DIVISION OF PURCHASE & PROPERTY
CONTRACT COMPLIANCE & AUDIT UNIT
STATE CONTRACT MANAGER TRAINING COURSE
I. PURPOSE

Pursuant to Circular Letter titled State Contract Manager, the Director of the Division of Purchase and Property is requiring all State Contract Managers to have formal contract management training in State procurement law, policy, procedure, and efficient and effective procurement practices by completing an online training course.

II. BACKGROUND

The State Contract Manager training is administered and managed by the Department of Treasury, Division of Purchase and Property, Contract Compliance & Audit Unit. The course appears on the myNewJersey Portal under the HRDI, eLearning link.

The course will take approximately two to three hours to complete. At the end of the course material, a multiple choice examination will be administered. All State Contract Managers will be required to pass this examination to successfully complete the training.

III. PROCEDURE

1. To request the online course for State Contract Manager Training, send your request to the e-mail address below:

    scm.support@treas.state.nj.us

2. The following items are required in order to log on to the myNewJersey Portal and HRDI eLearning website:

    a. Log On ID
    b. Password
1. When the course is assigned, you will receive the following email. Click on the link ‘NJ trainer’ referenced in the email below.
2. Click on the LMS Assistance Menu located on the left side of the screen.
3. Next, log on to the myNewJersey Portal to access the HRDI eLearning website by clicking on the words ‘click here’ as shown below.
4. Enter your Log On ID and Password and click Log On.
5. Click on HRDI eLearning located on the left side of the screen.
6. Click on Learning and Metrics
7. Click on Contract Management (for Treasury) in the My Required Learning box.
8. Click the activity name Contract Management (for Treasury) in OLT Lessons to begin the State Contract Manager Training.