**DIVISION OF PURCHASING – QUARTERLY WORKSHOP/BUSINESS MEETING**

February 20, 2019

9am- noon MT (8am- 11am PT)

JRW East Conference Room

AGENDA

9:00 – 9:05 Welcome (Valerie Bollinger)

9:05 – 9:30 Updates from the Administrator (Sarah Hilderbrand)

* Proposed Rules (IDAPA)
* Lunch and Learn with Vendors

9:30 – 10:00 Updates/reminders from the State Purchasing Manager (Bollinger)

* FY-end deadlines
* Reminder: DOP email addresses
* Proof of Insurance
* Checking for federal suspension/debarment
* Process improvement
* Online training

10:00 – 10:15 Statewide Contract updates (DOP Staff)

10:15 – 10:30 Networking Break

10:30 – 10:50 Introducing: New DA1 form (Bollinger)

10:50 – 11:00 Training: Contract Renewals, Amendments, and Change Orders (Bollinger)

11:00 – 11:20 IPRO Transition Update (Bollinger, Karen Butler, Forrest Benedict)

11:20 – 11:45 Group Discussion: Performance Monitoring

11:45 – noon Wrap-up/Question and Answer