

# 2022 AGENCY PURCHASING CONFERENCE

<i>Conference Grid</i>						
<b>Tuesday, August 23</b>						<b>VIRTUAL ONLY</b>
Conference Registration 3:00pm - 6:00pm	Registration will be held in the Bright Foyer					
Evening Social 6:00pm - 8:00pm	Evening social will be held in Bright Ballrooms A and B and Bright Terrace Food and beverages will be provided					
<b>Wednesday, August 24</b>						
Group Breakfast 7:00am - 8:30am	Breakfast will be set up in The Rotunda with seating in The Glade Room					
Conference Registration 7:30am - 9:15am	Registration will be held in the Bright Foyer					
Commencement 9:15am - 9:30am	This event will be held in The Glade Room. Welcome remarks will be offered by Purchasing Director Mike Sheets. <b>Beginner's Track</b>					
Workshops 9:45am - 10:45am	Basic Purchasing	Agency Delegated Purchasing	Forms and Documentation	Special Purchases	EOIs and Construction	Developing Specifications for RFQs
Workshops 11:00am - 12:00pm	Statewide Contracts	Vendor Registration	Surplus Property/Fixed Assets	RFQs: From A to Z	Inspections: Making the Grade	Agency Delegated Purchasing
Group Lunch + General Session 12:00pm - 1:30pm	Lunch will be held in The Glade Room. Remarks will be offered by Department of Administration Cabinet Secretary Mark Scott. An overview of legislative updates will be offered by Purchasing Division General Counsel Jimmy Meadows.					
Workshops 1:45pm - 2:45pm	Developing Specifications for RFQs	Contract Negotiations	Forms and Documentation	Statewide Contracts	Preparing RFPs	RFQs: From A to Z
Workshops 3:00pm - 4:00pm	RFQs: From A to Z	P-Card Program	Electronic Business w/ West Virginia	Basic Purchasing	Evaluating RFPs	Inspections: Making the Grade
Banquet & Entertainment 6:00pm - 8:00pm	Banquet will be held in the Town Square Pavilion					
<b>Thursday, August 25</b>						
Group Breakfast 7:00am - 8:30am	Breakfast will be held in The Rotunda with seating in The Glade Room					
Workshops 9:00am - 10:00am	Vendor Registration	RFQs: From A to Z	Corporate Naming Issues	Inspections: Making the Grade	Developing Specifications for RFQs	Statewide Contracts
Workshops 10:15am - 11:15am	Forms and Documents	Surplus Property/Fixed Assets	P-Card Program	Special Purchases	Agency Delegated Purchasing	Vendor Registration
Break 11:15am - 11:30am						
Group Lunch & Awards 11:30am - 1:00pm	Lunch will be held in The Glade Room					
Workshops 1:00pm - 2:00pm	Inspections: Making the Grade	wvOASIS: Part 1	Electronic Business w/ West Virginia	Corporate Naming Issues	Developing Specifications for RFQs	P-Card Program
Workshops 2:15pm - 3:15pm	Tools and Resources	wvOASIS: Part 2	WVOT Requirements	Insurance	Building High Engagement and a High Performance Culture	Special Purchases
Dinner on your own						
<b>Friday, August 26</b>						
Group Breakfast 7:00am - 8:30am	Breakfast will be set up in The Rotunda with seating in The Glade Room					
Workshops 8:30am - 9:30am	Statewide Contracts	WVOT Requirements	Special Purchases	Insurance	Contract Negotiations	Surplus Property/Fixed Assets
Workshops 9:45am - 10:45am	P-Card Program	Agency Delegated Purchasing	Vendor Registration	Preparing RFPs	wvOASIS: Part 1	Forms and Documentation
Workshops 11:00am - 12:00pm	Building High Engagement and a High Performance Culture	Electronic Business w/ West Virginia	Surplus Property/Fixed Assets	Evaluating RFPs	wvOASIS: Part 2	WVOT Requirements