

— **UPDATED APRIL 16, 2012** —



2012 Spring Conference

NIGP Certification Classes

&

Free Workshops

May 13 to 16, 2012

The King & Prince Resort – St. Simons Island, Georgia

NIGP Classes

- ☆ **Introduction to Public Procurement (3-days)**
- ☆ **Developing and Managing RFP (3-days)**
- ☆ **Marketing101 for the Procurement Professional (1-day)**
- ☆ **Project Mangement for Workroups (2-days)**

Free Workshops

- ☆ **Procurement Managers Wanted, Are You Ready & Willing?**
- ☆ **Applying for 2012 GANIGP Awards & Scholarships**
- ☆ **Principles and Practices of Public Procurement**
- ☆ **P-Card Marketplace**
- ☆ **ITB: Processes, Procedures & Practices**
- ☆ **Ethics in Procurement**

**NATIONAL INTITUTE OF GOVERNMENTAL PROCUREMENT
· GEORGIA CHAPTER ·**



Terri Gerhardt – Conference, Program and Education Committee Chairperson

O: 770/460-3535 x 141 - F: 770/460-8191 - gerhardtdt@gmail.com

SEMINAR AGENDA

Sunday, May 13, 2012

4:00 p.m. to 6:00 p.m.

6:00 p.m. to 8:00 p.m.

Pre-registration – Hotel Lobby

Hospitality Suite – Hampton House

Monday, May 14, 2012

7:00 a.m. to 8:00 a.m.

7:00 a.m. to 8:00 a.m.

8:00 a.m. to Noon

12:00 p.m. to 1:30 p.m.

1:30 p.m. to 5:00 p.m.

5:00 p.m. to 7:00 p.m.

7:00 p.m. to 10:00 p.m.

Registration – Hotel Lobby

Continental Breakfast – Hampton House

Seminars and Workshops

Chapter Business Meeting/Lunch (participants only)

Seminars and Workshops

Hospitality Suite - Pizza and Wings

Hospitality Suite

Tuesday, May 15, 2012

7:00 a.m. to 8:00 a.m.

8:00 a.m. to Noon

12:00 p.m. to 1:00 p.m.

1:00 p.m. to 5:00 p.m.

5:00 p.m. to 8:00 p.m.

8:00 p.m. to 10:00 p.m.

Continental Breakfast – Hampton House

Seminars and Workshop

Lunch – on your own

Seminars and Workshops

Seafood Buffet (guest tickets available @ \$25 each)*

Hospitality Suite

Wednesday, May 16, 2012

7:30 a.m. to 8:15 a.m.

8:00 a.m. to Noon

12:00 p.m. to 1:00 p.m.

1:00 p.m. to 5:00 p.m.

Breakfast-Hotel Lobby (participants only)

Seminars

Lunch – on your own

Seminars

*Seafood Buffet (Tuesday evening) is included in registration for participants

Hospitality suite activities are open to participants and guests.

Breaks times are determined by instructors.

Scheduled times are approximate.

Registration

NIGP Classes - Registration through NIGP. See details on page 3.

Free Workshops* – Registration through GANIGP website. See details on page 6.

***Workshop schedule is subject to change. Class availability depends upon class registration.**

**Georgia Chapter NIGP
Spring Conference
Schedule of Events**

| | 5/13/12 Sunday | 5/14/2012 Monday | 5/15/2012 Tuesday | 5/16/2012 Wednesday | | | |
|----------|---|--|--|--|--|--|--|
| 7:00 AM | | Continental Breakfast Hampton House | | Continental Breakfast Hampton House | Breakfast Buffet Hosted by GA NIGP | | |
| 7:30 AM | | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Marketing 101 | <p style="text-align: center;">GA NIGP Class</p> Procurement Managers Needed, Are You Ready and Willing? | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Project Management for Workgroups | <p style="text-align: center;">GA NIGP Class</p> ITB: Process, Procedures & Practices | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Project Management for Workgroups | |
| 8:00 AM | | | <p style="text-align: center;">GA NIGP Class</p> Update from DOAS | | | | |
| 8:30 AM | | | Georgia Chapter Business Meeting & Lunch | | Lunch on your own | | |
| 9:00 AM | | | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Marketing 101 | <p style="text-align: center;">GA NIGP Class</p> Principles & Practices Public Procurement | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Project Management for Workgroups | <p style="text-align: center;">GA NIGP Class</p> Ethics in Procurement | <p style="text-align: center;">NIGP Classes</p> <ul style="list-style-type: none"> •Intro to Public Procurement •Developing & Managing RFPs •Project Management for Workgroups |
| 9:30 AM | | | | <p style="text-align: center;">GA NIGP Class</p> Applying for GA NIGP Awards, Scholarships, and Grants | | | |
| 10:00 AM | | | | Hospitality Suite Hampton House Dinner: Pizza & Wings | | Dinner Hosted by GA NIGP | |
| 10:30 AM | | | | <p style="text-align: center;">Hospitality Suite Hampton House</p> | <p style="text-align: center;">Hospitality Suite Hampton House Networking</p> | Seafood Buffet Attendees - No Charge Guests - \$25 each | |
| 11:00 AM | | | | | | Hospitality Suite Hampton House Networking | |
| 11:30 AM | | | | | | Hospitality Suite Hampton House Networking | |
| 12:00 PM | | | | | | Hospitality Suite Hampton House Networking | |
| 12:30 PM | Hospitality Suite Hampton House Networking | | | | | | |
| 1:00 PM | Hospitality Suite Hampton House Networking | | | | | | |
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| 10:00 PM | Hospitality Suite Hampton House Networking | | | | | | |

NIGP EDUCATIONAL CLASSES - www.nigp.org

Introduction to Public Procurement

May 14 to 16, 2012

Presented by: James Davis

Contact hours: 24

UPPCC recertification points: 3

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase goods and services on behalf of the government should take advantage of this class. Discussion and content is also relevant for those outside the profession who are impacted by the public procurement environment.

Developing and Managing Requests for Proposals

May 14 to 16, 2012

Presented by: Theresa Gerhardt

Contact hours: 24

UPPCC recertification points: 3

Designed for procurement professionals that are entrenched in the competitive process, this in-depth study of RFPs, from development through evaluation, will be enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful public procurement should be encouraged to attend. This course would also benefit team leaders, committee members, contract administrators and procurement managers in addition to any other procurement professional interested in achieving "best value" during the acquisition process.

Marketing 101 for Procurement Professionals

May 14, 2012

Presented by: Marcheta E. Gillespie

Contact hours: 8

UPPCC recertification points: 1

The public procurement profession is at a cross roads. It is time we develop "our plan" and begin working that plan. Failure to gain recognition for the value that our profession brings to our organizations will result in continued reductions in the size of procurement staffs, annual budgets and support for training and professional certification. In the worse case situation, privatizing the public procurement function may become a reality.

Project Management for Workgroups

May 15 to 16, 2012

Presented by: Richard Florey

Contact hours: 16

UPPCC recertification points: 2

Sooner or later you are likely to find yourself in charge of a project. Regardless of whether your project is simple or complex, you will need to carefully plan and manage both your team and project. This two-day session is intended to help the new and part-time manager build a solid foundation of good project management habits. Holding vendors responsible, how to achieve high quality results and avoiding schedule changes and cost overruns are a few of the useful topics to be covered in this course.

REGISTER FOR ABOVE NIGP CLASSES AT WWW.NIGP.ORG OR BY FAX FORM

NIGP REGISTRATION

| | 3-Day Class | 2-Day Class | 1-Day Class |
|---|-------------|-------------|-------------|
| <i>National Member</i> | | | |
| Register 60 or more days before the event | \$625 | \$435 | \$250 |
| Register 31-59 days before the event* | \$650 | \$460 | \$275 |
| Register 30 days or less prior to the event | \$700 | \$510 | \$325 |
| <i>Non-Member</i> | | | |
| Register 60 or more days before the event | \$825 | \$625 | \$350 |
| Register 31-59 days before the event* | \$850 | \$650 | \$375 |
| Register 30 days or less prior to the event | \$900 | \$700 | \$425 |

*Standard registration fee

Registration Fee Rules & Instructions

- Print or type and complete all sections of the registration form. Retain a copy for your records.
- Registration forms and payments must be received 60 or more days to qualify for the early registration rate.
- Registration forms and payments received 31-59 days prior to the event will be billed at the standard registration rate.
- Registrations forms and payments received 30 days or less prior to the event will incur a \$50 late fee.
- All payments must be made in US funds.

Payment

- NIGP accepts Visa, MasterCard or American Express. Please include your billing address and card security code on the form when paying by credit card.
- If paying by check, make checks payable to NIGP and mail to the address on the registration form.
- Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees. If paying by purchase order, a copy of the PO must be submitted with your registration form.

Methods of Registration

Fax: Complete the registration form, include payment information and fax it to 703-736-9644 Attn: Event Registration

Mail: Send completed registration form with payment to: NIGP, ATTN: Course Registrar, 151 Spring Street, Herndon, VA 20170.

Internet: Online Registration is available. Please visit the event information page and click on the "REGISTER" button. Please note if you register online, you will need to use a credit card as your method of payment.

***ONSITE REGISTRATION IS NOT AVAILABLE.
PLEASE ENSURE THAT YOU PRE-REGISTER FOR THE COURSE.***

Cancellations and Refunds

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date. Cancellations should be made by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date and there are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer's name and contact information in lieu of payment information.

Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time. Fees indicated are the NIGP's standard rates and may differ according to hosting Chapter.

Questions

Please contact the NIGP Registration team at registrationinfo@nigp.org or call 800-FOR-NIGP should you have any questions regarding the event. For local information, please contact the local seminar coordinator listed on the event page on the NIGP website.

NIGP CLASS REGISTRATION FORM

Type or print legibly. (Completion of the entire form is required.)

| | |
|-----------------------|--------------------------|
| Full name | Title |
| Agency | Telephone (xxx-xxx-xxxx) |
| Business Address | Fax (xxx-xxx-xxxx) |
| City, State, Zip Code | Email |

| | 3-Day Class | 2-Day Class | 1-Day Class |
|---|------------------------|-------------|-------------|
| | <i>National Member</i> | | |
| Register 60 or more days before the event | \$625 | \$435 | \$250 |
| Register 31-59 days before the event* | \$650 | \$460 | \$275 |
| Register 30 days or less prior to the event | \$700 | \$510 | \$325 |
| | <i>Non-Member</i> | | |
| Register 60 or more days before the event | \$825 | \$625 | \$350 |
| Register 31-59 days before the event* | \$850 | \$650 | \$375 |
| Register 30 days or less prior to the event | \$900 | \$700 | \$425 |

*Standard registration fee

Select course by checking box and enter fee.

| | | | |
|--|----|---|--|
| <input type="checkbox"/> Introduction to Public Procurement | \$ | - | |
| <input type="checkbox"/> Development and Managing RFPs | \$ | - | |
| <input type="checkbox"/> Project Mangement for Workgroups | \$ | - | |
| <input type="checkbox"/> Marketing 101 for Procurement Professionals | \$ | - | |
| Grand Total | \$ | - | |

*If paying by purchase order a copy of PO must submitted with registration forms.
All payments must be made in U.S. funds.*

Enclosed is a check/purchase order for \$ _____ Check/PO number: _____ Make checks payable to: **NIGP**

Master Card VISA American Express

Card # _____ Expiration Date: _____ Card Security Code: _____

Credit Card Billing Address: Street: _____ City: _____ State: _____ Zip: _____

Cardholder's name if different from registrant: (please print) _____

Signature of Cardholder: _____

Fax Registration and Payment Information to 703-736-9644 Attn: Event Registration or
If paying by check, mail completed registration form and payment to: NIGP, ATTN: Seminar Registrar, 151 Spring Street, Herndon, VA 20170

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date and there are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

FREE WORKSHOPS – www.ganigp.org

Procurement Managers Wanted, Are You Ready and Willing?

Monday, 8:00 a.m. to 10:00 a.m.

Presented by: Don Buffum

Contact hours: 2

UPPCC recertification points: .25

Public procurement is at an important crossroads and we must determine which direction we are going to go. Will we be professional paper pushers or will procurement take on a strategic management role? Where will you fit into this decision? Why don't we have more to say? What do we need to do? What are we going to do?

Update from DOAS

Monday, 10:00 a.m. to 12:00 p.m.

Presented by: Leslie Lowe

Contact hours: 2

UPPCC recertification points: .25

Updates from DOAS State Purchasing: New Focus and Legislative changes. Partnering with the state to help with efficiencies and savings.

Principles and Practices of Public Procurement

Monday, 1:30 p.m. to 3:30 p.m.

Presented by: Don Buffum

Contact hours: 2

UPPCC recertification points: .25

An overview of the principles and practices of public procurement.

Applying for 2012 GANIGP Awards and Scholarships

Monday, 3:30 p.m. to 5:00 p.m.

Presented by: Gayle Porster

Contact hours: 2

UPPCC recertification points: .25

This presentation will provide specific tips and suggestions on what to do—and what not to do—when applying for a 2012 GANIGP Award and/or Scholarship.

ITB: Processes, Procedures and Practices

Tuesday, 8:00 a.m. to 12:00 p.m.

Presented by: Yolanda Broome

Contact hours: 4

UPPCC recertification points: .5

This presentation is a four hour mini-workshop which includes discussion of the appropriateness of this solicitation method, development of the solicitation, the pre-bid meeting, the solicitation process, evaluation of the bids, award process and bid protest procedures. The class will take an in-depth look at when to choose this solicitation method and how to make it competitive and transparent. Participants will learn how to prepare invitations for bid, how to open bids, how to evaluate bids and what steps to include in the award process. The course will include step-by-step instructions as to how the pre-bid meeting should be conducted, as well as whether it should be mandatory or optional. We will also discuss when to add a site visit. Sample materials will be on hand, including, but not limited to, pre-bid meeting agendas, advertisements, qualifications forms, instructions to bidders, sign-in sheets, notices of award and bid protest information.

Ethics in Procurement

Tuesday, 1:00 p.m. to 5:00 p.m.

Presented by: Debra Brewer

Contact hours: 4

UPPCC recertification points: .25

Today's procurement professional faces the task of making ethical decisions against a backdrop of competing economical, social and political forces. Lapses in leadership and unethical deeds create media sensation and headline stories of public mistrust. This course is a practical, hands on review that will explore the moral, ethical and legal components required to resolve dilemmas and make sound procurement decisions.

GANIGP WORKSHOP REGISTRATION FORM

WORKSHOPS ARE COURTESY OF GEORGIA CHAPTER NIGP

Type or print legibly. (Completion of the entire form is required.)

| | |
|-----------------------|--------------------------|
| Full name | Title |
| Agency | Telephone (xxx-xxx-xxxx) |
| Business Address | Fax (xxx-xxx-xxxx) |
| City, State, Zip Code | Email |

Select course by checking box.

- | | | |
|--------------------------|---|---------------------------------|
| <input type="checkbox"/> | Procurement Managers Wanted, Are You Ready and Willing? | Monday, 8:00 a.m.to 10:00 a.m. |
| <input type="checkbox"/> | Update from DOAS | Monday, 10:00 a.m.to 12:00 p.m. |
| <input type="checkbox"/> | Principles & Practices of Public Procurement | Monday, 1:30 p.m.to 3:30 p.m. |
| <input type="checkbox"/> | Applying for GANIGP Awards, Scholarships, and Grants | Monday, 3:30 p.m.to 5:30 p.m. |
| <input type="checkbox"/> | ITB: Process, Procedures & Practices | Tuesday, 8:00 a.m.to 12:00 p.m. |
| <input type="checkbox"/> | Ethics in Procurement | Tuesday, 1:00 p.m.to 4:00 p.m. |

Select events by checking box and indicating the number of guests where applicable.

- Monday, May 14, 2012 – Chapter Meeting (Chapter members and attendees only)**
- Monday, May 14, 2012 – Dinner, pizza & wings (check box for attendee)**
Guests _____
- Tuesday, May 15, 2012 – Dinner, seafood buffet (check box for attendee)**
*Guests _____ *\$25/guest collected at door
- Wednesday, May 1, 2012 – Breakfast (Chapter members and attendees only)**

Registration may be submitted:

- Online: www.ganigp.org • Email: gerhardtdt@gmail.com • Fax: (770) 460-8191 Attn: Purchasing

HOTEL INFORMATION

The King and Prince

Beach and Golf resort - 210 Arnold Road - St. Simons Island, GA 31522

Telephone: 800.342.0212

Reservations should be made by calling the Resort – 800.342.0212

Special group rates have been negotiated for reservations made by April 12, 2012. Ask for the Georgia Chapter NIGP group rate, \$149 per night, when making reservations.

Check in time: 4:00 p.m.

Check out time: 11:00 a.m.

The King and Prince Beach & Golf Resort is located on historic St. Simons Island in Georgia and is easily accessible by either [car](#) or air. Island exits from I-95 are just 15 minutes from St. Simons. The Jacksonville International Airport is just 60 miles away and the Savannah/Hilton Head International Airport is less than 70 miles away. Brunswick Golden Isles Airport is a quick 20-minute drive, with three incoming Delta Connection flights daily.

From Atlanta, GA:

- I-75 South to Macon, Georgia - I16 East to Savannah, Georgia.
- I-95 South to Exit 38 Brunswick Georgia (approximately 1 hour).
- Turn left onto Spur 25.
- Spur 25 merges with US Highway 17.
- Take a left onto FJ Torras Causeway, the only access to St. Simons Island.
- Once on the island, get in the right traffic lane and continue straight on Kings Way.
- Continue approximately 3.3 miles through the Village area.
- Turn right onto Arnold Road, at the yellow blinking light. You will notice The King and Prince sign on the left. The Resort is one block straight ahead on your right.

From Brunswick Golden Isles Jetport:

- Take a right on Glynco Parkway upon departing.
- Go 3 miles to Golden Isles Parkway.
- Turn left on Golden Isles Parkway and continue to the Junction of Highway 17.
- Take a left onto FJ Torras Causeway, the only access to St. Simons Island.
- Once on the island, get in the right traffic lane and continue straight on Kings Way.
- Continue approximately 3.3 miles through the Village area.
- Turn right onto Arnold Road, at the yellow blinking light. You will notice The King and Prince sign on the left. The Resort is one block straight ahead on your right.

From Jacksonville, FL:

- I-95 North to exit 29, first Brunswick Georgia Exit.
- Take a right off Exit ramp onto U.S. Highway 17.
- Approximately 9.3 miles take a right onto FJ Torras Causeway, the only [access](#) to St. Simons Island.
- Once on the island, get in the right traffic lane and continue straight on Kings Way.
- Continue approximately 3.3 miles through the Village area.
- Turn right onto Arnold Road, at the yellow blinking light. You will notice The King and Prince sign on the left. The Resort is one block straight ahead on your right.