

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

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

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