



DIVISION OF
PURCHASING & GENERAL
SERVICES

PROCUREMENT EDUCATION PARTNERSHIP SEMINAR

The 2017 *Fall Procurement Education Partnership Seminar* (PEP Seminar) will be held Thursday, September 14 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. Participation Certificates must be picked up as you exit the training.

In Person Attendance

Registration ends on September 6; 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 of your meal. If you do not receive an email by September 8, 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 September 11. 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

Audits

Kent Beers will be discussing audits.

Introduction to Purchasing's Contract Administration Guide

The training will cover the Contract Administration Guide, which is intended to cover most of the activities associated with contract management from the establishment of the procurement item need, to the solicitation through contract administration including relationship management to the review of contract performance.

The Contract Administration Guide is generic in that its principles are intended to be applicable to all contracts from a simple order, through framework contracts to complex construction or service contracts.

Importance of Buying from State Cooperative Contracts

The training will cover the advantages of using State cooperative contracts, including: savings in time, resources, and money; preservation of competition and fairness to State contractors; prevention of fraud; and compliance with statutory and contractual obligations.

Surplus Property Process

Dan Martinez from Surplus Property will share with us the ends and outs and rules surrounding of getting rid of your surplus items.

Break Out Session #1 Choices

Contract Basics: Developing a Contract from an Awarded Solicitation

The training will cover best practices in developing a contract and scope of work from a successful solicitation award. The differences between IFB and RFP awards will be discussed and focus will be on creating a scope of work that works for all parties to the contract.

Small Purchase Professional Services Providers & Consultant

(based on updated Rule R33 effective June 21)

On June 21, revisions to R33-5-108 Small Purchase of Professional Service Providers and Consultants became effective. This class will discuss the changes

in the Rule and how the changes effect the procurement process for entities subject to Rule R33. The training will also cover the basics of procuring professional and consulting services.

LPD Training

(Only Executive Branch LPD holders are eligible to attend)

The training will include a description of what an LPD is and how delegates are to use the authority in accordance with the Utah Procurement Code and Administrative Rule. We will briefly discuss the process of gathering quotes for small purchase, sole source process, and professional service solicitations. Also a discussion of the standard terms that must be followed in order to maintain an LPD. A tentative audit and training schedule for FY18

Break Out Session #2 Choices

Development of Vendor Performance Ratings/Scorecards

Are you tired of vendors who don't perform? Do your vendors struggle with the simplest of tasks? Learn how to solve this and more by using the patented protected and all new Vendor Performance Rating/Scorecards procedures, developed exclusively for us by NASA scientists. Bonnie from Buena Vista raves "By using this new system, my vendors went from zero to hero!"

Tips for Solicitation Research and Development

Solicitations got you down? Have you ever found yourself pulling your hair out in the middle of a solicitation because it wasn't quite put together right? Whether the cost wasn't captured accurately, the technical components didn't encompass the project, the technical components were weighted inaccurately, or the mandatory minimum requirements were too strict or too vague? As they say, "an ounce of prevention is worth a pound of cure". Effective research before a solicitation begins will greatly reduce the stress and anxiety of the solicitation process. Come on this exploratory journey with State Purchasing to gain useful tools, tips, and research methods before beginning any solicitation.

Sciquest Tips and Basics

This training will cover some tips on using SciQuest, finding training materials, and using the Solicitations Posting template.



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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	Audits
9:45 - 10:15	Introduction to Purchasing's Contract Administration Guide
10:15 - 10:30	State Cooperative Spotlight - Industrial Equipment & Supplies Portfolio of Contracts
10:30 - 10:45	Break
10:45 - 12:00	Importance of Buying from State Cooperative Contracts
12:00 - 1:00	Lunch in Rotunda
Break Out Session 1 1:00 - 1:45	LPD Training: Only Executive Branch LPD holders are eligible to attend
	Contract Basics: Developing a Contract from an Awarded Solicitation
	Small Purchase Professional Services (Updated Rule effective June 21)
1:45 - 2:00	Break - Move to next session
Break Out Session 2 2:00 - 2:45	Development of Vendor Performance Ratings/Scorecards
	Tips for Solicitation Research and Development
	Sciquest Training
2:45 - 3:00	Break - Return to Auditorium
3:00 - 4:00	Surplus Property Process

DATE: Thursday, September 14, 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 September 6, 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