



October 2023

## Government Procurement Services

This newsletter provides information to government purchasing and contracting professionals regarding public procurement topics.

### UPCOMING CLASSES:

[Purchasing 101 For Everyone](#)  
(Virtual)

[November 8, 2023](#)

[Writing Statements of Work](#)  
(In-Person)

[November 14, 2023](#)

[Negotiation Skills](#)  
(In-Person)

[November 15, 2023](#)

[Procurement Management  
Academy](#)  
(Virtual)

[December 5, 2023](#)

[Specification Writing](#)



(Virtual)  
[December 7, 2023](#)

[Writing Statements of Work](#)  
(Virtual)  
[December 12, 2023](#)



[More Info](#)

## 2024 Class Schedule



The 2024 class schedule is now available on the [GPS website](#).

For those of you asking for classes in the Houston area, we added four classes in Houston.

While **virtual-instructor-led classes** are still **popular**, we continue to hold in-person classes in Arlington, Houston, and Austin. We are also delighted to continue our relationship with the **Training and Development Institute of the North Central Texas Council of Governments** by sponsoring GPS classes.

## Training Schedule



**Group Discounts Available**

**CONTRACT ADMINISTRATION**

**January 18, 2024**

**April 24, 2024**

**May 22, 2024**

**November 5, 2024**

If you have a group wanting to take a class, we can come to your location. Please contact us for a quote at [info@gpstraining.biz](mailto:info@gpstraining.biz).

I look forward to seeing you in class soon!

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## QUESTION OF THE MONTH

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### Question:

"The county I work for has decided to start a procurement card program. I would appreciate any information you could provide about P-card programs so we can start off on the right foot!"



### Answer:

P-card programs do offer many benefits, such as:

- Fewer purchase orders
- Less paperwork
- Single payment for multiple purchases
- Employee empowerment and convenience
- Prompt payment for vendors
- Rebates

It sounds like you have support from management and that it is an essential element in a successful program. Don't forget that monitoring and enforcement are also an

## ESSENTIALS OF CONTRACT MANAGEMENT

February 20-21, 2024

December 4-5, 2024

## ETHICS AND FRAUD IN CONTRACTING

February 6, 2024

September 10, 2024

November 19, 2024

## FUNDAMENTALS OF PUBLIC PURCHASING

March 5-6, 2024

October 8-9, 2024

November 12-13, 2024

## NEGOTIATION SKILLS

November 15, 2023

April 9, 2024

October 23, 2024

## PROCUREMENT MANAGEMENT ACADEMY

December 5, 2023

April 17, 2024

June 4-5, 2024

July 9-10, 2024

October 16, 2024

important part of any P-card program. You want to create an environment where cardholders are encouraged to ask the credit card administrator questions or discuss needs.

If you want an idea of what is involved in setting up a program, check out Citi Bank's [Government Purchase Card Guide](#). Each bank card will have its own guide, but this should give you an idea of the process.

You don't need to reinvent the wheel by starting from scratch. I recommend contacting several government entities with successful programs and requesting copies of their policies and procedures. Get a few different ones, then develop policies and procedures that work best for **your** county.

Another resource is the [Institute of Commercial Payments](#). Their website has many resources specific to Government, K-12, and Higher Education. The resources include benchmarking, best practices, controls and compliance, training, and more.

This information should give you an excellent start to beginning a new procurement card program.

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**December 10-11,  
2024**

**PURCHASING 101  
FOR EVERYONE**

**November 8, 2023**

**February 15, 2024**

**April 25, 2024**

**May 21, 2024**

**August 6, 2024**

**December 4, 2024**

**SPECIFICATION  
WRITING**

**December 7, 2023**

**March 26, 2024**

**September 11, 2024**

**December 19, 2024**

**USING REQUEST  
FOR PROPOSALS**

**January 30, 2024**

**April 3, 2024**

**July 17, 2024**

**November 21, 2024**

**WRITING  
STATEMENTS OF  
WORK**

**November 14, 2023**

**December 12, 2023**

**May 15, 2024**

**October 22, 2024**

**November 7, 2024**



Government Procurement Services  
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