The **2019 *Summer Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, June 6 from 9 AM - 4:00 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

Click the link to register for in person (on-site) attendance.

Registration closes May 28, or sooner if capacity is reached.

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

We ask that you only register if you are intent on attending. If your 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

At one week prior to the seminar, you will receive an event reminder. If you do not receive an email by May 23, your registration was not completed correctly and you are not registered.

Webinar Attendance

Click the link to register for webinar attendance.

Webinar registration closes May 28.

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

Breakout sessions held in other rooms may not be broadcast. We are still assessing our available technology for the breakout sessions. 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 May 31. 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 Topic Summaries

Topic & Presenter	Description
Value Based Cost Evaluation Techniques ——————————–———- *Christopher Jennings,* *Division of Purchasing*	How do you account for "best value" in an RFP? The traditional evaluation is only one of several methods available, and might not be the best way to go. Alternative evaluation methods will be discussed with examples provided to give you options when you build your RFP. Understanding these evaluation methods will allow your procurement unit to better tailor your RFP and maximize value.
"Best Value" Procurement Process ——————————–———- *Solomon Kingston,* *Division of Purchasing*	A "Best Value" procurement has been known to take on many different meanings. Presentation will focus on sourcing a procurement need using the industry expertise to identify and select the "expert" vendor through demonstrated vendor metrics.
Break Out Sessions #1	
Best Practices for Getting Quotes off State Contract ——————————–———- *Kaitee Hall & Cherilyn Hess,* *Division of Purchasing*	Love using the Statewide Cooperative Contract search on the Division of Purchasing's website? Or would like to know more tips and tricks for using the site? Please join us to learn about the Statewide Cooperative Contract search here to get some insider knowledge.
Food Purchases for the School Lunch Program ——————————–———- *Debbie Smith,* *Granite School District* *Nancy Webb,* *Canyons School District* *Chris Bruhn,* *Utah State Board of Education*	The procurement review tool for school food authorities (SFAs) can appear daunting. We will present an overview of things that we have learned after going through the review process such as Federal Code, CFR200 Appendix II, USDA processing, food recalls and other requirements for Child Nutrition procurement. Question and answer period will allow attendees to ask questions specific to the review and CN procurement.
SciQuest – Sourcing Director ——————————–———- *Rick Straw & Cat Turner,* *Division of Purchasing*	This training will review the basics of building a procurement in Jaggaer; how to use the Q & A board, amendments, extensions, and how to award to vendors within the system. We will also review the vendor perspective of the procurement process in the system.
Break Out Sessions #2	
Contract Development (Tips and Tricks) ——————————–———- *Nick Hughes & Vinessa Dudley,* *Division of Purchasing*	Following the award of a solicitation, the next steps involve creating a contract unique to the solicitation. Come discuss unique tips, tricks, and solutions to ensure this transition is seamless for all involved in the process.
Purchasing's Telework Experience -- Performance Over Presence ——————————–———- *Chris Hughes,* *Division of Purchasing*	With the Governor's and Legislature's initiatives around teleworking, the Division of Purchasing has been piloting teleworking within its procurement group. Come learn about the Division's experience, as it assess personnel performance over being physically present in the office.
Class Topic Summaries Continue on Next Page	

Class Topics & Seminar Location

Class Topic Summaries (cont.)

Topic & Presenter	Description
Continued from Previous Page	
Break Out Sessions #3	
Surplus 101 ——————————–——— *Brooke Smith,* *Murray City*	You have bought stuff. Great! Now what? What happens when government property is no longer being used; out-of-date; damaged; the useful life span has expired; or taking up space in your storage/work area? We'll review State and Utah Administrative Code about Surplus, plus I'll share some tips and tricks to set up a surplus program for your
GRAMA: A Journey From Paper to Portal ——————————–——— *University of Utah*	Come learn what the University of Utah uses to process GRAMA requests through a SaaS platform. Improvements include an online vendor request process, document repository, electronic communication, workflow and more. Simplify and streamline your GRAMA request process.
LPD Training (LPD HOLDERS ONLY) ——————————–——— *Vinessa Dudley* *Division of Purchasing*	This training will provide an overview of what an LPD is and how to use an LPD properly. After this training, you will be able to understand the Utah statute surrounding the types of purchases authorized in an LPD and how to keep the process simple and efficient. There will be a question and answer period to address specific LPD issues.
General Session	
Procurement Tools: Digital Signatures ——————————–——— *Michael Glenn,* *Division of Purchasing*	Digital signatures can greatly increase efficiency within the work place. This presentation will talk about the benefits of digital signatures and how they can be used to promote improved processing times and create flexibility within the workplace. Examples from the Division of Purchasing will be used to highlight the benefits.
Procurement Tools: GovSpend ——————————–——— *Blake Theo Porter,* *Division of Purchasing*	GovSpend is a searchable database that contains pricing information for various procurement items from actual transactions by public entities across the nation. This presentation will discuss how the Division of Purchasing has made use of GovSpend and how it can be an effective tool for procurement professionals.
Procurement Tools: Site Visits – To Have or Not to Have ——————————–——— *Ann Schliep,* *Division of Purchasing*	What are the benefits of having a site visit? Is it worth having a site visit? Lessons learned, things to do and not to do.

Seminar Location

LOCATION: State Office Building; 1st Floor Auditorium

                 450 North State Street, Salt Lake City, Utah

DATE: Thursday, June 6, 2019

TIME: 9 AM – 4:00 PM   (Sign-In from 8:30-9:00 AM)

Utah Division of Purchasing and General Services

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

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

Time	Topic
9:00 - 9:45	Welcome & Housekeeping Legislative Update
9:45 - 10:30	Value Based Cost Evaluation Techniques
10:30 - 11:05	Best Value Procurement Process
11:05 - 11:15	*Break*
Break Out Session 1 11:15 -12:00	Best Practices for Getting Quotes off State Contract
	Food Purchases for the School Lunch Program
	SciQuest – Sourcing Director
12:00 - 1:00	Lunch in Hall of Governors
Break Out Session 2 1:00 - 1:50	Contract Development (Tips and Tricks)
	Purchasing's Telework Experience -- Performance Over Presence
1:50 - 2:05	*Break*
Break Out Session 3 2:05 - 2:55	Surplus 101
	GRAMA: A Journey From Paper to Portal
	LPD Training (LPD HOLDERS ONLY)
2:55 - 3:10	*Break*
3:10 - 3:20	Procurement Tools: Digital Signatures
3:20 - 3:40	Procurement Tools: GovSpend
3:40 - 4:00	Procurement Tools: Site Visits – To Have or Not to Have
4:00pm	*Wrap up, return badges, and pick up certificates*

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Registration closes May 28th, 2019 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