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## Module A | Procurement 101
1. Procurement Overview
2. Core Procurement Fundamentals
3. Role of the Procurement Agent
4. Overview of Solicitations
5. The Invitation to Bid (ITB) Solicitation
6. The Request for Proposal (RFP) Solicitation
7. The Request for Qualifications (RFQ) Solicitation
8. Contracts vs Solicitations

## Module B | RFP Fundamentals
1. Structure and Format of the RFP
2. Statement of Work (I) Basics
4. Statement of Work (III) Current Conditions
5. Criteria and Weights (C&W)
6. C&W: References and Surveys
7. C&W: Proposal Documents
8. Understanding the Vendor Perspective
9. Administrative Procedures
10. Submittal Forms

## Module C | RFP Procedures
1. Pre-RFP Preparation and Logistics
2. Planning & Management
3. Preparing the Procurement Schedule
4. Preparing the Source Selection Plan
5. Educating the Evaluation Committee
6. The Advertising Period
7. The Preproposal Meeting
8. Receiving Proposals & The Evaluation Process
9. Creating an Evaluation Matrix
10. Analyzing Evaluation Scores & Shortlisting
11. Interviews
12. Product Demonstrations
13. Best-Value Scoring & Selection Determination
14. Negotiation, Clarification, and Planning
15. Award & Debriefing

## Module D | Advanced Topics
1. IT Procurement & Project Delivery
2. Construction Delivery Methods
3. Leadership in Organizational Transformation
4. Best-Value Applications
5. Metrics and Measurements
6. Diverse & Small Business Participation
7. Request for Information (RFI)
8. Pre-Qualification Programs
9. Industry Trends and Performance
10. Protests, Disputes, and Ethics
11. Vendor Training & Prep