

2017 AGENCY PURCHASING CONFERENCE

<i>Conference Grid</i>	Hawthorne/Birch	Pine	Willow/Elm	Laurel Lounge	Hemlock
Tuesday, August 22					
Conference Registration 1:00pm - 5:00pm	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 23					
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 <i>Beginner's Track</i> <i>Advanced Track</i>				
Workshops 10:00am - 11:00am	<i>Public Procurement Basics</i> Brittany Ingraham	<i>Risks in Public Procurement</i> Jimmy Meadows	<i>Inspection Services</i> Contracts Manager & Inspectors	<i>Correctional Industries</i> Guy Perry	<i>Surplus Property/Fixed Assets</i> Elizabeth Perdue
Workshops 11:15am - 12:15pm	<i>Transparency and Resources</i> Mark Totten	<i>Purchasing Forum</i> Purchasing Staff	<i>Special Purchases</i> Melissa Pettrey	<i>Request for Quotations</i> Charles Barnette	<i>Technical Purchases</i> Stephanie Gale
Group Lunch 12:15pm - 1:45pm	Lunch will be held in the Spruce, Balsam, and Maple Rooms Remarks by Department of Administration Cabinet Secretary John Myers				
Workshops 1:45pm - 2:45pm	<i>Statewide Contracts</i> Michelle Childers	<i>Purchasing Ethics</i> Jimmy Meadows/Mike Sheets	<i>Vendor Registration</i> Mark Totten	<i>Evaluation to Award</i> Crystal Rink	<i>Preparing RFPs</i> Mark Atkins
Workshops 3:00pm - 4:00pm	<i>Developing Specifications</i> Linda Harper	<i>Roundtable Discussions</i> Purchasing Staff	<i>How to Avoid Common Pitfalls</i> Brittany Ingraham	<i>Statewide Contracts</i> Michelle Childers	<i>Electronic Business with WV</i> Mark Totten
Banquet & Entertainment 6:00pm - 8:00pm	Entertainment will be provided by Neotronic, featuring Rob Masten				
Thursday, August 24					
Group Breakfast 7:00am - 8:45am	Breakfast will be held in the Spruce, Balsam, and Maple Room				
Workshops 8:45am - 9:45am	<i>Request for Quotations</i> Charles Barnette	<i>Surplus Property/Fixed Assets</i> Elizabeth Perdue	<i>Risks in Public Procurement</i> Jimmy Meadows	<i>Preparing RFPs</i> Mark Atkins	<i>Certification Study Group</i> Samantha Knapp/Diane Brown
Workshops 10:00am - 11:00am	<i>Evaluation to Award</i> Crystal Rink	<i>Business Intelligence</i> Maria Yoakum	<i>Developing Specifications</i> Linda Harper	<i>Evaluating RFPs</i> April Battle	<i>Construction Purchases</i> Guy Nisbet
Workshops 11:15am - 12:15pm	<i>Vendor Registration</i> Mark Totten	<i>wvOASIS Procurement</i> Dan Miller/Lisa Comer	<i>Correctional Industries</i> Guy Perry	<i>Purchasing Card Program</i> Travis Mulanax	<i>Expressions of Interest</i> Guy Nisbet
Group Lunch & Awards 12:15pm - 2:00pm	Lunch will be held in the Spruce, Balsam, and Maple Room In addition to the award presentation, an overview of recent legislative and procedural changes will be discussed				
Workshops 2:00pm - 3:00pm	<i>Inspection Services</i> Contracts Manager & Inspectors	<i>Travel Management</i> Kelley Smith/Catherine DeMarco	<i>Statewide Contracts</i> Michelle Childers	<i>Privacy Power House</i> Sallie Milam	<i>Request for Quotations</i> Charles Barnette
Dinner on your own					
Friday, August 25					
Breakfast on your own					
Workshops 8:30am - 9:30am	<i>Purchasing Card Program</i> Travis Mulanax	<i>How to Avoid Common Pitfalls</i> Brittany Ingraham	<i>Business Intelligence</i> Maria Yoakum	<i>Developing Specifications</i> Linda Harper	<i>Technical Purchases</i> Stephanie Gale
Workshops 9:45am - 10:45am	<i>Electronic Business with WV</i> Mark Totten	<i>wvOASIS Procurement</i> Dan Miller/Lisa Comer	<i>Purchasing Card Program</i> Travis Mulanax	<i>Evaluating RFPs</i> April Battle	<i>Privacy Power House</i> Sallie Milam
Workshops 11:00am - 12:00pm	<i>Special Purchases</i> Melissa Pettrey	<i>Purchasing Ethics</i> Jimmy Meadows/Mike Sheets	<i>Travel Management</i> Kelley Smith/Catherine DeMarco	<i>Evaluation to Award</i> Crystal Rink	<i>Construction Purchases</i> Guy Nisbet