

2016 Session Descriptions

Monday

M01 – Shaping the Future in the Procurement Organization

Bob Gleason, CPPO, VCM – Director, Division of Purchases and Supply, DGS/DPS

Over the last few years we've learned about how to "leverage the power of procurement" and "build partnerships in procurement." Now is your opportunity to see, hear and learn how we put this all into practice. We will review, refresh and demonstrate these key principles and tools; put them into practice; and we will see how you can "shape the future of procurement" in your own organization by using what we have learned.

M02 – Low Bid...Really?

Dell Forehand, VCO – Statewide Strategic Sourcing Officer, DGS/DPS

Duane Sheppard, VCO – Statewide Strategic Sourcing Officer, DGS/DPS

Pete Stamps, CPPO, VCM – Statewide Strategic Sourcing Manager, 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 session as we navigate through bid evaluation. Do you remember how to play Monopoly? Come and see our version... Bidopoly!!!

M03 – Small Purchase Jeopardy

Michael J. Oprysko, CPPB, VCO – Procurement/Contract Manager, Department of Taxation

This interactive game session focuses on Sources of Supply and Methods of Procurement. Test your knowledge on mandatory and non-mandatory sources, and methods of procurement in a friendly, competitive game of *CLASSROOM JEOPARDY!* Who says using one's knowledge in public procurement can't be fun?

M04 – From Occupation to Profession: Are You Prepared for the Journey?

Rick Grimm CPPO, CPPB, FCIPS – Chief Executive, NIGP, The Institute for Public Procurement

The public procurement and contracting profession continues to evolve as we strive to serve our stakeholders as trusted advisors who have a strategic and economic impact on delivering public good. This means that our roles must be transformed. We are no longer simply regulatory compliance officers; we must develop new talents, skills and resources to keep pace with new expectations. This session will explore the shifts in

public procurement – from an occupation to a true profession – and how practitioners must be equipped for the journey ahead.

M05 – eVA Advanced Sourcing & Contract Management

Lisa Kirby, VCA – Deputy Director, eProcurement Bureau, DGS/DPS

Jessica Milburn, CPPB, VCM, 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.

M06 – Let Go My Lego: Building Blocks of Specifications

Sharita L. Bryant, CPPB, VCO, VCA – 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...”

M07 – Termination of Contracts: Minimize the Risks and Cost

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

We all enter into contracts expecting full performance and continuation of the contract through its intended term. But performance issues, changing needs, or other factors sometimes require early termination. Join in this interactive discussion of common termination scenarios, procedures, and best practices that will help you minimize the risks and cost associated with termination.

M08 – 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.

M09 – Informal RFPs? Yes, Virginia, There Is a Process!

Barbara J. Layman, CPPO, CPPB, VCM – 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 laid back nature of informal or unsealed RFPs fool you! There is a process and it can be demanding – join us for case studies and an interactive discussion.

M10 – Contract Administration 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.

M11 – The Value of Supplier Relationship Management to Your Strategic Goals

Cidna Unger, C.P.M., VCA – Manager, Supplier Relationship Management, DGS/DPS

Assess 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, reviewing the six SRM Principles to maximize value-minimize risk through the entire supplier life cycle.

M12 – 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 learn the answers to the administrative process that goes on behind the scenes.

M13 – 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

NaSandra Twyman, VCA – eVA Customer Care Lead, DGS/DPS

Tiffany Walker, VCA – eVA Customer Care Specialist, DGS/DPS

Want to know what kind of help Vendors need when 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; and the most common issues received from vendors. In addition, we will conduct a walk-through of the vendor's side of eVA to demonstrate how vendors respond to your bid opportunities (QQ and VBO) along with the questions they often ask.

M14 – An Overview of the VITA Sourcing Process

Doug Crenshaw, VCO – Strategic Sourcing Manager, Virginia Information Technologies Agency

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

Gregory Scarce, 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 an update on the IT Infrastructure sourcing program, which will provide the replacement for the Northrop Grumman contract that expires in 2019.

M15 – Small Purchase Challenges

Clarence Wilson, VCO – Procurement Management Account Executive, DGS/DPS

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

We conducted a survey to see what you thought are your biggest challenges with small purchases. Come hear what we learned from you and discuss how we may help you turn the big challenges into workable small ones.

M16 – 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

M17 – RFP: From Concept to Contract

Katherine Bosdell, VCM – Statewide Strategic Sourcing Officer, DGS/DPS

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

Your RFP is awarded, so how do you draft the contract? This practical workshop is for new VCOs or those needing a refresher in the basics of drafting a contract using the RFP as the basis.

M18 – Consensus vs Average Scoring: What’s the Best Scoring Method for Evaluating Proposals?

Ron King, CPPO, CPPB, VCM – Statewide Strategic Sourcing Manager, 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 and identify the pros and cons of both scoring methods. In addition, participants will practice a role-play exercise that can be adapted for a scoring exercise they can take back to their jobs. An outcome of this class will be for all participants to be able to recognize the skills needed by the evaluation team chair for both methods of scoring.

M19 – APSPM Poker

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

Jessica Milburn, CPPB, CPPO, VCM, VCCO – 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 of the changes to the APSPM, and provide an update on the Manual re-write project.

M20 – The Evolving eMall

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

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

Come join us to get an in-depth look at the eMall application. Learn how you can streamline your view to give you the ultimate efficiency. Let’s walk through the process

of 1) creating valuable searches, 2) converting eForms into requisitions, and 3) learning tips to better utilize catalogs. We invite your feedback in what will be a lively discussion. Tell us what works for you and where you'd like to see the order process go in the future.

M21 – What's Trending in VITA's Supply Chain Management Group?"

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

Gregory Scarce, 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.

M22 – Bingo! We're the VDC

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

Join in the fun and learn about what the Virginia Distribution Center can do for you.

M23 – Purchases from \$0 to \$5,000: Small Purchases – High Maintenance

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

Pete Stamps, CPPO, VCM – Statewide Strategic Sourcing Manager, DGS/DPS

In this session we will discuss the high demand and utilization of small purchases in the Commonwealth of Virginia. Even though these purchases may be small in dollar value, they can be time consuming, confusing to execute, demanding for quick turn-around and hold high risk and maintenance issues. Attendees will be informed of statistical information and a brief overview of what to look for when making purchases in the dollar range of \$0 to \$5,000.

M24 – State Procurement Reform: A Work in Progress

Dugan Petty – Senior Fellow, Center for Digital Government and the Government Institute

The session will cover the recent finding from the 2015 Governing Institute's Survey of State Procurement. It will identify best practices, strengths and weakness across 10 categories of public procurement. Topics to be covered are:

- Leading practices used by states to get effective procurement outcomes
- What states are doing to improve procurement practices
- Opportunities to improve procurement, and
- How states ranked

M25 – Organize the Way You Think

Kathy Jenkins, CPO®, CFMC – Owner, Come to Order® and The Organizing Tutor™

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!

Tuesday

T01 – eVA Update

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

Lisa Kirby, VCA – Deputy Director, eProcurement Bureau, DGS/DPS

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T02 – Informal RFPs? Yes, Virginia, There Is a Process!

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T04 – The Why of Mandatory Sources

Paris Ashton – Director, Office of Graphics Communications, DGS

Mike Bisogno, CAFM – Director, Office of Fleet Management Services, DGS

Floyd Coburn – Director, Office of Surplus Property Management, DGS

Dennis Cyphers – Chief Services Officer, Virginia Correctional Enterprises

Sandra L. Gill, VCM, VCO, CPPO, CPPB – Director, Policy, Consulting and Review, DGS/DPS

Matt Koch – General Manager, Virginia Industries for the Blind

Andy W. Repak, CPA, CMA, CFM, VCO, VCM – Director, Virginia Distribution Center, DGS

Come meet the new Council of Mandatory Sources and learn how the goods and services you buy from them meets your needs and positively impacts lives.

T05 – 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.

T06 – You've Bought it – Now What Do you Do? COVA Trax: Improving & Simplifying the Commonwealth's Asset Tracking & Reporting

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

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

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.T07-

T07 – APSPM Poker

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T09 – Can't Get No Respect from End Users? Try a New Approach that Works

Michele Skaggs, CPPO, VCCO, VCM – Assistant Director of Procurement, Virginia Community College System

Do your end users whine that procurement takes too long? Is procurement viewed as the last hoop to jump through rather than the first resource to turn to? This class will provide a strategic approach to demonstrating the value of Procurement and set the foundation for creating a positive partnership with end-user departments within your organization. You will learn tips and resources to effectively communicate with internal customers and manage expectations.

T10 – 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.

T11 – Getting Your SWaM (Numbers) On!

Kathryn Dolan – Director, Business Development and Outreach Services, Department of Small Business and Supplier Diversity

Jennifer Mayton – Deputy Director, Department of Small Business and Supplier Diversity

Tracey Wiley – Director, Department of Small Business and Supplier Diversity

The Department of Small Business and Supplier Diversity, Business Development and Outreach team, newly formed, knows Virginia buyers are one of our key customers. You strive to reach your SWaM numbers and connect with small businesses in Virginia and we are here to partner with you in that effort. Come find out about any SWaM updates and how working together makes it happen for Virginia's economy.

T12 – Fleet Update 2016

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

Is your fleet compliant? Are you ordering the right size 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.

T13 – Bullies, Jerks and other Annoyances in the Workplace; How to Deal with Difficult People

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.

T14 – The Evolving eMall

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

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T15 – Saving Budget Dollars with Surplus

Floyd Coburn – Director, Office of Surplus Property Management, DGS

This session will explain the process of how to surplus your agency's personal property, how to purchase from surplus, and how surplus can help bring revenue back to your agency.

T16 – Five 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 five ways to ensure that your agency is on the right track to properly maintain your Pcard 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.”

T17 – Town Hall with the Secretaries

The Honorable Richard D. (Ric) Brown – Secretary of Finance, Office of the Governor

The Honorable Nancy Rodrigues – Secretary of Administration, Office of the Governor

Join us for a town hall style session with senior government leaders discussing the critical intersection of finance and procurement. This is a terrific opportunity to learn how collaboration works to help Virginia government leaders bridge language and other differences between finance and procurement that could otherwise get in the way of achieving shared objectives. Bring your questions and leave with valuable concepts that could help start or enhance conversations between finance and procurement in your organization.

T18 – 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.

T19 – 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.

Wednesday

W01 – eVA User Group – You’re in Control!

*Lisa Kirby, VCA – Deputy Director, eProcurement Bureau, DGS/DPS
Kim Madison, VCA – eVA Marketing & Outreach Manager, 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.

W02 – Low Bid...Really?

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W04 – SRM: New Tools to Assist your Decision-Making Process Prior to Awarding Business

Cidna Unger, VCA – 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.

W05 – RFP: From Concept to Contract

Katherine Bosdell, VCM – Statewide Strategic Sourcing Officer, DGS/DPS
Barbara J. Layman, CPPO, CPPB, VCM – Procurement Management Account Executive, Southwest Virginia, DGS/DPS

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W08 – Leveraging eVA Reports, Data & Transparency

Shane Caudill, PMP, VCA – Director, eProcurement Bureau, DGS/DPS
Sandra Gill, CPPO, CPPB, VCM – Director, Policy, Consulting and Review, DGS/DPS

It's all about the data! eVA brings innovation to the promise of transparency. Leveraging web-based technologies and tools, eVA not only provides public access to current, future and past procurements but also gives open access to detailed information on the rules, regulations, processes and standards behind these procurements. Participate, monitor, analyze or study. Come learn how to leverage all of this information that is available to every vendor, buyer and the public.

W09 – 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 as 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 humankind's 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 seven 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.

W10 – Small Purchase Challenges

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

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W11 – 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.

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W14 – 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.

W15 – How to Sell eVA to Your Vendors

Kim Madison, VCA – eVA Marketing & Outreach Manager, DGS/DPS

Are there businesses you'd like to buy from but they aren't eVA registered? Come learn about the benefits of being an eVA registered Vendor and how to "sell" those benefits to businesses that might be hesitant to sign-up.

W16 – Small Purchase Jeopardy

Michael J. Oprysko, CCP, VCO – Procurement/Contract Manager, Department of Taxation

This interactive game session focuses on Sources of Supply and Methods of Procurement. Test your knowledge on mandatory and non-mandatory sources, and methods of procurement in a friendly, competitive game of *CLASSROOM JEOPARDY!* Who says using one's knowledge in public procurement can't be fun?

W17 – Purchases from \$0 to \$5,000: Small Purchases – High Maintenance

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

Pete Stamps, CPPO, VCM – Statewide Strategic Sourcing Manager, DGS/DPS

In this session we will discuss the high demand and utilization of small purchases in the Commonwealth of Virginia. Even though these purchases may be small in dollar value, they can be time consuming, confusing to execute, demanding for quick turn-around and hold high risk and maintenance issues. Attendees will be informed of statistical information and a brief overview of what to look for when making purchases in the dollar range of \$0 to \$5,000.

W18 – Let Go My Lego: Building Blocks of Specifications

Sharita L. Bryant, CPPB, VCO, VCA – 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..."