

## 2016 Forum Session Descriptions

*The session descriptions are tentative and subject to change prior to print production for the Forum Guide in October. Further depth of the content or changes in current events may affect the final description. The majority of the session descriptions are represented here and the remainder will be posted as we receive them.*

### **1 Low Bid...Really?**

***Pete Stamps, CPPO, VCM, VCO - Strategic Sourcing Manager, DGS/DPS***

***Dell Forehand, VCO - Statewide Strategic Sourcing Officer, DGS/DPS***

***Duane Sheppard, VCO - Statewide Strategic Sourcing Officer, DGS/DPS***

What are the common factors and areas of confusion when evaluating bids? What questions do I ask? Join us in a lively and fun filled class as we navigate through bid evaluation. Do you remember how to play Monopoly? Come and see our version... Bidopoly!!!

### **2 Planning for the Future**

***Rick Grimm CPPO, CPPB, FCIPS - Chief Executive, NIGP, The Institute of Public Procurement***

What Does the Future Hold for the Public Procurement Profession, Public Agencies, and Professional Stewards?

### **3 eVA Advanced Sourcing & Contract Management**

***Lisa Kirby, VCA - Deputy Director, eProcurement Bureau, DGS/DPS***

***Jessica Milburn, CPPB, VCO, VCCO – Procurement Management Account Executive, DGS/DPS***

eVA unveils the latest enhancements to the Sourcing & Contracting tool and explores how the tool provides procurement professionals the ability to complete the procurement cycle in an electronic environment including receiving electronic responses from vendors, creating an agency contract list, and capturing contract spend from eMall Purchase Orders. Join us for a demo and discussion on how Contract Officers can manage the tool and learn more about the options of how the tool can best support your entities goals.

**4 Let Go My Lego: Building Blocks for Specifications**

***Sharita L. Bryant, CPPB, VCO, VCA - Statewide Strategic Sourcing Officer, DGS/DPS***

***Kelley Denton, VCO - Statewide Strategic Sourcing Officer, DGS/DPS***

***Tina M. Rodriguez, CPPB, VCO - Statewide Strategic Sourcing Officer, DGS/DPS***

A procurement specification or purchase description is one of the most critical segments of the procurement cycle. In this interactive session, we will discuss and share ideas and use hands-on tools to examine the good, bad, and beautiful in developing world class specifications. “Only the best is good enough”...

**5 eVA Update**

***Shane Caudill, PMP, VCA – Director, eProcurement Bureau, DGS/DPS***

***Lisa Kirby, VCA - Deputy Director, eProcurement Bureau, DGS/DPS***

Get the 2016 Forum started off right! Come join us for a review of the evolution of eVA over the past year and get a preview of the exciting new things that are coming to eVA in the very near future

**6 Informal RFP's? Yes, Virginia, There is a process!**

***Barbara J. Layman, CPPO, CPPB, VCO - Procurement Management Account Executive, Southwest Virginia, DGS/DPS***

***Cindy Wilson, MBA, CPPO, VCM - Procurement Management Account Executive, DGS/DPS***

Mr. Webster’s definition of ‘informal’ includes words like *relaxed, casual, the absence of formality, ordinary*. Well, don’t let the laidback nature of informal or unsealed RFP’s fool you! There is a process and it can be demanding – join us for case studies and an interactive discussion.

**7 Contract Administrative Toolkit for Buyers**

***Dennis Blackwell, CPPB, VCO - Procurement Management Account Executive, DGS/DPS***

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

Have you struggled with how to bridge the gap between contract management and contract administration? Do you have a plan when you introduce the Administrator to the contract? Come to this session if you want a Toolkit you can start using right away when you need to manage contract administration.

**8 The Value of Supplier Relationship Management to Your Strategic Goals**  
*Cidna Unger, C.P.M., VCA - Manager, Supplier Relationship Management, DGS/DPS*

Access the potential impact of SRM principles and programs on your leadership and strategic goals by analyzing a successful example of a DPS/Supplier case study. We will apply the Six SRM Principles to the case study to show how to maximize value-minimize risk through the entire supplier life cycle.

**9 Town Hall Conversations about eVA Business**  
*Bryan Chamberlain, VCA – eVA Billing Manager, DGS/DPS*  
*Jan Giffin, CPPO, CPPB, VCO –eVA Business Manager, DGS/DPS*

Attend this session to interact with colleagues and learn more about eVA, the statewide eProcurement system. Gain a better understanding of the eVA Business Plan, Fees, and the Billing and Collections process. Bring your questions to find the answers to the administrative process that goes on behind the scenes.

**10 Common Vendor Questions on Responding to Quick Quotes and Solicitations**  
*Ghania Matias, VCA - eVA Customer Care Manager, DGS/DPS*  
*Jerry Stokes, CPPB, C.P.M., VCO – Procurement Management Account Executive, DGS/DPS*

Want to know what kind of help Vendors need trying to respond to your bids? Come to this session and learn who is calling eVA Customer Care and why. We will give you an overview of Customer Care and our operations; review customer care call statistics, the most common issues received by vendors. In addition, demonstrate by walking through the vendor's side how vendors respond to your bidding opportunities (QQ and VBO) and the questions they often ask.

**11 An Overview of the VITA Sourcing Process**  
*Doug Crenshaw, VCO – Strategic Sourcing Manager, Virginia Information Technologies Agency*  
*Gregory Searce, CPPB, VCO – Strategic Sourcing Consultant, Virginia Information Technologies Agency*  
*Jimmy MacKenzie, CPPB, VCO – Strategic Sourcing Consultant, Virginia Information Technologies Agency*

Have you been curious about the sourcing process for a supply chain management operation? Join the VITA team and learn the process they use with their RFP solicitations. Also, get a current update on the IT Infrastructure

sourcing program, which will provide the replacement for the Northrop Grumman contract that expires in 2019.

## **12 Small Purchase Challenges**

***Clarence Wilson, Procurement Management Account Executive, DGS/DPS***

***Angel Rodriguez, VCO, CEPP - Procurement Management Account Executive, DGS/DPS***

The purpose of this session is to identify and discuss the current trends and various challenges with small purchases.

## **13 Top-Notch Negotiation Strategies and Techniques**

***Soheila R. Lunney, Ph.D., President - Lunney Advisory Group***

The ability to negotiate effectively in today's challenging business climate can make the difference between success and failure. Successful negotiators approach supplier negotiations as an opportunity to create value, rather than simply battle over price concessions. By developing robust negotiation strategies and applying proven techniques, they find that a collaborative approach to negotiations can build a foundation for longer-term competitive success. This presentation will provide participants with comprehensive negotiation strategies, science of effective preparation, techniques, and tips applied by successful negotiators for establishing a framework for:

- Moving negotiations from claiming value to creating value
- Concluding better agreements as a result of being creative
- Turning challenging encounters into rewarding relationships

## **14 Consensus vs Average Scoring: What's the Best Scoring Method for Evaluating Proposals?**

***Ron King, CPPO, CPPB, VCO - Statewide Strategic Sourcing Manager, DGS/DPS***

***Adam Phillips, VCO - Statewide Strategic Sourcing Officer, DGS/DPS***

***Nancy, Pressing, MBA, CPPB, VCO, CUPO - Statewide Strategic Sourcing Officer, DGS/DPS***

This class will explore the difference between consensus and average scoring methods to identify the pros and cons of both scoring methods. During a role play, the participants will experience the application of the two scoring methods to determine if it has any impact on the final score of a case study. In addition, participants will be able to recognize the skills needed by the evaluation team chair for both methods of scoring.

**15 APSPM Poker**

***Kelly J. Langley, CPPO, CPPB, VCO – Procurement Management Account Executive, DGS/DPS***

***Jessica Milburn CPPB, VCCO, VCO - Procurement Management Account Executive, DGS/DPS***

Full house? Flush? Come try your hand, while we visit the APSPM and the changes resulting from PIM 34. In this session we will discuss PIM 34, the origin to the changes to the APSPM, and provide an update on the Manual Re-write.

**16 The Evolving eMall**

***Gail Kemper, eMall and Quick Quote Manager, VCA – DGS/DPS***

***Sandra Stanley, eMall Catalog Manager, VCA – DGS/DPS***

Come hear about the evolving eMall! See demonstrations on how you can easily flip from eMall to Quick Quote, from eForm to Requisition... and learn about eMall catalog progress!

**17 “What’s Trending in VITA’s Supply Chain Management Group?”**

***Gregory Scearce, CPPB, VCO – Strategic Sourcing Consultant, Virginia Information Technologies Agency***

***Jimmy MacKenzie, CPPB, VCO – Strategic Sourcing Consultant, Virginia Information Technologies Agency***

This session engages buyers on new and existing VITA contracts, VITA’s new contract website and the VITA Buy IT procurement manual. In addition, come prepared to have your VITA IT Procurement knowledge tested and win prizes.

**18 What Can the VDC Do for You?**

***Andy W. Repak, CPA, CMA, CFM, VCM – Director, Virginia Distribution Center, DGS/DPS***

Join in the fun and learn about what the VDC can do for you.

**19 RFP: From Concept to Contract**

***Katherine Bosdell, Statewide Strategic Sourcing – DGS/DPS***

***Barbara J. Layman, CPPO, CPPB, VCO - Procurement Management Account Executive – Southwest Virginia – DGS/DPS***

Your RFP is awarded so how do you draft the contract? This practical workshop will assist you in the basics of drafting a contract using the RFP as the basis.

**20 Organize the Way You Think**

***Kathy Jenkins, CPO®, CFMC® - Come to Order President***

Have you tried to get organized, maybe even gotten some help from a friend or co-worker, but you haven't been as successful as you hoped? Your brain is as unique as your thumbprint, which means the way you organize is as unique as you are. There is no "one size fits all".

In this session I will explore thinking styles, help you determine your preferred style and then learn strategies to help you get and stay organized. No matter if your challenge is with paper, time or stuff, this session will give you the tools you need to create an organizational system designed just for YOU!

**21 "A Holistic Approach to Transforming Purchasing to Strategic Procurement"**

***Soheila R. Lunney, Ph.D., President - Lunney Advisory Group***

In today's business world, procurement plays an ever-increasing role by providing a vital link between company's supply sources and its customers. Responsibility of procurement function has grown over the years from mere clerical execution of purchase orders to the acquisition of needed goods and services at optimum Total Cost of Ownership (TCO) from reliable sources. Proactively building partnerships with internal customers and suppliers, contributing to the bottom line, and participating in the strategic management of the organization have become the primary focus of procurement function. This seminar is designed to explore the practices generally viewed as leading to World-Class performance in supply management highlighting lessons learned and change management. Participants can determine where they are and begin implementation of the steps needed to obtain stakeholders buy-in, remove obstacles, and transform procurement from a tactical back-office function to a strategic and sustainable competitive differentiator.

**22 "You've Bought it – Now What Do you Do?" COVA Trax: Improving & Simplifying the Commonwealth's Asset Tracking & Reporting**

***Holly Law Eve, Director – DGS/Division of Real Estate Services***

***Sara Snelson, COVA Trax System Administrator, DGS/Division of Real Estate Services***

DGS Division of Real Estate services will provide an overview of the Commonwealth's new integrated workplace management system, COVA Trax, and explain how the system will replace and consolidate agency asset reporting currently entered in IREMS, FICAS, FAACS & VAPS.

### **23 Building your Pcard Foundation**

***Kristen Bolden - Lead Financial Management Analyst – Department of Accounts  
Jamie Spears - Financial Management Analyst - Department of Accounts  
Maureen Sudbay – Senior Card Account Manager, Bank of America Merrill  
Lynch***

This session will provide an overview of the Commonwealth of Virginia’s card program and the types of cards offered. Topics for this session will include responsibilities of cardholders, supervisors/managers, and Program Administrators. We will also explore how to ensure your program is on a solid foundation and how an agency/organization can benefit from the utilizing the Charge Card.

### **24 Fleet Update 2016**

***Michael Bisogno, CAFM - Director –Office of Fleet Management Services,  
DGS/Fleet***

Is your fleet compliant? Are you ordering the right size of vehicles? What changes should you expect from the automotive industry? This session will delve into best practices for fleets, explore opportunities for cutting costs, look at new vehicle models and discuss upcoming trends in the automotive industry.

### **25 Bullies, Jerks and Other Annoyances in the Workplace; How to Deal with Difficult People**

***Michele Woodard, Michele Woodward, Executive Coach - Michele Woodward  
Consulting, Inc.,***

You’ve got a difficult, manipulative boss, or maybe an intensely competitive and rude colleague.

Is it bullying, bad manners or merely the normal competition of a workplace?

Are there gender differences in perceptions and reaction?

What’s the best way to deal with different scenarios?

Join [Michele](#) and learn a step-by-step guide with practical tips for dealing with the more challenging people in the workplace.

### **26 5 Ways to Shape your Pcard Program to be “Best in Class”**

***Kristen Bolden - Lead Financial Management Analyst – Department of Accounts  
Jamie Spears - Financial Management Analyst - Department of Accounts  
Maureen Sudbay – Senior Card Account Manager, Bank of America Merrill  
Lynch***

This session will review 5 ways to ensure that your agency is on the right track to properly maintain your program against fraud and misuse. We will explore how

each role within your agency plays a critical part in making the program “Best in Class”.

**27 Managing Risk and Value Generation with the Right Sourcing Business Model  
*Bonnie Keith, President – The Forefront Group***

‘That's what we have always done’ is not a mantra that achieves innovative advancement. Today's business environment is filled with volatility, uncertainty, complexity and ambiguity. The 'tried and true' tactics adopted over the last 30 years are no longer as effective as they were when organizations won by leveraging power. The business success this century will be achieved through relationships that provide flexibility to meet emerging trends, technologies, problems and risks. Sourcing Business Model theory will challenge business professionals. Learn how to apply Business Models to create real value. Review the Business Model Mapping Tool and Sourcing Considerations Guidelines to identify and easily construct the best Sourcing Business Model for your organization. Gain insights from the book, "Strategic Sourcing in the New Economy" to empower you to create powerful cooperative alliances that will help you reach - and surpass - your business goals in today's dynamic new environment.

**28 Frazzled by Federal Grants  
*Kim Hatala, CPPO, CPPB, VCO - Procurement Management Account Executive, DGS/DPS*  
*Andrea Hendricks, VCO - Purchasing Manager, Department of Social Services***

Are you struggling with how to handle federal grants in your workplace? Learn how to distinguish between Sub recipients and Contractors and how the relationship affects agreement provisions. This session will also provide guidance on incorporating requirements of 2 CFR Part 200 Regulations (Uniform Guidance) in developing a solicitation and awarding federal grant monies to Sub recipients.

**29 eVA User Group – You’re in Control!  
*Lisa Kirby, VCA - Deputy Director, eProcurement Bureau, DGS/DPS*  
*Kim Madison, VCA – Marketing & Outreach eProcurement Bureau, DGS/DPS***

eVA Users! It’s your opportunity to make your voice heard. Ask questions of the eVA Team, provide feedback, review enhancements, request new enhancements, and take part in the evolution of eVA and eProcurement in Virginia.

**30 SRM: New Tools to Assist your Decision-Making Process prior to Awarding Business**

***Cidna Unger, Manager, Supplier Relationship Management – DGS/DPS***

Discover the latest and greatest tools from DPS to assist your decision-making process. From the tactical to the strategic, using these tools may help enhance supplier performance, avoid terminations, awards to “less than responsible” suppliers and assist you in contract administration.

**31 The Value of Trust**

***John Robinson, CPSM, CPPO, C.P.M. CPPB - Director of Procurement, Raleigh-Durham Airport Authority***

In today’s dynamic business environment, we see a lot of organizations with Core Values, Ethics Statements, and Code of Conduct statements. Where does “trust” come in to these areas, not just as a professional requirement, but a personal one as well? Is trust a competency, can we build a business case for trust? How can trust be the pivotal skill or trait that makes a positive difference for the procurement professional? In this session we will explore one of human kinds most important and influential skill, Trust.

From the Stephen M.R. Covey book, The Speed of Trust, we will look at how trust is pivotal as a procurement professional. We will explore how trust is a key factor in how we effectively influence those around us and 7 high-trust organizational dividends that are directly influenced by the procurement professional.

Upon completing this program, you will have a better understanding of trust as a measurable economic driver; trust as a learnable leadership skill; and trust as the #1 competency of leaders today.

### **32 We All Communicate, but is it Effective?**

**Derrick Strand, President, Machete Methods LLC, Leadership Program Designer & Facilitator, VCU Center for Corporate Education**

Meetings, email, phone, texts and in person conversations. We do them all every day without much thought. The question is, "Do we do them well?" If we all asked ourselves this more often, we might realize our communications are not as effective as we think. Poor communication is usually the root cause of many of the issues we face in the workplace including:

- Unclear direction
- Assumptions that lead to problems
- Different interpretations of the same message
- Inability to influence or drive change
- Interpersonal conflicts

In this session, we will discuss the key factors that lead to poor communication, how to avoid them and introduce new tools and techniques to increase the effectiveness of your communication.

### **33 Are You Ready to Retire?**

**Audrey Macklin - Member Education and Outreach Counselor, Virginia Retirement System**

This presentation for current Plan 1 and Plan 2 members (hired before January 1, 2014) who are within five years of retirement guides you through important retirement decisions (such as when to retire and selecting a benefit payout option). Other topics include using myVRS and benefits after retirement.