***DOP Quarterly Workshop***

***4 Nov 21***

***10:00 a.m. – 12:00 p.m.***

***Via Zoom***

**Preparation:**

1. If you haven’t used Zoom 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-subs

**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 State of Idaho Certification Updates and Program
4. A shared understanding of the Universal Public Procurement Certification (UPPCC)
5. A shared understanding of Procurement U online training

Zoom Meeting Link

[Click to join meeting](https://us06web.zoom.us/j/87321253426?pwd=QzZhRmkwYjNUUnpXUldOYXlCcVpodz09)

**Agenda:**

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| --- | --- | --- | --- |
| **Time/When** | **Topic/What** | **Process/How** | **Topic Leader**  **/Who** |
| 9:45 a.m.  (15 min) | Early Arrival (ensure link works) | 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 | 1. Welcome 2. Review of Meeting Plan | Forrest Benedict |
| 10:05 a.m.  (25 min) | *Updates from the DOP Administrator*   * CY21 Initiatives * PMO & Process * Luma Updates * Metrics | 1. Presentation  2. Questions from Participants | Valerie Bollinger |
| 10:30 a.m.  (10 min) | *DOP Purchasing Manager’s Minute*   * DOP Staffing Updates * Project Re-assignments | 1. Presentation  2. Questions from Participants | Chelsea Robillard |
| 10:40 a.m.  (5 min) | Contract Supervisor Updates   * IPRO & Statewide Contracts | 1. Presentation  2. Questions from Participants | Mike Gwinn |
| 10:45 a.m.  (1 hr) | Spotlight on Training & Certification   * State of Idaho Procurement Certification * UPPCC Certification * Procurement U | 1. Presentations  2. Questions from Participants | - Valerie/Forrest  - Derrick Strand  - Matt Oyer |
| 11:45 a.m.  (15 min) | Wrap up/questions | 1. Questions from Participants   2. Adjourn | 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.