

DOP Quarterly Workshop
30 June 2020
9am-11am
Via Microsoft Teams

Preparation:

1. If you haven't used the 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 DOPs 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 opportunities and requirements related to PPE
3. A shared understanding of the new Statewide Certification Program and how to participate

Agenda:

Time/When	Topic/What	Process/How	Topic Leader /Who
8:45 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 need to ask a question during the workshop, just click the "Raise your Hand" icon on the tool bar that shows up in the middle of the display. You will be called on in the turn the notification was received. You will unmute your microphone to ask your question. 	All Participants
9:00 am (5 min)	Workshop Kickoff	<ol style="list-style-type: none"> 1. Welcome 2. Review of Meeting Plan 	Forrest
9:05 am (10 min)	Updates from the DOP Administrator	<ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants 	Steve
9:15 am (15 min)	DOP Purchasing Manager's Minute	<ol style="list-style-type: none"> 1. Presentation 2. Questions from Participants 	Valerie
9:30 am (30 min)	Statewide contract updates	<ol style="list-style-type: none"> 1. Presentation of updates to statewide contacts: Kim, Maria, Jason Urquhart, Joey, Arianne, Jason Skelton 2. Questions may be raised by Participants at the end of each presentation 	Various DOP team members

10:00 am (25 min)	Utilizing Federal Surplus	<ol style="list-style-type: none">1. Presentation: Who can use Federal Surplus and How?2. Questions from Participants	Sam Sibert
10:25 am (25 min)	Statewide Certification Training	<ol style="list-style-type: none">1. Overview of program2. Demonstration of LMS3. Questions from Participants	Valerie Forrest
10:50 am (10 min)	Wrap up/questions	<ol style="list-style-type: none">1. Questions from Participants2. Adjourn	Forrest