

2018 AGENCY PURCHASING CONFERENCE

Conference Grid						
Tuesday, October 2						
Conference Registration 4:00pm - 7:00pm	Registration will be held in the Front Desk/Billeting Lobby					
Evening Social 6:00pm - 8:00pm	Evening social will be held in the Liberty Restaurant and Lounge Food and beverages will be on your own					
Wednesday, October 3						
Group Breakfast 7:00am - 9:00am	Breakfast will be held in the Multi-Purpose Building					
Conference Registration 7:30am - 9:00am	Registration will be held in the Auditorium Lobby					
Commencement 9:00am - 9:45am	This event will be held in the Multi-Purpose Building. Welcome remarks will be offered by Purchasing Director Mike Sheets.					
Workshops 10:00am - 11:00am	Public Procurement Basics	Topics include: Procurement Theory...	Agency Delegated Purchasing	Correctional Industries	Inspections: Making the Grade	Statewide Contracts
Workshops 11:15am - 12:15pm	Vendor Registration		Construction Purchases	Expressions of Interest	Surplus Property/Fixed Assets	Developing Specifications for Requests for Quotations
Group Lunch 12:15pm - 1:45pm	Lunch will be held in the Multi-Purpose Building. Remarks will be offered by Department of Administration Cabinet Secretary John Myers.					
Workshops 1:45pm - 2:45pm	Statewide Contracts	Legislative Reform... Procurement Roundtable Discussions...	Requests for Quotations: From A to Z	Special Purchases	State Ethics and Open Governmental Meetings Act	Preparing Requests for Proposals: Part I
Workshops 3:00pm - 4:00pm	Developing Specifications for Requests for Quotations		Purchasing Card Program	Insurance and Bonds	Forms and Documentation	Evaluating Requests for Proposals: Part II
Banquet & Entertainment 6:00pm - 8:00pm	Banquet will be held in the Multi-Purpose Building					
Thursday, October 4						
Group Breakfast 7:00am - 9:00am	Breakfast will be held in the Multi-Purpose Building					
Workshops 9:00am - 10:00am	Requests for Quotations	Certification Study Group	Construction Purchases	Risks in Public Procurement	Special Purchases	State Ethics and Open Governmental Meetings Act
Workshops 10:15am - 11:15am	Evaluation to Award	Developing Specifications for Requests for Quotations	Vendor Registration	Insurance and Bonds	Vendor Remedies	wvOASIS: Part I
Workshops 11:30am - 12:30pm	Transparency and Reporting	Expressions of Interest	Preparing Requests for Proposals: Part I	Office of Technology Requirements	Secretary of State Requirements	wvOASIS: Part II
Group Lunch & Awards 12:30pm - 2:15pm	Lunch will be held in the Multi-Purpose Building					
Workshops 2:15pm - 3:15pm	Inspections: Making the Grade	Electronic Business with West Virginia	Evaluating Requests for Proposals: Part II	How to Avoid Common Pitfalls in Public Procurement	Privacy and Cybersecurity	Purchasing Card Program
Dinner on your own						
Friday, October 5						
Group Breakfast 7:00am - 8:30am	Breakfast will be held in the Multi-Purpose Building					
Workshops 8:30am - 9:30am	Electronic Business with West Virginia	Boards and Commissions	Forms and Documentation	Office of Technology Requirements	Agency Delegated Purchasing	Purchasing Card Program
Workshops 9:45am - 10:45am	Correctional Industries	Procurement Roundtable Discussions	Risks in Public Procurement	Privacy and Cybersecurity	wvOASIS: Part I	Surplus Property/Fixed Assets
Workshops 11:00am - 12:00pm	Statewide Contracts	Vendor Remedies	How to Avoid Common Pitfalls in Public Procurement	Secretary of State Requirements	wvOASIS: Part II	Transparency and Reporting