
Forum 2012 Session Descriptions

Monday, October 29

- M01 Time and Materials Tips and Tidbits**
Jim Totty, CPPO, C.P.M., VCO, Purchasing Supervisor, Prince William County Schools
- This session will concentrate on the unique characteristics of time and material contracting. It will provide tips on how to set up T & M contracts to control costs and establish procedures for proper contract administration. It is focused on helping buyers provide guidance and assistance to end users on how to effectively utilize and manage T & M contracts.
- M02 DARTing Through the Season: A VCA Review**
Sharita Bryant, VCO - Statewide Procurement Officer, DGS/DPS
Tina Rodriguez, CPPB, VCO - Statewide Procurement Officer, DGS/DPS
Pete Stamps, CPPO, VCO – Manager, Statewide Contracts, DGS/DPS
- Calling all VCA Prospects, Rookies and Veterans. Join three VCA coaches as they conduct a mid-season review of the VCA Playbook. Be prepared to “call the plays” and hit the bulls-eye or get “called for a penalty” and learn the consequences in this fun-filled and interactive session.
- M03 Jump into the Driver’s Seat...Understand and Manage Your eVA Fees**
Bryan Chamberlain, VCA - Billing and Collections Manager, DGS/DPS
Sandra Gill, CPPO, CPPB, VCO - eVA Business Manager, DGS/DPS
Kelly J. Langlely, CPPO, CPPB, VCO - eVA Deputy Business Manager, DGS/DPS
- The fast lane to success depends on having a seasoned pit crew at your side. So jump into the driver’s seat and join the eVA Business Management team on a race to the winner’s circle. This interactive session will help you understand and manage your agency’s eVA transaction fees to keep your agency on the right track.
- M04 Ready! Set! Performance!!!**
Donald R. Rainey, Sr., CPPB, VCO, Director, Office of General Services, Department of Social Services
- This session will provide an overview of performance based contracting. It will provide the benefits of performance based contracting; expand the box of traditional procurement thinking; and focus on performance and improvement.
- M05 That’s What I Want to Know**
Ron Bell, CPCM – Director, Division of Purchases and Supply, Department of General Services; President, National Association of State Purchasing Officials
- You may remember that old Abbott and Costello baseball comedy routine: “Who’s on first; What’s on second; I Don’t Know is on third.” At one point Costello replies: “That’s what I want to know.” Well, we’ve set up this session so you can find out ‘what you want to know’ about current trends and topics in procurement. The Director of Purchases and Supply will lead a discussion on topics challenging the procurement community but the session will be driven primarily by your questions. So come prepared, we promise not to throw you any curve balls!

Forum 2012 Session Descriptions

- M06 **Using Prevent Defense: Mitigating Legal Risk in Procurements**
Richard Pennington, CPPO, J.D., C.P.M. – Managing Member SCOPEVision, LLC
John Westrick – Senior Assistant Attorney General, Office of the Attorney General
- Can two lawyers in a room agree? Probably not, but what fun to watch them explore legal shades of gray! Join a discussion about procurement risk between two attorneys – one from the “dark side” -- who have private and public practice experience. They’ll identify the minefields in procurements, and you’ll learn approaches to mitigating risks of successful protests, painful solicitations, and unsuccessful projects.
- M07 **Take a New Look at DMBE**
Ida McPherson, Director, Department of Minority Business Enterprise
- This session will highlight the new features of the SWaM Dashboard, which include an internal Dashboard for each agency; a calendar for outreach events; social media; and interactive tools for primes and subcontractors. The agency will also present the simplified process for SWaM certification and re-certification, and the additional vendor search functions for users.
- M08 **Specifications – Touchdown or Fumble?**
Laurie Sparkes, P.E., VCO – Architect/Engineer, DPS/DGS
Warren Mitchell, CPPO, VCO, Statewide Contract Officer, DGS/DPS
- In this interactive session, we will be looking at specifications through the bidder’s eyes. By using a five-question approach, you will identify what is missing from the bidder’s point of view and what is needed to ensure you get the best goods or service.
- M09 **What Happens If...?**
Bill Davison, CPPO – Purchasing Director, Stearns County, Minnesota; Adjunct Professor, Florida Atlantic University
- Coaches must constantly evaluate alternatives and understand the potential consequences of each choice they make during a game. Can the same concept be applied to contract administration? Is it possible to predict the likelihood and consequences of contract administration problems for various contract types to improve contract administration? Research conducted by – Davison and Sebastian: *Journal of Public Procurement, 2007; Journal of Management Research, 2010* – and recently updated with surveys with NGIP, The Institute for Public Procurement and Public Works and Government Services Canada suggests the answer is yes. This session examines the research that helped determine which types of contract administration problems (e.g., delays) are perceived as most likely for seven types of contracts (e.g., construction, contracted services) and the perceived severity of the consequences of the problems. Discussion focuses on the implications of the research results for procurement professionals and the limitations of the research.
- M10 **Are Your Pricing Schedules Throwing You a Curveball?**
Jan Giffin, CPPO, CPPB, VCO - Procurement Management Account Executive
- When you evaluate pricing schedules, do they seem to throw you a curveball by presenting more questions than answers? Do you become the “cleanup hitter” to clarify information that wasn’t clearly communicated to the vendor? Attend this session to look at different pricing schedules and how they can make evaluating responses easier.

Forum 2012 Session Descriptions

- M11 **Necessary Roughness: New Rules for the Contact Sport of Negotiating**
Mimi Donaldson
- Successful negotiations are crucial in today's hard-fought personal and professional success. Negotiating in challenging times is a question of ability. Master negotiators are not born – they are skilled. Mimi, the author of the new book, *Necessary Roughness: New Rules for the Contact Sport of Life*, uses football, the ultimate team game, to highlight the skills you need in every negotiation. Mimi will help you master the six skills of every negotiation: preparing, setting limits, maintaining emotional distance, listening, being clear and closing any deal.
- M12 **eVA Game Plan – Making It New Again**
Shane Caudill, VCA - Deputy Director, eProcurement Bureau
Bob Sievert, VCA - Director eProcurement Bureau
- “OK Coach, I'm ready to go in. What's the play? What's the plan?” Here's your chance to get the inside track on where eVA has been and our focus to give you more to make eVA 'new' again. We'll follow this up with your chance to tell us 'where to go' and what we should make happen. Don't worry, this time Bob and Shane will have an 'Official' on-site to make sure they don't commit any fouls!
- M13 **Sole Source or Proprietary – the Ball Is In Your Court**
Mary L. Hicks-Coston, VCO - Statewide Contract Officer, DGS/DPS
Nancy L. Rowe, VCO - Statewide Contract Officer, DGS/DPS
- This session will distinguish and define the differences between a Proprietary and Sole Source purchase. The speakers will walk you through the four parts of the Sole Source Justification Form to demonstrate what information is required in each part. They will also provide methods on how to research the equipment or services to determine and justify a valid Sole Source Procurement. So, when the ball is in your court, you'll know whether to pass the ball off to the distributors or go for the sole supplier.
- M14 **Passing the Baton: Transitioning to Retiree Health Benefits**
Susan Jones, Program Manager, Retiree Health Benefits, Department of Human Resource Management
- This session will include a summary of health benefit options available through the State Retiree Health Benefits Program; a discussion of transitioning to retiree coverage; and a basic overview of current coordination between the state program and Medicare. With nearly 50% of the procurement workforce approaching retirement age, this timely topic is one you won't want to miss.
- M15 **Cooperative Procurement – The Good, Bad and the Ugly**
Eugene Anderson, CPPO, CPPB, VCO – Director, Policy, Consulting and Review, DGS/DPS
Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS
Linwood Spindle, CPPO, CPPB - Deputy Director, Division of Purchases and Supply, Department of General Services
Pete Stamps, CPPO, VCO – Statewide Contract Manager, DGS/DPS
- You've heard about it, read about it and maybe even tried it – Cooperative Procurement. Was your experience good, bad or perhaps even ugly? We've assembled

Forum 2012 Session Descriptions

the DPS A-team to review the policies, procedures and benefits of cooperative procurement and answer your questions. At the conclusion of this session you will have a better understanding how to put cooperative procurement to work for your organization.

M16 **Can You Hear Me Now, Coach**

Gwen Dandridge – Director of Academic Communications, Virginia State University

Presentation and Public Speaking skills are essential in our everyday lives. Developing both the confidence and capability to give a good presentation, to stand up in front of an audience and to speak well are core competencies for self-development. In this fun and interactive presentation, you will learn quick, easy, and implementable tips to help you “let yourself be heard.” This session will explore the topics: “overcoming anxiety, understanding your audience, effective preparation, essential parts of the presentation, and ending on an up note.

M17 **Procurement Law for Rookies...and Everyone Else**

John Westrick – Senior Assistant Attorney General, Office of the Attorney General

Whether you are in your rookie season or an experienced procurement professional, you have to know the rules of the game and how to apply them. The Virginia Public Procurement Act and basic contract law provide the framework for our professional actions, but understanding how they apply to specific situations can be – at times – challenging. This session will help you understand how to put the law on your side to guide successful procurement outcomes.

M18 **New VBO Playbook**

Shane Caudill, Deputy Director, eProcurement Bureau, DGS/DPS
Bob Sievert, Director, eProcurement Bureau, DGS/DPS

This isn't your mother's VBO...it's a whole new playbook that promises to be game changing for all you professionals in the procurement arena! Posting VBO ads is just basic stuff. Ever wonder about getting sealed bids and proposals on-line? Well, this is it and your purchasing life will never be the same.

M19 **E-Procurement for Local Government is a Hole-In-One**

Jerry Stokes, VCO - Procurement Management Account Executive, DGS/DPS

This session is designed to show local government entities the advantages of using the e-procurement application, eVA. It will include a short demonstration on how to find the eVA tools and how they can benefit local governments. Armed with this information, you'll feel like you've made a hole-in-one and be on your way to score savings and efficiencies for your organization.

M20 **Achieving Your Goal - Roadmap for the Procurement Rookie**

Nancy Davis, CPPB, CPPO, VCO, Contracts and Procurement Director, Department of Motor Vehicles DMV

So, you're a “Rookie” in the procurement profession. Where do you start? Where do you go for advice and assistance? How do you get ahead in a competitive 21st century workforce? If you want to “Go for the Goal” and advance in the procurement profession,

Forum 2012 Session Descriptions

this session will identify how to start; how to increase procurement Knowledge, Skills and Abilities (KSAs); where to find training; and what certifications you should obtain. Learn about jobs in public procurement and about techniques to advance in the field.

M21 **The Ultimate Participatory Game – Winning Organizational Support for Social Media**

Hal Good, CPPO – Director of Purchasing, Frederick County, Maryland; President of the National Procurement Institute

We all have experienced the incremental benefits of the internet and intranet for disseminating, gathering and exchanging information. Strategic use of social media has been shown to provide positive opportunities to build off the benefits of these existing technology resources already adopted and in play. Each governmental department/team has its own opinion of social media and how its use may affect them. This presentation will provide a “game in progress” insider look at the use of social networking by a government Procurement Director, who manages five Twitter Accounts, one with 8,000+ followers; a LinkedIn group with 800 plus members; GovLoop groups; Facebook; and YouTube.

M22 **Bowling for Numbers**

Maureen Daniels, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS

Frank Denny, CPPO, VCO - Procurement Management Account Executive, DGS/DPS
Clarence Wilson, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS

Numbers, Numbers, Numbers, the APSPM is full of them! How well do you know them? This interactive session will test your numbers knowledge pertaining to procurement policy and procedures in the APSPM. Don't throw a procurement gutter ball. Come see how bowling for numbers can help you remember the right number for the right requirement and show others you are the “King Pin of the Alley.”

M23 **Are You Sure About That?**

Pete Stamps, CPPO, VCO – Manager, Statewide Contracts, DGS/DPS

Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS

How do you satisfy the end user while maintaining the integrity of the procurement process? Are you constantly surprised by the next project that lands on your desk and the expected completion date is yesterday? How do you strategize the development of the solicitation process? Who is in charge? Who moved the “cheese” (as in what do you mean that the rules have changed again)? Why can't I use the cooperative contract solution? Is the reverse auction process for you? If these challenges are on your plate, join this session as two-seasoned procurement practitioners face off in a debate of issues facing today's procurement professionals.

M24 **Don't Get Blindsided - Study the Game Plan**

Chris Nichols, CPPB, VCO - Statewide Services Contract Officer, DGS/DPS

This session will review the most important aspects of using the temporary staffing contract and the temporary medical staffing contract. This will include how to “read” the Pricing by Zone and Vendor Pricing Matrix, how determine the pay rate for the temporary staff person, and determining the contractor bill rate. Learn the best purchase

Forum 2012 Session Descriptions

order format to promote vendor compliance and billing reliability. We will go over ways to prevent agency payment of fraudulent time cards. Bring your questions- we've got answers!

- M25 **Foul or No Foul: When a Referee Is Needed for Your Contract**
Valerie S. Deloach, CPPO, CPPB, VCO - Contracts Compliance Officer, DGS/DPS

Your goal is contract compliance without fouls being committed. But, sometimes, things do not go as planned and you need a referee to help sort things out. This is where contract compliance comes into play. This session focuses on the when, where, why and how to ensure that you reach your goal of contract compliance.

- M26 **Take It to the Hoop**
Eugene Anderson, CPPO, CPPB, VCO – Director, Policy, Consulting and Review DGS/DPS
Dennis Blackwell, CPPB, VCO – Procurement Management Account Executive, DGS/DPS
Suzanne Swinson, CPPO, VCO - Procurement Management Account Executive, DGS/DPS

Join a friendly game of hoops between the Baltimore Bidders and the Ohio Offerors to see who will be this year's APSPM Champion! Get ready for some procurement trickery and eye-popping plays and of course, slam-dunk, in-your-face competition! Half-time show includes an overview of PIM30 to help you pass, shoot, and score!

- M27 **Score with the P-Card**
Kristen Bolden – eCommerce Analyst, Department of Accounts
Monica Darden – Assistant Director, General Accounting eCommerce, Department of Accounts
Maureen Sudbay – Senior Card Accounts Manager, Bank of America

This session will review the changes in the charge card industry over the last year, including ePayables, a Fraud update, a review of Intellink and Online Recon. We will also discuss the changes in the eCommerce unit that may affect Program Administrators.

- M28 **Minute-to-Win-It, the Championship Bowl Game**
Dave Foster, eVA Web Master, DGS/DPS
Kim Madison, VCA - eVA Marketing & Outreach Coordinator, DGS/DPS

You've seen it on TV, now come see what the eVA team has done with this popular game format! Be part of an audience team competing to answer challenging eVA questions that show who really knows their stuff. Of course this year it will take more than just brains to win... this time you'll also need coordination and physical talent to win!

Forum 2012 Session Descriptions

Tuesday, October 30

- T01 **Running on Alternative Fuels – Fleet Update 2012**
Michael Bisogno, CAFM - Director, Office of Fleet Management Services, Department of General Services
- This session will discuss the Commonwealth's Alternative Fuel initiative and the progress of the Alternative Fuel PPEA solicitation. Join us to learn more about this exciting new opportunity.
- T02 **What's the "Buzz" about the VDC?**
Andrew W. Repak, CPA, CMA, CFM, VCO, VDC Director
- If you are looking for ways to save and came up with the Virginia Distribution Center - Bingo, you are a winner! Come play and win with us.
- T03 **Score with the P-Card**
Kristen Bolden – eCommerce Analyst, Department of Accounts
Monica Darden – Assistant Director, General Accounting eCommerce, Department of Accounts
Maureen Sudbay – Senior Card Account Manager, Bank of America
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- T04 **Foul or No Foul: When a Referee Is Needed for Your Contract**
Valerie S. Deloach, CPPO, CPPB, VCO- Contracts Compliance Officer, DGS/DPS
- Your goal is contract compliance without fouls being committed. But, sometimes, things do not go as planned and you need a referee to help sort things out. This is where contract compliance comes into play. This session focuses on the when, where, why and how to ensure that you reach your goal of contract compliance.
- T05 **The Playbook for Hiring A/E Professional Services**
W. Michael (Mike) Coppa, RA - Director, Bureau of Capital Outlay Management, Department of General Services
- This session is an overview of how to procure professional architectural and engineering services. Discussion will include: large, small, and term contracts; the RFP; scope of work; fee negotiations; and hourly rates for additional services.
- T06 **Put Me In Coach! Lateral Leadership, High Flying Procurement Teams, and You**
Richard Pennington, CPPO, J.D., C.P.M. – Managing Member, SCOPEVision, LLC
- The quarterback is the recognized football team leader but when he tosses a lateral pass to a teammate, that teammate becomes responsible for moving the ball forward. How do you get the job done when you are not necessarily the boss but are expected to

Forum 2012 Session Descriptions

lead the team? Where do you start when you assemble a new evaluation team? The answer is lateral leadership – exerting influence without authority. This session employs fun visual metaphors to illustrate the essential skills and behaviors that make you effective as lateral leaders on teams.

T07 **Score Big with Reverse Auctions**

Angel Rodriguez, VCO, eVA Quick Quote, eProcurement & VBO Manager, DGS/DPS

Experience the fast-paced excitement of a live Quick Quote Reverse Auction first-hand! You will be the 'Vendor' and compete against your fellow participants to win the business. Let's see who 'has the right stuff' and will score the BIG WIN for their team!

T08 **Disposal Goals**

Bradley W. Crawford, VCO – Director, Surplus Property, Department of General Services

This session will include a discussion on disposal processes focusing on the electronics recycling contract and how it works with VITA/NG. We will also discuss the process and requirements for agencies/localities in regard to the internet sales contract.

T09 **What Happens If...?**

Bill Davison, CPPO – Purchasing Director, Stearns County, Minnesota; Adjunct Professor, Florida Atlantic University

Coaches must constantly evaluate alternatives and understand the potential consequences of each choice they make during a game. Can the same concept be applied to contract administration? Is it possible to predict the likelihood and consequences of contract administration problems for various contract types to improve contract administration? Research conducted by – Davison and Sebastian: *Journal of Public Procurement, 2007; Journal of Management Research, 2010* – and recently updated with surveys with NGIP, The Institute for Public Procurement and Public Works and Government Services Canada suggests the answer is yes. This session examines the research that helped determine which types of contract administration problems (e.g., delays) are perceived as most likely for seven types of contracts (e.g., construction, contracted services) and the perceived severity of the consequences of the problems. Discussion focuses on the implications of the research results for procurement professionals and the limitations of the research.

T10 **Understanding WORKS, That's the Goal!**

*Kristen Bolden – eCommerce Analyst, Department of Accounts
Monica Darden – Assistant Director, General Accounting eCommerce, Department of Accounts*

Understanding WORKS, that is the goal. This session will be a fun and interactive exploration of the WORKS Charge Card System. Those who interact with the card on a daily basis and manage programs at their agency will gain valuable and useful tools to run their programs.

T11 **Happiness Matters: Fostering an Attitude for Success**

Rachel Brozenske, CHRP – Vice President, Allison Partners

Forum 2012 Session Descriptions

It's a chicken-and-egg conundrum. Do happy people accomplish great things? Or does accomplishing great things make people happy? More and more, researchers believe that attitude comes first and has measurable impact on nearly all dimensions of work performance and goal achievement. Based on the latest findings from recent research in neuroscience, leadership and performance, this session will explore how personal happiness impacts work performance and some practices to help foster happiness in yourself and others.

T12 Meet the Players- A Panel Discussion with A/E Firms

Ed Gully - Director, Division of Engineering and Buildings, Department of General Services

From the perspective of the A/E firms, learn what agencies can do to make projects more successful for both parties. This session offers a unique opportunity to hear from the A/E side about the aspects of selection, fee negotiations, plan review, and project management that contribute to a successful partnership and project outcome

T13 The Ultimate Participatory Game – Winning Organizational Support for Social Media

Hal Good, CPPO – Director of Purchasing, Frederick County, Maryland; President of the National Procurement Institute

We all have experienced the incremental benefits of the internet and intranet for disseminating, gathering and exchanging information. Strategic use of social media has been shown to provide positive opportunities to build off the benefits of these existing technology resources already adopted and in play. Each governmental department/team has its own opinion of social media and how its use may affect them. This presentation will provide a “game in progress” insider look at the use of social networking by a government Procurement Director, who manages five Twitter Accounts, one with 8,000+ followers; a LinkedIn group with 800 plus members; GovLoop groups; Facebook; and YouTube.

T14 New VBO Playbook

Shane Caudill, VCA - Deputy Director, eProcurement Bureau, DGS/DPS
Bob Sievert, VCA – Director, eProcurement Bureau, DGS/DPS

This isn't your mother's VBO...it's a whole new playbook that promises to be game changing for all you professionals in the procurement arena! Posting VBO ads is just basic stuff. Ever wonder about getting sealed bids and proposals on-line? Well, this is it and your purchasing life will never be the same.

T15 Show Me the Money

Dan Hinderliter, VCO - Director, Contracts and Finance, Department of Human Resource Management

In the game of procurement, fiscal fitness can be a game changer. This session will highlight strategies for scouting your opponents and evaluating their abilities. We will look at the financial statements available from public companies and show the key items to review within those statements. Additionally, we'll discuss how to request the correct information and how to protect proprietary financial data.

Forum 2012 Session Descriptions

- T16 **Organizing Your Game Plan**
Nancy Davis, CPPO, CPPB, VCO, Contracts and Procurement Director, Department of Motor Vehicles
Betsy Bratton, CPPB, VCO, Lead Contract Specialist, Department of Motor Vehicles
- In this session you will learn techniques for organizing and standardizing hard-copy and electronic procurement files. Several options for electronic file organization will be discussed and demonstrated, including filing within eVA, on your local area network (LAN), and within a document imaging and management system. You will learn how to set-up your electronic file cabinet and hear about best practices for receiving electronic quotes, bids and proposals with the goal of conducting your procurement using a mostly-paperless process. Examples of file organization checklists for all methods of procurement for both hard-copy and electronic filing will be shown and will be available for download following the Forum.
- T17 **VITA Update**
Greg Scearce, Strategic Sourcing Specialist, Virginia Information Technologies Agency
- VITA continues to evolve its services and IT procurement practices to better serve its customers. Some of the highlights that will be covered in the session include:
- Revised “consumables” list - delegating more IT for direct purchase
 - Guidance on printers – what’s provided by the IT Partnership and what can be acquired from VITA contracts. How to make the best use of VITA contracts.
 - New “APR” rules and delegated authority
 - Highlighting new contracts and more
- T18 **Striking Out- A/E Errors and Omissions**
Steve Owens, Senior Assistant Attorney General and Chief of the Real Estate and Land Use Section, Office of the Attorney General
- Do you know what an A/E error or omission is and how your agency should handle them to keep a project on track? Learn the difference between an error and an omission, AG advice on notice and cost sharing strategies, insurance requirements, and the Spearin Doctrine. We will discuss examples of appropriate and inappropriate agency actions.
- T19 **Mitigating Fraud in a Card and Card Not Present Environment**
Donna Haffner-DiNicola – Senior Vice President, Fraud Prevention, Bank of America
- This interactive session is targeted to an end cardholder prospective. We will share industry fraud trends and best practices that cardholders can leverage to help reduce fraud activity, as well as safeguard their personal identify. Bank of America will share common tactics used by fraudsters today, including actual fraud cases, to create an awareness of proliferation of organized fraud rings across the US.
- T20 **eVA All Stars Speak**
Dave Foster, eVA Web Master, DGS/DPS
Tom Gilbert, VCA - eVA Catalog and ACP Manager, DGS/DPS
Gail Kemper, eVA eMail and Reports Manager, DGS/DPS
Angel Rodriguez, VCO, eVA Quick Quote, eProcurement & VBO Manager, DGS/DPS

Forum 2012 Session Descriptions

Here's your chance to get those game-changing tips right from the All Star players that know eVA best. Think of this as a press conference opportunity where you are the reporters with all the tricky questions and our eVA 'players' will have to come up with cool answers on those things you may not know about eVA. We'll start with the eMall, then round the bases with Quick Quote, VBO, Reports and the rest of eVA to give you teasers about some really powerful features of eVA that you may not be aware of. There's always more to learn, but this session will deliver some really great ideas to consider when you work with eVA.

- T21 **Achieving your Goal - Roadmap for the Procurement Rookie**
Nancy Davis, CPPO, CPPB, VCO, Contracts and Procurement Director, Department of Motor Vehicles

So, you're a "Rookie" in the Procurement profession. Where do you start? Where do you go for advice and assistance? How do you get ahead in a competitive 21st century workforce? If you want to "Go for the Goal" and advance in the procurement profession, this session will identify how to start, how to increase procurement Knowledge, Skills and Abilities (KSAs); where to find training; and what certifications you should obtain. Learn about jobs in public procurement and about techniques to advance in the field.

- T22 **Blocking Self-Sabotage – Tackling Your 'A' Game**
Alan H. Culpeper, CPPO, VCO – Director of Procurement, Culpeper County, Virginia

Have you ever found yourself in a first-and-goal situation strategizing for a touchdown only to fall short of the goal? If so, you may have experienced a common problem called self-sabotage – we all do it – whether we're just starting a procurement career, or already a seasoned professional. You may tell yourself it is bad luck, the economy or even global warming, but the conspirator whispering in your ear and keeping you from obtaining your goals could be you. You might be sabotaging your own success without even knowing it. This session identifies self-sabotaging obstacles that may be getting in the way of your success, and offers strategies to help you conquer limiting beliefs and feelings. So, get on the line of scrimmage because it's time to write a new chapter in your playbook by learning how to block self-sabotage and tackle your Procurement "A" Game.

- T23 **Hitting a Home Run to Save Money on Energy and Update Your Facilities**
Shirley McNutt, VCCO, VCO – Manager, Construction and Facilities Procurement, DGS/DEB

This session reveals how your agency or public body can use Energy Performance-Based Contracts (ESCO) to improve the efficiency of your facilities. These contracts normally require no upfront funding from the government entity and can result in other facility improvements. Learn how to define an appropriate scope of work and how to use the contract.

- T24 **Take It to the Hoop**
*Eugene Anderson, CPPO, CPPB, VCO – Director, Policy, Consulting and Review
DGS/DPS
Dennis Blackwell, CPPB, VCO – Procurement Management Account Executive,
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Forum 2012 Session Descriptions

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- T25 **Inside Look At the Vendor's Locker Room**
Vicki Beasley, VCA - eVA Vendor Support Manager, DGS/DPS
Kim Madison, VCA - eVA Outreach Coordinator, DGS/DPS

Here's your chance to get a good look at the vendor side of eVA. We'll start with the new cool eVA Mobile app and work our way through account maintenance, on-line bidding and the public reports that really make a difference for our vendors. This promises to be a real 'workout' for everyone as you see what it's like to be a 'vendor' in eVA.

Wednesday, October 31

- W01 **Organizing Your Game Plan**
Nancy Davis, CPPO, CPPB, VCO, Contracts and Procurement Director, Department of Motor Vehicles
Betsy Bratton, CPPB, VCO, Lead Contract Specialist, Department of Motor Vehicles

In this session you will learn techniques for organizing and standardizing hard-copy and electronic procurement files. Several options for electronic file organization will be discussed and demonstrated, including filing within eVA, on your local area network (LAN), and within a document imaging and management system. You will learn how to set-up your electronic file cabinet and hear about best practices for receiving electronic quotes, bids and proposals with the goal of conducting your procurement using a mostly-paperless process. Examples of file organization checklists for all methods of procurement for both hard-copy and electronic filing will be shown and will be available for download following the Forum.

- W02 **Your Financial Scorecard**
Lisa Hatcher Byles, CERTIFIED FINANCIAL PLANNER®, CDFATM, Certified Divorce Financial Analyst – Principal, Hatcher Byles Financial Planning

It can be very challenging to keep yourself financially fit and ready for the future – especially in this economy. Challenging...but not impossible. With so many financial products, strategies and tools to choose from, it can be difficult to find the time and the information to develop a plan that's right for you. Whether you are starting out, getting ready to retire, or are somewhere in between, a well developed financial plan is essential to achieving your goals. In this session you will learn the top ten parts a Financial Plan should include and where you should focus your efforts during the different stages in your life.

- W03 **Jump into the Driver's Seat...Understand and Manage Your eVA Fees**
Bryan Chamberlain, VCA - Billing and Collections Manager, DGS/DPS

Forum 2012 Session Descriptions

Sandra Gill, CPPO, CPPB, VCO, eVA Business Manager, DGS/DPS
Kelly J. Langley, CPPO, CPPB, VCO, eVA Deputy Business Manager, DGS/DPS

The fast lane to success depends on having a seasoned pit crew at your side. So jump into the driver's seat and join the eVA Business Management team on a race to the winner's circle. This interactive session will help you understand and manage your agency's eVA transaction fees to keep your agency on the right track.

W04 Blocking Self-Sabotage – Tackling Your ‘A’ Game

Alan H. Culpeper, CPPO, VCO – Director of Procurement, Culpeper County, Virginia

Have you ever found yourself in a first-and-goal situation strategizing for a touchdown only to fall short of the goal? If so, you may have experienced a common problem called self-sabotage – we all do it – whether we're just starting a procurement career, or already a seasoned professional. You may tell yourself it is bad luck, the economy or even global warming, but the conspirator whispering in your ear and keeping you from obtaining your goals could be you. You might be sabotaging your own success without even knowing it. This session identifies self-sabotaging obstacles that may be getting in the way of your success, and offers strategies to help you conquer limiting beliefs and feelings. So, get on the line of scrimmage because it's time to write a new chapter in your playbook by learning how to block self-sabotage and tackle your Procurement “A” Game.

W05 Take It to the Hoop

Eugene Anderson, CPPO, CPPB, VCO – Director, Policy, Consulting and Review DGS/DPS
Dennis Blackwell, CPPB, VCO – Procurement Management Account Executive, DGS/DPS
Suzanne Swinson, CPPO, VCO - Procurement Management Account Executive, DGS/DPS

Join a friendly game of hoops between the Baltimore Bidders and the Ohio Offerors to see who will be this year's APSPM Champion! Get ready for some procurement trickery and eye-popping plays and of course, slam-dunk in-your-face competition! Half-time show includes an overview of PIM30 to help you pass, shoot, and score!

W06 eVA Time Out – Is Your Workflow Working For You?

Maureen Daniels, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS
Jan Giffin, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS

There are so many options when it comes to setting up workflow rules, roles and users that you may not even realize you have opportunities to make it better all the time. Join Jan and Maureen as they give you the real scoop on what it takes to configure eVA for you and the many options you have to evolve and improve your workflow. It's not one or two dimensional... there's a lot more to it than that and you may only be limited by your own imagination. So come get challenged so you can challenge yourself and find ways to make your own eVA experience better.

W07 Score Big with Reverse Auctions

Angel Rodriguez, VCO - eVA Quick Quote, eProcurement & VBO Manager DGDS/DPS

Forum 2012 Session Descriptions

Experience the fast paced excitement of a live Quick Quote Reverse Auction first-hand! You will be the 'Vendor' and compete against your fellow participants to win the business. Let's see who 'has the right stuff' and will score the BIG WIN for their team!

W08 **Specifications – Touchdown or Fumble?**

Laurie Sparkes, P.E., VCO – Architect/Engineer, DGS/DPS

Warren Mitchell, CPPO, VCO - Statewide Contract Officer, DGS/DPS

In this interactive session, we will be looking at specifications through the bidder's eyes. By using a five-question approach, you will identify what is missing from the bidder's point of view and what is needed to ensure you get the best goods or service.

W09 **Don't Get Blindsided - Study the Game Plan**

Chris Nichols, CPPB, VCO - Statewide Services Contract Officer, DGS/DPS

This session will review the most important aspects of using the temporary staffing contract and the temporary medical staffing contract. This will include how to "read" the Pricing by Zone and Vendor Pricing Matrix, how determine the pay rate for the temporary staff person, and determining the contractor bill rate. Learn the best purchase order format to promote vendor compliance and billing reliability. We will go over ways to prevent agency payment of fraudulent time cards. Bring your questions- we've got answers!

W10 **That's Not Fair...or Is It?**

Stephen B. Gordon, Ph.D., FNIGP, CPPO – Director Public Procurement and Contract Management Certificate Program, Old Dominion University

"That's not fair" is a complaint often heard about a referee's call in a game, but determining price fairness and reasonableness definitely is not an easy call to make. Price analysis is a recognized best practice and there is abundant training and guidance on the topic, so procurement officers shouldn't even break a sweat performing this relatively simple task when and as they should – right? Wrong! Unfortunately for procurement officers, taxpayers, and other stakeholders, the practicalities of everyday life in purchasing and contracting frequently intervene to complicate the determination process. This session utilizes discussion and in-class activities to provide attendees with insights they can use to execute this act of fiduciary responsibility, effectively and efficiently in a work environment filled with pressures and constraints.

W11 **Time Flies: A Pilot's Perspective on Time Management**

Aaron Glassman, PhD, Assistant Professor – Embry-Riddle Aeronautical University

Pilots have to juggle complex, error-sensitive processes that require keen attention to detail and extraordinary time management skills – winging it is something they generally prefer not to do. So, how do they keep all the balls in the air – so to speak – and how do pilot time management processes relate to what you do as a procurement professional? This session will cover three key components of time management as taught in many aviation academies: 1) Situational Awareness; 2) Your Time Brain; and 3) Process Planning. These skills are not unique to aviation and can be used throughout your personal and professional life. They will be brought to life through humor, aviation anecdotes, and a pragmatic discussion of effective time management.

Forum 2012 Session Descriptions

- W12 **Cooperative Procurement – The Good, Bad and the Ugly**
*Eugene Anderson, CPPO, CPPB, VCO – Director, Policy, Consulting and Review
DGS/DPS*
Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS
*Linwood Spindle, CPPO - Deputy Director, Division of Purchases and Supply,
Department of General Services*
Pete Stamps, CPPO, VCO – Statewide Contract Manager, DGS/DPS
- You've heard about it, read about it and maybe even tried it – Cooperative Procurement. Was your experience good, bad or perhaps even ugly? We've assembled the DPS A-team to review the policies, procedures and benefits of cooperative procurement and answer your questions. At the conclusion of this session you will have a better understanding how to put cooperative procurement to work for your organization.
- W13 **Minute-to-Win-It, the Championship Bowl Game**
Dave Foster, eVA Web Master, DGS/DPS
Kim Madison, eVA Marketing & Outreach Coordinator, DGS/DSP
- You've seen it on TV, now come see what the eVA team has done with this popular game format! Be part of an audience team competing to answer challenging eVA questions that show who really knows their stuff. Of course this year it will take more than just brains to win... this time you'll also need coordination and physical talent to win!
- W14 **Bowling for Numbers**
*Maureen Daniels, CPPO, CPPB, VCO, Procurement Management Account Executive,
DGS/DPS*
Frank Denny, CPPO, VCO, Procurement Management Account Executive, DGS/DPS
*Clarence Wilson, CPPO, CPPB, VCO, Procurement Management Account Executive,
DGS/DPS*
- Numbers, Numbers, Numbers, the APSPM is full of them! How well do you know them? This interactive session will test your numbers knowledge pertaining to procurement policy and procedures in the APSPM. Don't throw a procurement gutter ball. Come see how bowling for numbers can help you remember the right number for the right requirement and show others you are the "King Pin of the Alley."
- W15 **Are you Sure about That?**
Pete Stamps, CPPO, VCO – Statewide Contract Manager, DGS/DPS
Paul Higgins, VCO – Manager, Services and Statewide Contracts, DGS/DPS
- How do you satisfy the end user while maintaining the integrity of the procurement process? Are you constantly surprised by the next project that lands on your desk and the expected completion date is yesterday? How do you strategize the development of the solicitation process? Who is in charge? Who moved the "cheese" (as in what do you mean that the rules have changed again)? Why can't I use the cooperative contract solution? Is the reverse auction process for you? If these challenges on your plate, join this session as two seasoned procurement practitioners face off in a debate of issues facing today's procurement professionals.

Forum 2012 Session Descriptions

- W16 **Are Your Pricing Schedules Throwing You a Curveball?**
Jan Giffin, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS
- When you evaluate pricing schedules, do they seem to throw you a curveball by presenting more questions than answers? Do you become the “cleanup hitter” to clarify information that wasn’t clearly communicated to the vendor? Attend this session to look at different pricing schedules and how they can make evaluating responses easier.
- W17 **eVA Game Plan – Making It New Again**
Shane Caudill, VCA - Deputy Director eProcurement Bureau, DGS/DPS
Bob Sievert, VCA - Director eProcurement Bureau, DGS/DPS
- “OK Coach, I’m ready to go in. What’s the play? What’s the plan?” Here’s your chance to get the inside track on where eVA has been and our focus to give you more to make eVA ‘new’ again. We’ll follow this up with your chance to tell us ‘where to go’ and what we should make happen. Don’t worry, this time Bob and Shane will have an ‘Official’ on-site to make sure they don’t commit any fouls!
- W18 **eVA All Stars Speak**
Dave Foster, eVA Web Master, DGS/DPS
Tom Gilbert, VCA - eVA Catalog and ACP Manager, DGS/DPS
Gail Kemper, eVA eMall and Reports Manager, DGS/DPS
Angel Rodriguez, VCO, eVA Quick Quote, eProcurement & VBO Manager, DGS/DPS
- Here’s your chance to get those game-changing tips right from the All Star players that know eVA best. Think of this as a press conference opportunity where you are the reporters with all the tricky questions and our eVA ‘players’ will have to come up with cool answers on those things you may not know about eVA. We’ll start with the eMall, then round the bases with Quick Quote, VBO, Reports and the rest of eVA to give you teasers about some really powerful features of eVA that you may not be aware of. There’s always more to learn, but this session will deliver some really great ideas to consider when you work with eVA.