IN CONTRACTING

[Workshop Description](#)

[Schedule/Register](#)

November 19, 2024

May 6, 2025

September 17, 2025

October 28, 2025

FUNDAMENTALS OF PUBLIC PURCHASING

[Workshop Description](#)

[Schedule/Register](#)

November 12-13,

2024

QUESTION OF THE MONTH

Question:

"Will you be tracking proposed purchasing bills for the upcoming legislative session? I'd like to be on your list to receive updates.



Answer:

Yes, I will be tracking purchasing and contracting related legislation. The **Legislative Watch** will be on my website as soon as bills are filed. Bill filing begins on November 11, 2024, and the 89th Legislative Session begins on January 14, 2025.

You don't need to get on a list; just check the [News and Events](#) page on the GPS website for updates to the **Legislative Watch**.

March 26-27, 2025
July 9-10, 2025
December 3-4, 2025

NEGOTIATION SKILLS

[Workshop Description](#)
[Schedule/Register](#)

October 23, 2024
May 22, 2025
October 8, 2025

PROCUREMENT MANAGEMENT ACADEMY

[Workshop Description](#)
[Schedule/Register](#)

October 16, 2024
December 10-11,
2024
February 26-27, 2025
April 15, 2025
July 15-16, 2025
November 4, 2025

PURCHASING 101 FOR EVERYONE

[Workshop Description](#)
[Schedule/Register](#)

December 4, 2024
February 11, 2025
April 9, 2025
June 10, 2025
October 15, 2025
October 23, 2025
November 13, 2025

**SPECIFICATION
WRITING**

[Workshop Description
Schedule/Register](#)

December 19, 2024

February 13, 2025

June 4, 2025

November 18, 2025

**UNDERSTANDING
SMALL PURCHASES**

[Workshop Description
Schedule/Register](#)

January 22, 2025

April 24, 2025

July 23, 2025

September 30, 2025

December 5, 2025

**USING REQUEST FOR
PROPOSALS**

[Workshop Description
Schedule/Register](#)

November 21, 2024

January 30, 2025

May 13, 2025

June 3, 2025

September 11, 2025

**WRITING
STATEMENTS
OF WORK**

[Workshop Description
Schedule/Register](#)

October 22, 2024

November 7, 2024

March 4, 2025

October 7, 2025

October 21, 2025

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