

WA-State Master Contracts

(Total Time: 25 minutes)

This course is for anyone who makes purchases as part of his or her job. Take this course to learn how to take advantage of collective buying power using master contracts. Ensure compliance with Washington State procurement law, learn the benefits of master contracts, and discover how to use master contracts for items you need to purchase. Master contracts save time, money and are an easy method to meet your agency's procurement needs.

Take this interactive eLearning, and be sure to save the printable instructional PDF on finding master contracts as well as a list of resources to assist in using master contracts.

Performance Objectives:

Upon completion of this training, the learner will be able to:

- Utilize the benefits of master contracts.
- Make purchases that are compliant with the law.
- Locate resources that assist in using master contracts.
- Use the Department of Enterprise Service's *Contract Search Tool* to find existing master contracts.

Competencies covered in this course: Responsible procurement, fiscal responsibility, transparency, green purchasing, knowledge of current laws, process improvement, professional development, collective buying power.

Intended audience: Those whose job duties include purchasing goods or services for government entities. Those with purchasing authority within a government entity. Those who have more to learn about Master Contracts and how to use them.

Prerequisites: none

Course availability: Online

Cost: None

You can register for this course in the Learning Management System (LMS). If you need further assistance, contact [Training Team](#).
