



DIVISION OF
PURCHASING & GENERAL
SERVICES

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2018 *Fall Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, September 6 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. If you cannot attend the entire day, you can obtain a certificate listing fewer hours.**

In Person Attendance

Registration ends August 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.

After you register, if you do not receive an email response from Google, you are not registered. Please reach out to Solomon Kingston (skingston@utah.gov) to determine the problem.

We ask that you only register if you are intent on attending. If you plans inadvertently change and cannot attend after you have registered, send an email to skingston@utah.gov so that your meal can be canceled. This will save the State the expense of your meal. Keep in mind, we can only cancel meals until Thursday, August 30 at noon.

A week prior to the seminar, you will receive an event reminder. If you do not receive an email by August 30, your registration was not completed correctly and you are not registered.

Webinar Attendance

The seminar sessions held in the Auditorium will be broadcast via webinar.

Click the link to register for [webinar attendance](#).

Breakout sessions held in other rooms will not be broadcast. It is not known at this time which breakout sessions will be in the Auditorium.

Information for attending the webinar and an agenda will be sent out on Thursday, August 30. The The webinar will be hosted through Google Hangouts. As such, you will need Google Chrome installed on your computer to run Hangouts.

As this is required training for the Division of Purchasing, staff will be 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

Keynote

Fun in the Workplace, Lifting Yourself so You can Lift Others.

How to Write an SRQ to Hire an Engineer

Creating Raving Fans

Break Out Session # 1 Choices **Vendor Spotlight – Wheeler Cat**

Founded in 1951, Wheeler Machinery Co. is a Utah locally owned and operated Cat dealer. Providing repair and maintenance services, parts, rental, financing, consulting and training along with technology solutions, Wheeler is an innovative partner and a champion for its customers' success. Wheeler has forged many long-lasting relationships with Utah's key players who build infrastructure, homes, schools and parks as well as provide prime and standby power for Utah's ski resorts, hospitals and data centers. Wheeler also provides the equipment to mine natural resources crucial to our everyday lives.

Vendor Spotlight – Electric Vehicle Charging Stations

As electric vehicles begin to overtake the standard combustible engine come learn about the Division's new State contracts for Electric Vehicle Charging Stations, equipment, installing, supplies, and services (AR2839, AR2840, AR2841, AR2842, and AR2843).

Vendor Spotlight – Amazon Business

Interested in taking advantage of the wide selection and competitive prices of the Amazon Business marketplace while maintaining compliance with the Utah Procurement Code? We'll spotlight the Division of Purchasing's initiative to implement

Amazon Business (with Prime shipping!) for State Cooperative Eligible Users.

Break Out Session # 2 Choices **9 to 10 Assessment Contracts**

This breakout session will examine USBE's use of award options in its procurement for the grades 9-10 statewide assessment and explain how this unique solicitation method allowed evaluators to select the best-value solution among proposals submitted in the following categories: Commercial Off-the-Shelf, Customized, and Hybrid.

Unmasking Excel—A Users Guide to Everyday Excel Questions

Introducing Microsoft Excel short cuts, tips and tricks, template spreadsheets, scorecards, cost proposal forms, etc.

Sourcing Information Technology

Session will address practices and considerations for sourcing information technology, and managing IT contracts.

Break Out Session # 3 Choices **Small Purchase & Subscriptions**

Key considerations when sourcing subscriptions (on-going needs) through the small purchase procurement process. How do you measure whether an ongoing need exceeds annual cumulative thresholds? Small Purchase thresholds in general

Developing a Scope of Work

We'll be taking a practical, interactive supplier/buyer/end user relationship approach. We'll focus on the importance of developing strong relationships with the vendor community as well as our end users to develop strong Scopes of Work that allow for ample competition.

Sourcing Information Technology

Repeat from Session #2.



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

Time	Topic
9:00 - 9:20	Welcome & Housekeeping
9:20 - 10:30	Keynote Address - Fun in the Workplace, Lifting Yourself so You can Lift Others
10:30 - 10:45	<i>Break</i>
10:45 - 12:00	How to Write an SRQ to Hire an Engineer
12:00 - 1:00	Lunch in Hall of Governors
Break Out Session 1 1:00 - 1:30	Vendor Spotlight – Wheeler Cat
	Vendor Spotlight – Electric Vehicle Charging Stations
	Vendor Spotlight – Amazon Business
1:30 - 1:45	<i>Break: Move to next session</i>
Break Out Session 2 1:45 - 2:25	9 to 10 Assessment Contracts
	Unmasking Excel – A users guide to everyday Excel questions
	Sourcing Information Technology
2:25 - 2:35	<i>Break: Move to next session</i>
Break Out Session 3 2:35 - 3:15	Small Purchase & Subscriptions
	Developing a Scope of Work
	Sourcing Information Technology
3:15 – 3:30	<i>Break: Return to the Auditorium</i>
3:30 – 4:00	Creating Raving Fans

DATE: Thursday, September 6, 2018
 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 August 29, 2018 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