

DOP Quarterly Workshop
18 Nov 2020
10am-12pm
Via Microsoft 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 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 statewide purchasing updates
2. A shared understanding of Luma updates and the timeline for implementation
3. A shared understanding of the new ITN process used for solicitations

Virtual Meeting Invite:

[Join Microsoft Teams Meeting](#)

Agenda:

Time/When	Topic/What	Process/How	Topic Leader /Who
9:45 am (15 min)	Early Arrival (ensure link works)	<ol style="list-style-type: none"> 1. Join meeting via Microsoft 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 am (5 min)	Workshop Kickoff	<ol style="list-style-type: none"> 1. Welcome 2. Review of Meeting Plan 	Forrest
10:05 am (20 min)	Updates from the DOP Administrator	<ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants 	Valerie
10:25 am (15 min)	DOP Purchasing Manager's Minute	<ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants 	Chelsea

10:40 am (20 min)	Statewide contract updates	<ol style="list-style-type: none"> 1. Presentation of updates to statewide contacts: Kim, Joey, Jason Urquhart 2. Questions may be raised by Participants at the end of each presentation 	Various DOP team members
11:00 am (5 min)	Contract Assignments	<ol style="list-style-type: none"> 1. Presentation: the contract assignment process. 2. Questions from Participants 	Maria
11:05 am (5 min)	Luma Updates	<ol style="list-style-type: none"> 1. Presentation: Updates on the status of Luma 2. Questions from Participants 	Jason Skelton
11:10 am (20 min)	The ITN Process	<ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants 	Kaylee
11:45 am (15 min)	Wrap up/questions	<ol style="list-style-type: none"> 1. Questions from Participants 2. Adjourn 	Forrest