

Agency Procurement Club & Campus

Agency Procurement Club is the landing page for agency users to stay Procurement Informed.

- On the RIDOP Toolbar
- Use Drop Down for quick access

The screenshot shows the website header with the State of Rhode Island logo and the text "STATE OF RHODE ISLAND Division of Purchases Department of Administration". A search bar is located in the top right corner. The navigation menu includes "Ocean State Procures (OSP)", "Vendors", "Agencies", "About Us", "Contact Us", and "Agency Procurement Club and Campus". The "Agency Procurement Club and Campus" menu is open, showing a list of links: Overview, Agency Procurement Campus, Agency Procurement Library, PROC 101 - Pre-Requisite, PROC 201 - Requisitioner, PROC 301 - Contract Managers, PROC 401 - Solicitation, PROC 501 - Leadership, RIVIP Agency External Posting Login, and WAVE Newsletter Library. The main content area features the heading "Agency Procurement Club and Campus Welcome" and the sub-heading "The Procurement Club". The text below reads: "The Division of Purchases formed the Agency Procurement Club for all State Agency Procurement Professionals. Our mission is to provide an informal club for agencies to get access to Purchases current events and resources. We hope you enjoy this site and will visit often." Below this is the heading "The Procurement Campus" and the text: "The Procurement Campus is where agency procurement professionals self-manage learning curriculums based on procurement roles. Each role is aligned to relevant curriculum procurement tools, templates, and forms."



Agency Procurement Campus

Welcome to the online Agency Procurement Campus

The Agency Procurement Campus offers Curriculums that are matched to Procurement Roles. Each Curriculum begins with the 101 Pre-Requisite course that delivers procurement fundamentals that all procurement professionals should be familiar with.

All state procurement professionals are welcome to the campus. No registration required. And the Campus is available at any time.

Nancy McIntyre, State Purchasing Agent, Amanda Rivers, State Deputy Purchasing Agent, and their procurement team encourage you to take a tour, participate in the curriculum and frequent the campus often to access the resources available to you 24/7.



Curriculum based by procurement role

- Pre-Requisite
- Requisitioner
- Contract Manager
- Procurement & Solicitation Professional
- Leadership

Getting Started

This is where you get access to the PROC 101 Pre-Requisite for all curriculums. Plus the Agency Procurement Library and the Agency Procurement Club.

See the Procurement Curriculum Section below to select the curriculum/curriculums that match your procurement role/roles.

PROC 101 - Pre-Requisite

[Basic Procurement For all curriculums](#)

Procurement 101 provides a basic procurement overview. The Procurement 101 presentation provides an overview of the procurement business processes and regulations. Learn what governs us all when you visit our Regulations and Ethics page.

[Enter HERE](#)

Link to Agency Procurement Library

Quickly get the guides, forms and templates that you want.

Quick access to all procurement guides, forms and templates catalogued in alphabetic order.

[Enter the Library HERE](#)

Link to Agency Procurement Club

Procurement Club resources are available to all agency procurement professionals.

You're already a Club Member!

[Enter the Club HERE](#)

Procurement Curriculum Selection

Choose the Procurement Curriculum/Curriculums that match your Procurement Role/Roles. If your procurement practice is linked to several Curriculums, we suggest that you begin with PROC 101 and then proceed to the curriculums based on most practiced to least practiced.

PROC 201 - Requisitioner

Get best practice materials for understanding the procurement business processes and use of the RIFANS system for procurements.

[Enter HERE](#)

PROC 301 - Contract Manager

Curriculum materials guide users on how to identify contract performance expectations and get best contract performance outcomes.

[Enter HERE](#)

PROC 401 - Procurement & Solicitation Professional

Get best practices for Procurement Processes with an emphasis on the Solicitation process, including helpful resource guides, tips, checklists and forms.

[Enter HERE](#)

PROC 501 - Leadership Level

This curriculum is an introduction to the State's Centralized Purchasing Division and primary procurement information at a high-level.

[Enter HERE](#)

Agency Procurement Library

Agency Procurement Library

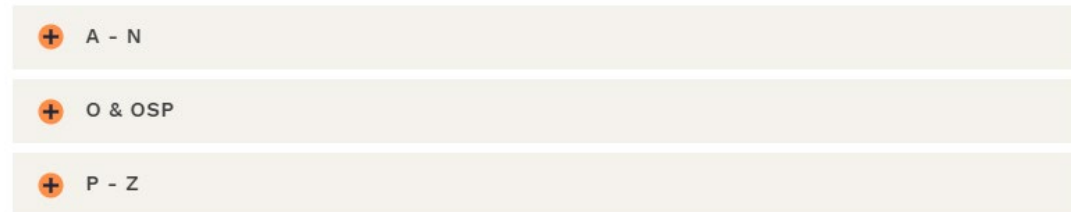
Quickly access Forms, Guides, Templates & Tools. All agency procurement documents are arranged in alphabetic order.

For Alphabetic Search

Click on the alphabetic accordion icons below to expand the document listing for search by document name.

For Keyword Search

To search by keyword, expand the three accordion icons below, press down on the two keys "Control" and "F". A window will pop open for you to type keyword(s). A count of matches will appear beside the typed words (ex. 1/3), along with up/down arrows to scroll through the matches.



+

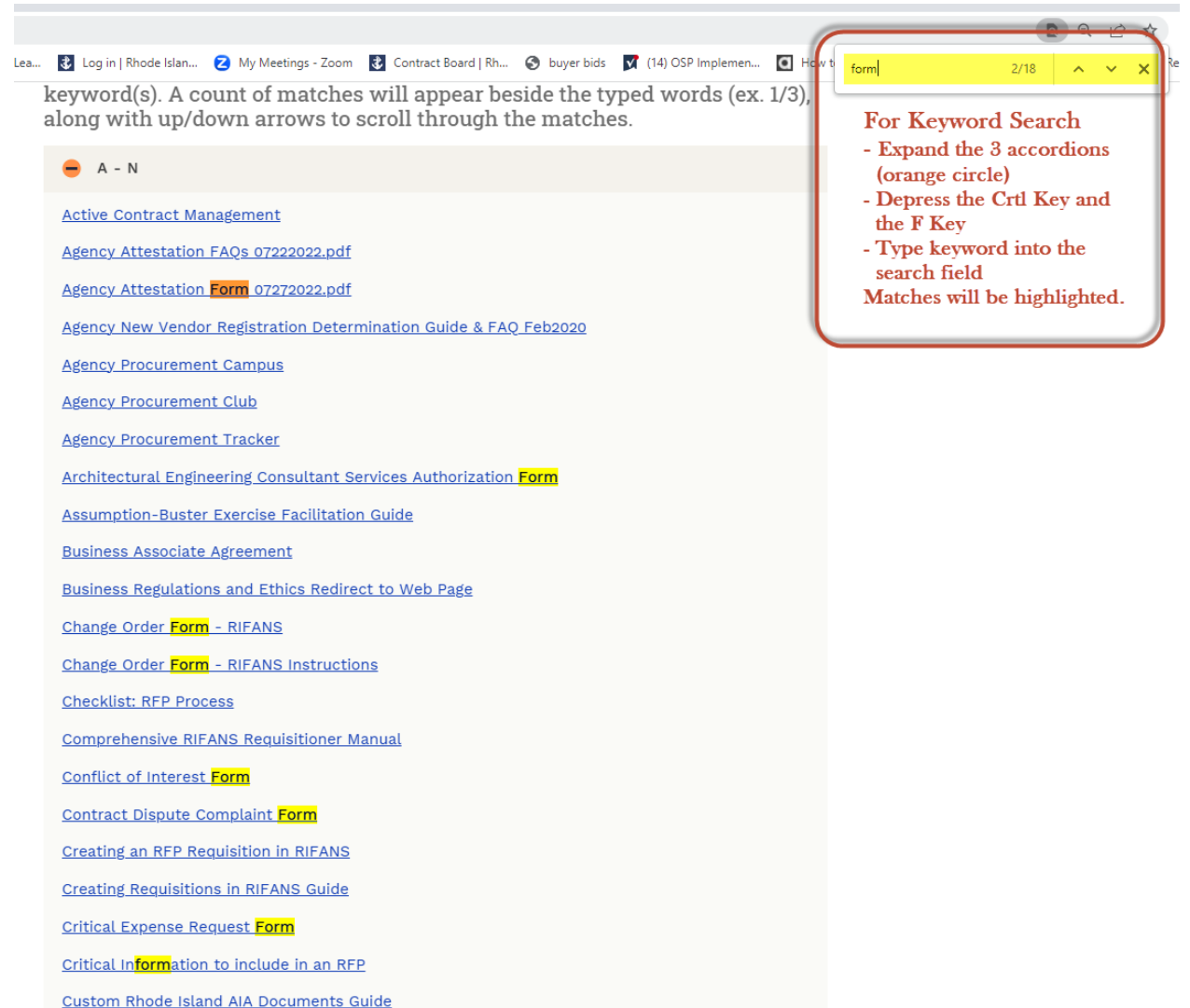
A - N

+

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P - Z



keyword(s). A count of matches will appear beside the typed words (ex. 1/3), along with up/down arrows to scroll through the matches.

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For Keyword Search

- Expand the 3 accordions (orange circle)
- Depress the Ctrl Key and the F Key
- Type keyword into the search field
- Matches will be highlighted.

A - N

- [Active Contract Management](#)
- [Agency Attestation FAQs 07222022.pdf](#)
- [Agency Attestation Form 07272022.pdf](#)
- [Agency New Vendor Registration Determination Guide & FAQ Feb2020](#)
- [Agency Procurement Campus](#)
- [Agency Procurement Club](#)
- [Agency Procurement Tracker](#)
- [Architectural Engineering Consultant Services Authorization Form](#)
- [Assumption-Buster Exercise Facilitation Guide](#)
- [Business Associate Agreement](#)
- [Business Regulations and Ethics Redirect to Web Page](#)
- [Change Order Form - RIFANS](#)
- [Change Order Form - RIFANS Instructions](#)
- [Checklist: RFP Process](#)
- [Comprehensive RIFANS Requisitioner Manual](#)
- [Conflict of Interest Form](#)
- [Contract Dispute Complaint Form](#)
- [Creating an RFP Requisition in RIFANS](#)
- [Creating Requisitions in RIFANS Guide](#)
- [Critical Expense Request Form](#)
- [Critical Information to include in an RFP](#)
- [Custom Rhode Island AIA Documents Guide](#)



Requisitioner Kick Start Bundle

These items will help get you on your way to learning how to's as a RIFANS Requisitioner

Comprehensive RIFANS How To's

- [RIFANS Requisitioner Manual Comprehensive](#)

Check Lists – RIFANS Quick Hits

- [RIFANS Blanket and Contract Release Check List.pdf](#)
- [RIFANS Req and PO Search Check List.pdf](#)
- [RIFANS Electronic Change Orders Check List.pdf](#)
- [RIFANS PDF Fillable Form Change Order Check List](#)
- [RIFANS Fillable Form Change Order](#)

