

2024-2025 DSSAS Procurement Training Schedule

STANDARD CONTRACTS PROCESSING / BASIC LAGOV

****Email OMFContractReview@la.gov to register.****

September 4, 2024 9:00 am	Jessica Saloom	In Person @ Bienville – Rm 117
December 19, 2024	Jessica Saloom	In Person @ Bienville – Rm
January 14, 2025 - 9:00 am	Melissa Walker	In Person @ Bienville – Rm 173
April 15, 2025 – 9:00 am	Candice Bowers	In Person @ Bienville - Rm 173
August 11, 2025 – 9:00 am	Ashley Poche	In Person @ Bienville – Location TBD
December 2025 – Date & Time TBD	Jessica Saloom	In Person @ Bienville – Location TBD and Zoom option

OMF CONTRACT “OFFICE HOURS”

Bring your contracts/amendments and we’ll walk you through Lagov entries. Also open for general contract questions and assistance.

Thursdays 9-10 am Bi-weekly Starting September 5th - Thanksgiving	https://us06web.zoom.us/j/82736201098
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RFP/ RFP POLICY / LESA BASIC (Registration required)

November 2024	Stephanie - Bienville Rm 118
January 2025	Stephanie – Location TBD
April 2025	Stephanie – Location TBD
August 2025	Jessica - Location TBD
December 2025	Stephanie - Location TBD

SOLE SOURCE AND EMERGENCY CONTRACT PROCESSING (30 minute training)

September 17, 2024 9:00 am	Bienville Rm 173
January 7, 2025 9:00 am	Bienville Rm 173
April 2025	TBD
August 2025	TBD
December 2025	TBD

- Email Stephanie.Horvath2@la.gov for scheduling
- **Additional training** available upon request.
- **Zoom trainings** available upon request.