

# Training Class Schedule

Classes are one hour in length, unless otherwise noted.

| <b>Wednesday, May 18</b>   |   |   |  |   |   |  |
|--|---|---|--|---|---|--|
| <b>Time</b>  | <b>Swyer Theater</b>                        | <b>Meeting Room 1</b>                                     | <b>Meeting Rooms 2&amp;3</b>                                     | <b>Meeting Room 5</b>                                 | <b>Meeting Room 6</b>                                     | <b>Meeting Room 7</b>                                      |
| <b>8:30am - 10:00am Welcome Reception in the Convention Center/Visit with the Exhibitors</b> |   |   |  |   |   |  |
| <b>10:00am</b>   | Working with the BSC After EEI              | Navigating the OGS Website                                | Understanding Insurance Requirements In Your Contracts*          | PBITS: Get IT Project Consultants*                    | Using Preferred Sources                                   | The RFP Process (2 hour class)                             |
| <b>11:00am - 12:30pm Visit with the Exhibitors/Lunch on Your Own</b>                         |   |   |  |   |   |  |
| <b>12:30pm</b>   | Ethics for Procurement Officials            | Service-Disabled Veteran-Owned Business: Program Overview | Procurement Records: Why They're Important & How to Create Them* | IT Umbrella Manufacturer: Buy IT Products & Services* | State Requirements That Impact Your Contract Process      | Procurement Rules for Local Governments & School Districts |
| <b>1:30pm - 2:30pm Afternoon Refreshments/Visit with the Exhibitors   Drawing at 2:00pm</b>  |   |   |  |   |   |  |
| <b>2:30pm</b>  | Monitoring Your Contracts (90 minute class) | Buying Vehicles with the NYS Vehicle Marketplace          | Using Discretionary Spending* (Get CLE credits)                  | Using the NYS eMarketplace (90 minute class)*         | Increasing MWBE Participation in Your Procurement Process | Delivering an Effective Debrief*                           |

\*Denotes classes that are being recorded

| <b>Thursday, May 19</b>   |  |  |  |  |   |  |
|---|--|--|--|--|---|--|
| <b>Time</b>   | <b>Swyer Theater</b>                           | <b>Meeting Room 1</b>                                | <b>Meeting Rooms 2&amp;3</b>                               | <b>Meeting Room 5</b>                                      | <b>Meeting Room 6</b>   | <b>Meeting Room 7</b>                        |
| <b>8:00am - 9:00am Morning Coffee/Visit with the Exhibitors</b>       |  |  |  |  |   |  |
| <b>9:00am</b>   | PBITS: Get IT Project Consultants              | Navigating the OGS Website                           | Service-Disabled Veteran-Owned Business: Program Overview* | Procurement Rules for Local Governments & School Districts | State Requirements That Impact Your Contract Process            | The RFP Process (2 hour class)               |
| <b>10:00am - 11:30am Visit with the Exhibitors</b>                    |  |  |  |  |   |  |
| <b>11:30am</b>  | Using Discretionary Spending (Get CLE credits) | IT Umbrella Manufacturer: Buy IT Products & Services | Buying Vehicles with the NYS Vehicle Marketplace*          | Working with the BSC After EEI                             | Procurement Records: Why They're Important & How to Create Them | Ethics for Procurement Officials             |
| <b>12:30pm - 1:30pm Visit with the Exhibitors   Drawing at 1:00pm</b> |  |  |  |  |   |  |
| <b>1:30pm</b>   | Monitoring Your Contracts (90 minute class)    | Using Preferred Sources                              | Increasing MWBE Participation in Your Procurement Process* | Delivering an Effective Debrief                            | Understanding Insurance Requirements In Your Contracts          | Using the NYS eMarketplace (90 minute class) |

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