

## State Purchasing Forum & Trade Show - May 14 and May 15, 2014 - Class Schedule

Classes are one hour in length, unless otherwise **\*\*indicated\*\***.

### Wednesday May 14, 2014

Time	Swyer	Meeting Room 1	Meeting Rooms 2&3	Meeting Room 5	Meeting Room 6	Meeting Room 7
8:30 AM - 10:00 AM	<b>Welcome Reception / Visit with the Exhibitors</b>					
10:00 AM	Ethics Laws and Reporting Requirements	Negotiations Strategies and Techniques	Key Contract Components	Collaborative Purchasing: OGS & Nonstate Agencies Working Together to Save Money!	Smart Purchasing Working With the BSC	Discretionary Spending: How it Works
11:00 AM - 12:30 PM	<b>Visit with the Exhibitors / Lunch on your own</b>					
12:30 PM	Supporting Preferred Sources	Vendor Responsibility Best Practices	IT Purchasing in NYS	Keep Your Purchasing Records on the Right Road (Internal Controls)	Lean Practices in Procurement	Buy NY: Increasing NYS Agriculture Purchases
1:30 PM - 2:30 PM	<b>Afternoon Break / Visit with the Exhibitors</b>					
2:30 PM	Monitoring Your Contracts	Procurement Rules for Local Governments and School Districts	The New NYS Contract Reporter Website	Emergency Purchasing Practices	<b>**NYS MWBE Utilization:**</b> Opportunities for Growth	<b>**Environmentally Preferable**</b> Purchasing

*Classes are one hour in length, unless otherwise **\*\*indicated\*\***.*

**Thursday May 15, 2014**

<b>Time</b>	<b>Swyer</b>	<b>Meeting Room 1</b>	<b>Meeting Rooms 2&amp;3</b>	<b>Meeting Room 5</b>	<b>Meeting Room 6</b>	<b>Meeting Room 7</b>
8:30 AM - 9:30 AM	<b>Morning Coffee / Visit with the Exhibitors</b>					
9:30 AM	Negotiations Strategies and Techniques	The New NYS Contract Reporter Website	Key Contract Components	Collaborative Purchasing: OGS & Nonstate Agencies Working Together to Save Money!	Smart Purchasing Working With the BSC	Discretionary Spending: How it Works
10:30 AM - 11:30 AM	<b>Visit with the Exhibitors</b>					
11:30 AM	Supporting Preferred Sources	Vendor Responsibility Best Practices	IT Purchasing in NYS	Keep Your Purchasing Records on the Right Road (Internal Controls)	Lean Practices in Procurement	Buy NY: Increasing NYS Agriculture Purchases
12:30 PM - 1:30 PM	<b>Visit with the Exhibitors / Lunch on your own</b>					
1:30 PM	Ethics Laws and Reporting Requirements	Procurement Rules for Local Governments and School Districts	Monitoring Your Contracts	Emergency Purchasing Practices	<b>**NYS MWBE Utilization:**</b> Opportunities for Growth	<b>**Environmentally Preferable**</b> Purchasing