

**DOP Quarterly Workshop**  
**23 Feb 21**  
**10 a.m. - 11:45 a.m.**  
**Via Zoom**

**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 very little time the day of to do troubleshooting.
2. Review this Meeting Plan

**Participants:** Any 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

**Virtual Meeting Invite:** <https://zoom.us/j/96636815161?pwd=SzRIUGNyNS9Ja3dBS2dPYU5ONE9xZz09>

Meeting ID: 966 3681 5161

Passcode: 831857

**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"> <li>1. Join meeting via Zoom link in Outlook invite.</li> <li>2. Please mute your line and turn off your camera to maximize call quality.</li> <li>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.</li> </ol>	All Participants
10:00 a.m. (5 min)	Workshop Kickoff	<ol style="list-style-type: none"> <li>1. Welcome</li> <li>2. Review of Meeting Plan</li> </ol>	Forrest Benedict
10:05 a.m. (20 min)	<i>Updates from the DOP Administrator</i> <ul style="list-style-type: none"> <li>▪ CY21 Initiatives</li> <li>▪ Metrics</li> <li>▪ New templates for Luma</li> <li>▪ New Exemptions Process</li> </ul>	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Valerie Bollinger

10:25 a.m. (15 min)	<i>DOP Purchasing Manager's Minute</i> <ul style="list-style-type: none"> <li>▪ Team Update</li> <li>▪ Introduce Purchasing Supervisor and Contract Administration Supervisor</li> <li>▪ DOP Office Restructure</li> </ul>	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Chelsea Robillard
10:40 a.m. (5 min)	Purchasing Supervisor Updates	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Justin Gross
10:45 a.m. (5 min)	Contract Supervisor Updates	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Mike Gwinn
10:50 a.m. (10 min)	Statewide Contract Updates	<ol style="list-style-type: none"> <li>1. Presentations</li> <li>2. Questions may be raised by Participants at the end of each presentation.</li> </ol>	Jason Urquhart
11:00 a.m. (5 min)	Amazon Business	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Kim Guevara
11:05 a.m. (10 min)	Radios	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Ben Call
11:15 a.m. (20 min)	Purchasing Thresholds & Solicitations	<ol style="list-style-type: none"> <li>1. Presentation</li> <li>2. Questions from Participants</li> </ol>	Arianne Quignon
11:35 a.m. (10 min)	Wrap up/questions	<ol style="list-style-type: none"> <li>1. Questions from Participants</li> <li>2. Adjourn</li> </ol>	Forrest Benedict

### ***Division of Purchasing Mission Statement***

Our mission is to procure quality goods and services for the benefit of the people in the State of Idaho through collaborative, effective, and innovative procurement solutions. We promote an understanding of public procurement through quality guidance, training, and professional development.