

2016 AGENCY PURCHASING CONFERENCE

ROOMS FOR EACH SESSION HAVE NOT BEEN ASSIGNED; THIS AGENDA IS FOR PLANNING PURPOSES ONLY

Conference Grid					
Tuesday, August 23					
Conference Registration 1:00pm - 6:00pm	Registration will be held in the Aspen Room				
Newcomers' Orientation 4:00pm - 4:30pm	This event will be held in the Willow and Elm Room				
Agency Meetings 1:00pm - 6:00pm	Agencies requesting to conduct an agency meeting prior to the conference will utilize this time slot and be designated a meeting space				
Evening Social 7:00pm - 8:30pm	This event will be held in the Maple Room and the adjoining Laurel Lounge Light appetizers and beverages will be available				
Wednesday, August 24					
Group Breakfast 7:00am - 9:00am	Breakfast will be held in the Spruce, Balsam, and Maple Room				
Conference Registration 7:30am - 9:00am	Registration will be held in the Aspen Room				
Commencement 9:00am - 9:45am	This event will be held in the Spruce, Balsam, and Maple Room Beginner's Track Advanced Track				
Workshops 10:00am - 11:00am	<i>Public Procurement Basics</i>	<i>Contracting</i>	<i>Surplus Property/Fixed Assets</i>	<i>Evaluation to Award</i>	<i>Purchasing Inspections</i>
Workshops 11:15am - 12:15pm	<i>Statewide Contracts</i>	<i>Developing Specs for the Seasoned Professional</i>	<i>Vendor Creation & Maintenance</i>	<i>Special Purchases</i>	<i>Request for Quotations</i>
Group Lunch 12:15am - 1:45pm	Lunch will be held in the Spruce, Balsam, and Maple Room				
Workshops 1:45pm - 2:45pm	<i>Developing Specifications</i>	<i>Purchasing Ethics</i>	<i>Vendor Creation & Maintenance</i>	<i>Sheltered Workshops</i>	<i>Change Orders & Addenda</i>
Workshops 3:00pm - 4:00pm	<i>Request for Quotations</i>	<i>Roundtable Discussions</i>	<i>Statewide Contracts</i>	<i>Purchasing Card Program</i>	<i>Correctional Industries</i>
Banquet & Entertainment 6:00pm - 8:00pm	Weather permitting, dinner will be held in the Pavilion down below the main lodge				
Thursday, August 25					
Group Breakfast 7:00am - 8:45am	Breakfast will be held in the Spruce, Balsam, and Maple Room				
Workshops 8:45am - 9:45am	<i>Evaluation to Award</i>	<i>Construction Purchases</i>	<i>Evaluating an RFP</i>	<i>Request for Quotation</i>	<i>Certification Study Group</i>
Workshops 10:00am - 11:00am	<i>Vendor Registration Procedures</i>	<i>Purchasing Card Program</i>	<i>wvOASIS Procurement</i>	<i>Travel Management</i>	<i>Vendor Remedies</i>
Workshops 11:15am - 12:15pm	<i>Purchasing Inspections</i>	<i>Expression of Interest</i>	<i>Evaluation to Award</i>	<i>Technical Purchases</i>	<i>Statewide Contracts</i>
Group Lunch & Awards 12:15pm - 2:00pm	Lunch will be held in the Spruce, Balsam, and Maple Room				
Workshops 2:00pm - 3:00pm	<i>Sheltered Workshops</i>	<i>Travel Management</i>	<i>wvOASIS Procurement</i>	<i>Purchasing Card Program</i>	<i>Vendor Creation & Maintenance</i>
Dinner on your own					
Friday, August 26					
Breakfast on your own					
Workshops 8:30am - 9:30am	<i>Travel Management</i>	<i>Preparing an RFP</i>	<i>Change Orders & Addenda</i>	<i>Correctional Industries</i>	<i>Purchasing Ethics</i>
Workshops 9:45am - 10:45am	<i>Evaluating an RFP</i>	<i>wvOASIS Procurement</i>	<i>Technical Purchases</i>	<i>Surplus Property/Fixed Assets</i>	<i>Vendor Registration Procedures</i>
Workshops 11:00am - 12:00pm	<i>Purchasing Inspections</i>	<i>Special Purchases</i>	<i>Developing Specifications</i>	<i>Vendor Remedies</i>	<i>Construction Purchases</i>