

2019 AGENCY PURCHASING CONFERENCE

Conference Grid						
Tuesday, September 17						
Conference Registration 1:00pm - 5:00pm	Registration will be held in the Ballroom Foyer					
Evening Social 6:00pm - 8:00pm	Evening social will be held in the Library and Fusion Restaurant Food and beverages will be provided					
Wednesday, September 18						
Group Breakfast 7:00am - 9:15am	Breakfast will be held in the Governor's Ballrooms					
Conference Registration 7:30am - 9:15am	Registration will be held in the Ballroom Foyer					
Commencement 9:15am - 9:45am	This event will be held in the Governor's Ballrooms. Welcome remarks will be offered by Purchasing Director Mike Sheets.					
Workshops 10:00am - 11:00am	Public Procurement Basics	3 hrs - General Discussion	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 Governor's Ballrooms. Remarks will be offered by Department of Administration Cabinet Secretary Allan McVey					
Workshops 1:45pm - 2:45pm	Statewide Contracts		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	1 hr - Roundtable Discussions	Purchasing Card Program	Secretary of State Requirements	Forms and Documentation	Evaluating Requests for Proposals: Part II
Banquet & Entertainment 6:00pm - 8:00pm	Banquet will be held in the Governor's Ballrooms					
Thursday, September 19						
Group Breakfast 7:00am - 9:00am	Breakfast will be held in the Governor's Ballrooms					
Workshops 9:00am - 10:00am	Requests for Quotations: From A to Z	Vendor Registration	Construction Purchases	Managing Your Vendor	Special Purchases	State Ethics and Open Governmental Meetings Act
Workshops 10:15am - 11:15am	Surplus Property/Fixed Assets	Developing Specifications for Requests for Quotations	Expressions of Interest	How to Avoid Common Pitfalls in Public Procurement	Critical Thinking in Public Procurement	wvOASIS: Part I
Workshops 11:30am - 12:30pm	Transparency & Resources	Certification Study Group	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 Governor's Ballrooms.					
Workshops 2:15pm - 3:15pm	Inspections: Making the Grade	Electronic Business with West Virginia	Evaluating Requests for Proposals: Part II	Payment Process	Privacy and Cybersecurity	Purchasing Card Program
Dinner on your own						
Friday, September 20						
Group Breakfast 7:00am - 8:30am	Breakfast will be held in the Governor's Ballrooms					
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		Public Procurement Roundtable Discussions	Privacy and Cybersecurity	wvOASIS: Part I	Fraud in Public Procurement
Workshops 11:00am - 12:00pm	Statewide Contracts	Managing Your Vendor	Payment Process	Surplus Property/Fixed Assets	wvOASIS: Part II	Transparency and Resources