

DOP Quarterly Workshop
17 Jun 21
10 a.m. - 11:45 a.m.
Via Teams

Preparation:

1. If you haven't used Microsoft Teams before, we invite you to test it prior to the meeting to ensure you can view the workshop. There will be little time the day of to do troubleshooting.
2. Review this Meeting Plan.

Participants: All Idaho Agencies and Poli-sub

Facilitator: Forrest Benedict

Context: As procurement professionals and state employees, it is important for all of us to be informed regarding updates affecting purchasing for the State of Idaho. It's also important for us to continuously seek opportunities for training and professional development. Finally, it is important for the agencies to be reminded of DOP's shared vision and mission, especially as we navigate the current state of emergency and general uncertainty.

Meeting Intent: To share information on purchasing and updates to statewide contracts.

Intended Outcomes:

1. A shared understanding of changes and DOP updates
2. A shared understanding of statewide purchasing updates
3. A shared understanding of the Spending Threshold and Solicitations
4. A shared understanding of State Use Laws

Meeting Login information: Microsoft Teams

[Click here to join the meeting](#)

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Agenda:

| Time/When | Topic/What | Process/How | Topic Leader /Who |
|------------------------|---|--|-------------------|
| 9:45 a.m. (15 min) | Early Arrival (ensure link works) | <ol style="list-style-type: none"> 1. Join meeting via Teams link in Outlook invite. 2. Please mute your line and turn off your camera to maximize call quality. 3. If you have a question, please wait until the end of the presentation to ask it, or you can type your question into the chat box. We will be monitoring the chat box for your questions and feedback. | All Participants |
| 10:00 a.m. (5 min) | Workshop Kickoff | <ol style="list-style-type: none"> 1. Welcome 2. Review of Meeting Plan | Forrest Benedict |
| 10:05 a.m. (20 min) | <i>Updates from the DOP Administrator</i> <ul style="list-style-type: none"> ▪ CY21 Initiatives ▪ Metrics ▪ New templates for Luma ▪ New Exemptions Process | <ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants | Valerie Bollinger |

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|------------------------|--|---|-------------------|
| 10:25 a.m. (10 min) | <i>DOP Purchasing Manager's Minute</i> | 1. Presentation 2. Questions from Participants | Chelsea Robillard |
| 10:35 a.m. (5 min) | Contract Supervisor Updates • Staffing Updates | 1. Presentation 2. Questions from Participants | Mike Gwinn |
| 10:40 a.m. (5 min) | Purchasing Supervisor Updates • Market Research Documents | 1. Presentation 2. Questions from Participants | Justin Gross |
| 10:45 a.m. (5 min) | Statewide Contracts Page • New Look and Feel | 1. Presentation 2. Questions from Participants | Forrest Benedict |
| 10:50 a.m. (20 min) | Purchasing Thresholds & Solicitations | 1. Presentation 2. Questions from Participants | Arianne Quignon |
| 11:10 a.m. (30 min) | State Use Documents | 1. Presentation 2. Questions from Participants | Terry Fredrickson |
| 11:40 a.m. (10 min) | Wrap up/questions | 1. Questions from Participants 2. Adjourn | Forrest Benedict |

Division of Purchasing Vision Statement

We are recognized leaders in public procurement by serving as trusted advisors and partners, contributing to Idaho's strategic initiatives, and delivering outstanding customer service.