

# State Purchasing Forum & Trade Show - Class Schedule

**Wednesday May 20, 2015**

Classes are one hour in length, unless otherwise **\*\*indicated (90 minutes)\*\***

Time	Swyer Theater	Meeting Room 1	Meeting Rooms 2 & 3	Meeting Room 5	Meeting Room 6	Meeting Room 7
<b>Welcome Reception / Visit with the Exhibitors</b>						
8:30 AM - 10:00 AM						
10:00 AM	NYS Marketplace eInvoicing Project & EE1 SFS Changes	IT Procurement on the Horizon	Best Practices: Best & Final/Mini-Bids, & OGS Service Contracts	Key Contract Components	Discretionary Spending: How It Works	Monitoring Your Contracts
<b>Visit with the Exhibitors / Lunch on your own</b>						
11:00 AM - 12:30 PM						
12:30 PM	Avoiding Pitfalls in IFB Procurements	Buying Vehicles Using OGS Contracts	Smart Purchasing: Working with the BSC	Navigating the OGS Website	Ethics, Reporting Requirements, & the Office of the NYS Inspector General	Supporting Preferred Sources
<b>Afternoon Break / Visit with the Exhibitors</b>						
1:30 PM - 2:30 PM						
2:30 PM	The Successful RFP Procurement Record	Buy NY: Supporting NYS Agri-Businesses	MWBE Utilization Opportunities for Growth	Service Disabled Veteran Owned Business (SDVOB): Program Overview	<b>**Vendor Responsibility**</b> Best Practices	Procurement Rules for Local Governments & School Districts

## Thursday May 21, 2015

Classes are one hour in length, unless otherwise **\*\*indicated (90 minutes)\*\***

Time	Swyer Theater	Meeting Room 1	Meeting Rooms 2 & 3	Meeting Room 5	Meeting Room 6	Meeting Room 7
<b>Morning Coffee / Visit with the Exhibitors</b>						
8:30 AM - 9:30 AM						
9:30 AM	IT Procurement on the Horizon	Supporting Preferred Sources	Key Contract Components	Monitoring Your Contracts	NYS Marketplace eInvoicing Project & EE1 SFS Changes	Buy NY: Supporting NYS Agri-Businesses
<b>Visit with the Exhibitors</b>						
10:30 AM - 11:30 AM						
11:30 AM	Avoiding Pitfalls in IFB Procurements	Smart Purchasing: Working with the BSC	Ethics, Reporting Requirements, & the Office of the NYS Inspector General	Buying Vehicles using OGS Contracts	Best Practices: Best & Final/Mini-Bids and OGS Service Contracts	Navigating the OGS Website
<b>Visit with the Exhibitors / Lunch on your own</b>						
12:30 PM - 1:30 PM						
1:30 PM	The Successful RFP Procurement Record	Discretionary Spending: How It Works	<b>**Vendor Responsibility**</b> Best Practices	Service Disabled Veteran Owned Business (SDVOB): Program Overview	MWBE Utilization Opportunities for Growth	Procurement Rules for Local Governments & School Districts

**\*\*\*Please Note: Classroom Assignments are subject to change\*\*\***