



DIVISION OF
PURCHASING & GENERAL
SERVICES

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2017 *Summer Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, June 15 from 9 AM—4 PM. This seminar is jointly hosted by the State of Utah Division of Purchasing and the National Association of State Purchasing Officials (NASPO).

The PEP seminar includes lunch for those who register and attend the full-day session. There is no cost to attendees for the seminar or the lunch.

Items to Know About Registration

Registration ends on June 7; however, registration for individual classes may end sooner if capacity for the room is met. Click the link to register for [on location attendance](#) for the seminar.

Google will send you an email containing your responses to the registration. After registration, if you do not receive an email, you either did not finish the registration process or your email address was not typed correctly.

A week prior to the seminar, you will receive an event reminder. If you cannot attend, send an email immediately to teutsler@utah.gov so that your meal can be canceled and save the State the expense. If you do not receive an email by March 9, a step was missed during your registration and your registration was not received.

Webinar

The seminar sessions held in the Auditorium will be broadcast via webinar. Breakout sessions held in other rooms will not be broadcast. It is not known at this time which breakout session will be in the Auditorium. Click the link to register for [webinar attendance](#).

Information for how to join the webinar will be sent out by March 9. We have moved to the SABA Learning System for Meetings. When you get the information, we ask that you complete a trial run in the SABA system and call if you have problems. As this is required training for the Division of Purchasing and we are all at the training, it will be almost impossible to contact someone to troubleshoot on the day of the seminar.

General Sessions:

Updates to Administrative Rule R33

This training is to outline the new subsections that will become effective June 21, 2017 if pass the public posting period without comment.

Best Practices in Design Professional Procurements & Construction

DFCM and a representative from the American Council of Engineering Council will present

GRAMA Law 101

Assistant Attorney General, Paul Tonks, will share with us the GRAMA law and our responsibility.

Break Out Session #1 Choices:

Award of a Contract without Engaging in a Standard Procurement Process due to Transitional Costs

The training will cover best practices for awarding a contract without engaging in a standard procurement process due to transitional costs. The presentation will also include a short discussion on awarding a trial use contract without engaging in a standard procurement process.

Approved Vendor Lists--Process & Procurement

Zac Christensen will teach Executive Branch Agencies the process for using the Approved Vendor Lists that are Best Value State Cooperative Contracts. He will also address when and how vendors can be added to the list.

SciQuest—Creating and Managing Templates

Learn how to create a template in the SciQuest and increase your efficiency in the system. This session is geared toward entities which post solicitations in SciQuest. [Note: Repeated in Break Out Session #2]

Break Out Session #2 Choices:

Award of a Contract without Engaging in a Standard Procurement Process due to Transitional Costs

Refer to the description in Break Out Session #1.

New Solicitation Questionnaire

John Palmer and Fay Tan will be going over the new solicitation questionnaire, the replacement for the IFB, RFP, and RFSQ questionnaires. They will describe, question-by-question, what information should be included in the questionnaire and will share tips for ensuring the questionnaire provides a good foundation for a strong solicitation.

SciQuest—Creating and Managing Templates

Refer to the description in Break Out Session #1.



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HOSTED BY THE STATE OF UTAH, DIVISION OF PURCHASING AND NATIONAL ASSOCIATION OF STATE PURCHASING OFFICIALS

Time	Topic
9:00 - 9:15	Welcome
9:15 - 10:30	Updates to Administrative Rule R33
10:30 - 10:45	State Cooperative Spotlight: Law Enforcement Video & Vehicle Mounted Equipment
10:45 - 11:00	Break - Move to next session
Break Out Session 1 11:00 - 11:50	Award of a Contract w/o Engaging in a Standard Procurement Process due to Transitional Costs
	Approved Vendor List – Processes and Purchases
	SciQuest – Creating & Managing Templates
11:50 - 1:00	Lunch in the Rotunda
1:00 - 2:00	Best Practices in Design Professional Procurements & Construction
2:00 - 2:15	Break - Move to next session
Break Out Session 3 2:15 - 3:10	Award of a Contract w/o Engaging in a Standard Procurement Process due to Transitional Costs [same as session 1]
	New Solicitation Questionnaire
	SciQuest – Creating & Managing Templates [same as session 1]
3:10 - 3:20	Break - Return to Auditorium – Chocolate Break
3:20 - 4:00	GRAMA Law 101

DATE: Thursday, June 15, 2017
 TIME: 9 AM – 4 PM (Sign-In from 8:30-9:00 AM)
 LOCATION: State Office Building; 1st floor Auditorium
 450 North State Street, Salt Lake City, Utah

Registration closes June 7, 2017 or when capacity is reached

On Location Attendance Registration ►►► [On Location Registration Link](#)

Webinar Registration ►►► [Webinar Registration Link](#)

NOTE: This training qualifies as “instructor-led” procurement training for the CPPB & CPPO certification requirements