



DIVISION OF  
PURCHASING & GENERAL  
SERVICES

# PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2017 *Winter Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, December 7 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. In order to receive a Participation Certificate, you must sign out as you exit the training.

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## In Person Attendance

Registration ends on November 29; 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](mailto:teutsler@utah.gov) so that your meal can be canceled and save the State the expense of your meal. If you do not receive an email by November 30, a step was missed during your registration and your registration was not received.

## Webinar Attendance

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 December 4. 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 and not monitoring email, it will be almost impossible to contact someone to troubleshoot on the day of the seminar.

# CLASS TOPICS

## General Sessions

### Discussion on Utah Procurement Certification

By Kent Beers

### Updates to Purchasing's Contract Search Page

Join us as Windy Aphayrath takes us on a quick preview of the new State Contract Search.

### Procurement, Fraud, and Audits

The State Auditor's Office will speak concerning auditing and fraud in the procurement process.

### Protests and Contract Management

Chris Hughes will present how protests can relate to proper contract management.

### Insurance

David Lund, Division of Risk Management, will address common insurance questions for procurements and contracts.

## Break Out Session #1 Choices

### Total Contract Manager (TCM)

This session will provide an overview on the TCM module within the Jaggaer (formerly known as SciQuest) platform, and it's provided functionality. We will conclude with how State Purchasing is utilizing TCM, and the value this module has provided our Division.

### Group Gatherings/State Travel 101

This informative breakout session will educate you on the hot topics of: 1) Contracting with caterers, hotels, event centers; 2) Policies and procedures for Group Gatherings and Business Travel; and 3) Booking business travel through State Travel. Come ready to learn the key processes to help make booking group gatherings and business travel much

easier for you.

### Journey through the State Cooperative Contracts

Come travel on a journey with the Division of Purchasing as we travel through the statewide contracts to discover unique types of products, services, and goods which are available for all Eligible Users. Learn effective techniques on how to efficiently contact, order, troubleshoot, and/or resolve any issues that may arise when using a state contract.

## Break Out Session #2 Choices

### Clearing the Confusion—From Request to Agency Contract

Do you have a procurement need that exceeds \$5,000 and you don't know what to do? Come discover the mysteries of the roads traveled by a solicitation as it moves from a request to State Purchasing to a finalized agency contract; experience examples of how to fill out the solicitation form; and learn who to call for help.

### Creating IFB's in SciQuest [CANCELED]

### [NEW] DFCM Training on CM/GC

Deputy Director Michael Ambre from DFCM will be discussing construction managers/general contractors in construction procurement.

### Limited Purchasing Delegation Training

(This training is specific to Executive Branch LPD designees)

LPD training will define what an LPD is and the correct way to use it. Solicitation processes such as quotes, an award without engaging in a standard procurement process, professional services, and small purchases, will be discussed. Common misunderstandings will be clarified, and a question and answer period will allow attendees to gain information specific to their



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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 & Housekeeping
9:15 – 9:45	Discussion on Utah Procurement Certification
9:45 – 10:00	Updates to Purchasing’s Cooperative Contract Search Page
10:00- 10:10	<i>Break</i>
10:10 – 11:10	Procurement, Fraud, and Audits
11:10 – 12:00	Protests and Contract Management
12:00 – 1:00	Lunch in Rotunda
Break Out Session 1	Total Contract Manager (TCM) - in Jaggaer/SciQest platform
	Journey through the State Cooperative Contracts
1:00 – 1:45	State Travel 101
1:45 – 2:00	<i>Break: Move to next session</i>
Break Out Session 2	Clearing the Confusion – From Request to Agency Contract
	DFCM Training on CM/GC
2:00 – 2:45	Limited Purchasing Delegation Training
2:45 – 3:00	<i>Break: Return to the Auditorium</i>
3:00 – 4:00	Insurance

DATE: Thursday, December 7, 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 November 30, 2017 or sooner if 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