



Georgia Chapter

National Institute of Governmental Purchasing

SPRING CONFERENCE

MAY 22 - 25

Floyd County Purchasing
Georgia Chapter NIGP
Attn: Nancy Lam – Conference Chair
12 East Fourth Ave. Suite 106
Rome Ga. 30161

**NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING
GEORGIA CHAPTER**



**SPRING CONFERENCE
FEATURING
NIGP CLASSES
&
FREE
WORKSHOPS**

May 22 – 25, 2011
King and Prince Resort
201 Arnold Road
St. Simons Island, GA 31522

**Continental Breakfast & Breaks in Hampton House
Monday – Tuesday – Wednesday**

**Continental Breakfast 7:00 – 8:15
Mid Morning Break 10:00AM Mid Afternoon Break 2:30PM**

SEMINAR AGENDA

(Subject to change)

Sunday, May 22, 2011

4:00 PM – 6:00 PM
6:00 PM – 9:00 PM

PRE-REGISTRATION IN HOTEL LOBBY
HOSPITALITY SUITE - Hampton House

Monday, May 23, 2011

7:00 AM – 8:00 AM
7:00 AM – 8:15 AM
8:00 AM – 12:00 PM
12:00 PM – 1:30 PM
1:30 PM – 5:00 PM
5:00 PM – 7:00 PM
7:00 PM – 10:00 PM

REGISTRATION IN HOTEL LOBBY
CONTINENTAL BREAKFAST - Hampton House
NIGP CLASSES & GANIGP WORKSHOP
LUNCH, GTA PRESENTATION and CHAPTER MEETING
NIGP CLASSES & GANIGP WORKSHOP
DINNER ON YOUR OWN
HOSPITALITY SUITE - Hampton House

Tuesday, May 24, 2011

7:00 AM – 8:15 AM
7:00 AM – 8:00 AM
8:00 AM – 12:00 PM
12:00 PM – 1:00 PM
1:00 PM – 5:00 PM
5:00 PM – 6:00 PM
6:00 PM – 8:00 PM
8:00 PM – 10:00 PM

CONTINENTAL BREAKFAST - Hampton House
REGISTRATION IN HOTEL LOBBY
NIGP CLASSES & GANIGP WORKSHOP
LUNCH ON YOUR OWN
NIGP CLASSES & GANIGP WORKSHOP
HOSPITALITY SUITE - Hampton House
SEAFOOD BUFFET (guest tickets available \$25 each)
HOSPITALITY SUITE - Hampton House

Wednesday, May 25, 2011

7:00 AM – 8:15 AM
8:00 AM – 12:00 PM
12:00 PM – 1:00 PM
1:00 PM – 5:00 PM

BREAKFAST BUFFET IN HOTEL LOBBY
NIGP CLASSES
LUNCH ON YOUR OWN
NIGP CLASSES

ACCOMODATIONS

DEADLINE FOR HOTEL REGISTRATION IS APRIL 28, 2011

Discounted room rates are as follows: \$149.00 per night Call 912-638-3631 or 1 800 342-0212 to book your room. Book online www.kingandprince.com click on corporate reservations and the password is NIGP. First night payment in advance required by hotel. Please reserve early and mention NIGP for the discounted rates. Rates are good for 3 days prior and after conference (not available with online reservations you must call the hotel to get the extended stay rates).

DIRECTIONS

http://www.kingandprince.com/maps_directions.php
from Atlanta

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, take an immediate right on Kings Way * Continue approximately 3.3 miles through the Village area

Turn right onto Arnold Road, at the yellow blinking light. You also notice The King and Prince sign on the left. The Resort is one block ahead on your right.

For more information about the hotel: www.kingandprince.com



GEORGIA CHAPTER OF NIGP

ST. SIMONS ISLAND, GA

NIGP CLASS REGISTRATION FORMS CAN BE FOUND AT WWW.NIGP.ORG

Legal Aspects of Public Procurement Date and time: May 23-25, 2011; 8:00 AM -5:00 PM

Presented by: James Davis Contact hours: 24 UPPCC recertification points: 3

Designed to be an educational exploration of the Legal Aspects of Public Procurement, this course will provide a foundation of the principles and general concepts of the law as it applies to public procurement. Course content will address issues such as the UCC, the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting and post award issues. Attention will be given to the ethical issues facing the profession relevant to the law. Taught by procurement professional, not an attorney, this course will focus on actual procurement situations with actual procurement implications. Register on line www.nigp.org Professional Development Tab

Contract Administration Date and time: May 23-25, 2011; 8:00 AM - 5:00 PM

Presented by: Bruce Silverstein Contact hours: 24 UPPCC recertification points: 3

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. Register on line www.nigp.org Professional Development Tab

Risk Management in Construction Contracts Date and time: May 23-24, 2011; 8:00 AM-5:00 PM

Presented by: Theresa Gerhardt Contact hours: 16 UPPCC recertification points: 2

Risk is a critical consideration in the contracting and procurement process. A thoughtful and proactive approach toward risk, as it relates to specific procurement actions, contributes to the success of contract performance. Risk is directly related to the successful achievement of targeted goals and objectives. The procurement manager must ensure that the risks associated with each procurement action have been identified, assessed, and mitigated to the practicable maximum extent, while taking cost and other factors into consideration. The emphasis of this course will be on developing a solid understanding of the complexities of risk management and recognizing the importance of planning, monitoring and proactive insight and oversight into risk areas related to the contract's stated performance outputs and outcomes. Register on line www.nigp.org Professional Development Tab

Protests and Disputes: What's a Buyer to Do? Date and time: May 25, 2011; 8:00 AM -5:00 PM

Presented by: Rob Ricard Contact hours: 8 UPPCC recertification points: 1

You followed every policy, regulation and procedure to determine a contract award. Regardless, it happened to you – a protest! Take it one step at a time to understand the nature of a protest and its nuances, which are contributing factors. This lively seminar will provide an opportunity to discuss real live examples, determine root causes, predict opinions, and execute improved processes. Register on line www.nigp.org Professional Development Tab

Free Workshops: Request for Proposal Date and time: May 23, 2011; 8:00 AM -5:00 PM

May 24, 2011; 8:00 AM -12:00PM

Presented by: Mary Zirock and Mirna Barker

Contact hours: 12 UPPCC recertification points: 1.5

The course will discuss issues related to :
RFP Development Process, RFP Evaluation and RFP Award

REGISTER FOR FREE WORKSHOPS THROUGH GA NIGP

NIGP Educational Programs: *Close the gap* in your professional development.

FAX: Seminar Registration Form: HOSTED BY GA NIGP Location: St. Simons Island, GA

Name:			
Title:		Agency	
Address:			
City, State, Zip:			
E-mail:			
Phone:		Fax:	

Please select the appropriate seminar fee:

X	Seminar	**Standard Registration Fees**: Register 31-59 days before the event:
	Three Day Seminar Fee <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Legal Aspects of Public Procurement or Contract Administration </div>	\$595 - National Member \$770 - Non-Member Early registration discounts & late registration fee may apply
	Two Day Seminar Fee <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Risk Management in Construction Contracts </div>	\$385 National Member \$525 - Non-Member Early registration discounts & late registration fee may apply
	One Day Seminar Fee <div style="border: 1px solid black; padding: 5px; width: fit-content;"> Protests and Disputes: What's a Buyer to Do? </div>	\$175 - National Member \$240 - Non-Member Fee Early registration discounts & late registration fee may apply

GA CHAPTER OF NIGP
St. Simons Island, King and Prince Resort **May 22 – 25, 2011**

Registering for: _____ Fee \$ _____
 (Class Name)

Registering for: _____ Fee \$ _____
 (Class Name) TOTAL DUE \$ _____

Payment Information

Enter Amount Paid Based on National/Non-Member Rates:	
If paying by Check, Enter Check Number OR If PO Enclosed, Enter PO Number:	
If Paying By Credit Card, Enter Card Type (Master Card, VISA, AMEX):	
Enter Credit Card Account Number:	
Enter Credit Card Expiration Date (Month/Year):	
Enter Cardholder's Name:	
Provide Cardholder's Signature:	

Fax Registrations to:

703-736-9639 Attn: Seminar Registrar

If paying by check, please send check to:
(With a copy of the registration form)

NIGP
Attn: Seminar Registrar
151 Spring Street
Herndon, VA 20170



Problems Registering call: 800-367-6447 ext. 238

Register on Line: <http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=SemSched>



ATTENTION
SEMINAR REGISTRATION FORM ATTACHED

Or use link below



**ALL CLASS REGISTRATIONS GO THROUGH
NIGP FOR SPRING 2011 CONFERENCE
P-Cards are accepted**

REGISTRATION IS AVAILABE ON LINE THROUGH NIGP
<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=SemSched>
WWW.NIGP.ORG

Questions regarding registration for NIGP Classes, please contact NIGP national office.
Email: nburke@nigp.org Call: 800-367-6447

*If you are using a **GANIGP Certificate that you won at a Chapter Meeting**, please fax or email nancylam2@aol.com registration to Nancy Lam with a copy of certificate fax# (706) 290-6099 Please call me if you have any questions (706) 291-5109*

Spring Conference

Date: May 22 – 25, 2011

Location: King & Prince Resort, St. Simons, Island

NIGP Classes:

Contract Administration	May 23 - 25
Legal Aspects of Public Procurement	May 23 - 25
Risk Management in Construction	May 23 - 24
Protests and Disputes: What's a Buyer to Do?	May 25

Free GANIGP RFP Workshop May 23 – 24

GTA Presentation: Preparing a Technology RFI? May 23, (during lunch)

GTA recently posted a Technology RFI using the DOAS Team Georgia Marketplace (TGM) RFI module. How GTA prepared , what was posted /received and what GTA is doing with the information is a short story with lessons to be shared.

All NIGP class registrations will be made through NIGP. Please note new Fee Structure and deadlines for discounts as well as late fee. You should be able to begin registering for NIGP Classes on the NIGP web site. www.nigp.org

FREE WORKSHOP REGISTRATION

Request For Proposal

May 23-24, 2011

The topics for discussion will be:

- **RFP Development Process:** The purpose of this session is to review the development process for creating a spreadsheet that includes the technical requirements and the evaluation criteria for Request for Proposals (RFPs).
- **RFP Evaluation:** The purpose of this session is to build on the RFP Development Process and review the evaluation process, the forms to use, and appropriate documentation to complete to initiate the Award Process.
- **RFP Award:** The purpose of this session is to build on the RFP Evaluation and Award Process and review the award process, the forms to use for the award, and the appropriate documentation to initiate for the Contract Process.

FAX OR EMAIL REGISTRATION FAX: 706-290-6099 EMAIL nancylam2@aol.com

Contact Nancy Lam for additional information and to register for free workshop

This course explores the various types of specifications and is designed to help the specification writer better understand when each type should be used. This course also focuses on detailing desired outcomes.

Name: _____ **Certification:** _____

Title: _____ **Agency:** _____

Address: _____ **City:** _____ **St:** _____

Phone: _____ **Fax** _____ **Email:** _____

**CONFERENCE, HOTEL INFORMATION
ADDITIONAL QUESTIONS**

Contact:

Nancy Lam, CPPB, CPPO

nancylam2@aol.com

cell (706) 346-4275 work (706) 291-5109