Join Department of Administrative Services Commissioner Donald J. DeFronzo, Deputy Commissioner Martin Anderson and Director of Procurement Services Carol Wilson on **Friday, October 24, 2014** at Manchester Community College for the DAS Procurement Training 2014!

The Department of Administrative Services is providing a professional development training event for state agencies, to instill essential knowledge and improve the state's contracting processes. Training sessions will include Buying Basics, Core-CT, IT Procurement, Drafting Specifications, Supplier Diversity, P-Card Program, and the State Surplus Property Program." Attached is the training event agenda.

This event is open to any State Agency Purchasing or fiscal staff who have direct involvement in making purchases for their agency

The event will be held at Manchester Community College – 60 Bidwell Street, Manchester, CT, - SBM Charitable Foundation Auditorium– For directions and parking information please see the attached. There will be signage directing attendees on where to park once in the lot.

https://www.manchestercc.edu/about/directionsMCC.php

The event will start promptly at 9:00 a.m. – 3:30 p.m; however, we request that all attendees arrive between 8:00 a.m to 8:45 a.m. Please allow enough time to park and check-in upon arrival. A continental breakfast will be served during the check-in time and lunch is also included as part of this training.

Registration is conducted via online only thru the DAS Learning Center at http://das.ct.gov/HR/LCnew/PLC_Course_Sch.asp?F_CourseID=208

There is no cost associated with attending this event.

Please notify Arlene Watson-Paulin or Melissa Marzano if you have any ADA needs upon registration.

For questions regarding this event, please contact Arlene Watson-Paulin at 860-713-5237 or Arlene.watson-paulin@ct.gov or Melissa Marzano at 860-713-5291 or Melissa.marzano@ct.gov

Supervisory Approval: Each agency has policy and procedures for attendance, data collection, and payment for training. **Please consult your supervisor prior to registering for any DAS Learning Center class.**

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Department of Administrative Services

PROCUREMENT TRAINING 2014

8:00 – 8:45 *Registration – Welcome/Informational Packets/Coffee/Continental Breakfast*

Morning Events – Auditorium

9:00 – 9:05 Introduction to Event - Opening Remarks (*Carol Wilson*)

9:05 – 9:15 Welcome
(Commissioner Donald J. DeFronzo and Deputy Commissioner Martin Anderson)

9:15 – 9:30 State Contracting Standards Board - Overview of the SCSB Mission/Goals
(Julia Marquis, Chief Procurement Officer and David Guay, Executive Director)

9:30 – 10:30 Buying Basics – State Procurement 101 *(Carol Wilson and Ann Simeone)*

- Using State Contracts
- When to Use General Letter #71 (delegated Purchasing Authority)
- Bid Waiver Policy
- Communicating with Vendors
- Overview of Online "Procurement Marketplace" Resources

10:30 – 10:45 *Break*

10:45 – *12:00* (Auditorium) *Core-CT Ordering Basics (Joann Bellamo and Core-CT Supply Chain Team)*

- e-Procurement – Requisition types, workflow, category codes, reporting (Kathleen Bonola)
- Searching the Catalog in e-Pro – Data discrepancies, new items (John Winschel)
- Purchasing & Contracts – PO approval tipes, using copy feature, end dates, reporting (Noreen Camara)
- Best Practices for Using the Inventory Module – Identify, review and re-evaluate inventory needs, reports (Steven Beaulieu)

12:00 – 12:45 *Lunch*

Afternoon Events – Classrooms

1:00 – 2:00	Concurrent Sessions (Attendees may choose which session to attend)
Breakout Room #1	- IT Procurements - LEAN process improvements, including Product Schedule Updates, Contract Administration, Establishing New IT contracts: The Process *(Joe Giliberto & IT Procurement Team)*
Breakout Room #2	Drafting Specifications and Other Procurement Documents (*Ben Bare, Rachel Whitesell & Tina Costanzo)*
Breakout Room #3	- P-Card -Overview of the Program and How Agencies can maximize use of the P-Card through State Contract Purchases; New Reporting tool for SBE/MBE purchases *(Kerry DiMatteo)*
Breakout Room #4	Navigating the State Contracting Portal *(Melissa Marzano, Eva Orlinski, Marisol Rivera & Susanne Hawkins)*
2:00 – 2:15	*Break*
2:**15 – 3:30**	**Concurrent Sessions (Attendees may choose which session to attend)**
Breakout Room #1	- IT Procurements -LEAN process improvements, including Product Schedule Updates, Contract Administration, Establishing New IT contracts: The Process *(Joe Giliberto & IT Procurement Team)*
Breakout Room #2	- Supplier Diversity -Set-Aside Goals and Establishing Agency Goals *(Meg Yetishefsky)*
Breakout Room #3	- What's your Problem? This session offers an open forum to agency purchasers to bring to DAS any procurement related questions, and get real time answers *(Carol Wilson, Devin Marquez and Contracting Staff)*
Breakout Room #4	- State Surplus Program - Overview of the Program and how agencies can take advantage of the program in disposing or obtaining state owned property *(Veronica Coty, Phil St. Amand & Carlos Velez)*
3:30	Training Event Ends