47th Annual Rutgers University
Public Purchasing Educational Forum
and Pre-Forum Seminar

Co-Sponsored by the
Northern New Jersey NIGP
Southern New Jersey NIGP
NJ Association of
County Purchasing Officials

Pre-Forum Seminar
“Green Purchasing”
April 26, 2016

“Procurement
1, 2, 3”
April 27 & 28, 2016

Sheraton Atlantic City
Convention Center Hotel
AGENDA

WEDNESDAY, APRIL 27, 2016

7:30 – 8:30  REGISTRATION/BREAKFAST/EXHIBITS

8:30 – 9:00  WELCOME

9:00 – 10:00  KEYNOTE ADDRESS: THE ABCs OF P2P: PAY-TO-PLAY’S IMPACT ON STATE & NATIONAL POLITICAL FUNDING
Jeffrey M. Brindle, Executive Director
NJ Election Law Enforcement Commission

10:00 – 11:00  CONCURRENT SESSIONS
THE BID PROCESS 1: BID DEVELOPMENT
Anna Marie Wright, Purchasing Agent, Camden County
James Jude Jorgensen, Director of Purchasing, Morris County

DPP
Brian Gallagher, Procurement Specialist
Procurement Bureau, NJ Division of Purchase & Property Department of the Treasury

BUSINESS WRITING
Tricia S. Nolfi, Ed.D., Adjunct Faculty, Rutgers University Center for Executive Leadership in Government

11:00 – 11:30  BREAK/VISIT EXHIBITS

11:30 – 12:30  CONCURRENT SESSIONS
Repeated from above

12:30 - 1:30  LUNCHEON/VISIT EXHIBITS

1:30 – 3:00  CONCURRENT SESSIONS (NOT REPEATED)
LEGISLATIVE “SHOUT-OUT”
Joseph Valenti, Chief, Local Management Services, DCA (Ret)

PUBLIC SCHOOL BIDDING
James Shoop, BA/PA, Passaic Board of Education (Ret)

3:00 – 3:30  BREAK/VISIT EXHIBITS

3:30 – 4:30  CHANGES IN FEDERAL CFR IMPACT ON LOCAL UNITS
James Shoop, BA/PA, Passaic Board of Education (Ret)
Joseph Valenti, Chief, Local Management Services, DCA (Ret)

4:30 – 5:30  NETWORKING RECEPTION IN BOULEVARDS CAFE

THURSDAY, APRIL 28, 2016

8:00 – 8:30  REGISTRATION/BREAKFAST/EXHIBITS

8:30 – 9:30  PLENARY SESSION: VIEW FROM THE NJ STATE COMPTROLLERS OFFICE ON PUBLIC PROCUREMENT
Philip James Degnan, Acting State Comptroller
Robert P. Shane, External & Legal Affairs Counsel, OSC

9:30 – 10:30  CONCURRENT SESSIONS
THE BID PROCESS 2: BID SELECTION
Matthew Cavallo, Township Manager, Verona
Gerald Reiner, Assistant Purchasing Agent, Passaic County

EMERGENCY PREPAREDNESS AND PURCHASING
Ed Conover, Deputy Director, Emergency Management Atlantic County
Gordon Ball, Procurement Specialist, DLGS, DCA

THE BPU & YOU
Gary Finger, Ombudsman, NJ Board of Public Utilities

10:30 – 11:00  BREAK/VISIT EXHIBITS

11:00 – 12:00  CONCURRENT SESSIONS
Repeated from above

12:00 – 1:00  LUNCHEON/VISIT EXHIBITS

1:00 – 2:00  CONCURRENT SESSIONS
THE BID PROCESS 3: CONTRACT ADMINISTRATION
Mary Louise Stanton, Purchasing Agent, Somerset County (Ret)
Gordon Ball, Procurement Specialist, DLGS, DCA

RECORDS MANAGEMENT
Irwin Nadel, Bureau Chief, Nichole Carthan, Records Manager Division of Revenue and Enterprise Services, Treasury Dept.

GLOBAL HARMONIZATION
Bernard Rutkowski, Compliance Officer, Toms River MUA
Howard Spencer, Safety Engineer, Connor Strong, Marlton

2:00 – 3:00  CONCURRENT SESSIONS
Repeated from above
REGISTRATION INFORMATION
Check or voucher must accompany registration form. Make payable to Rutgers, the State University of New Jersey and send to address noted on registration form. Registrations received on the day of the conference are assessed a $15 late fee. There is a $25 fee for course withdrawals and/or returned checks.

SESSION HANDOUTS WILL BE AVAILABLE ON-LINE:
http://cgs.rutgers.edu/publicpurchasing

NJ DEPARTMENT OF EDUCATION WAIVER
The Department has granted a waiver of the prohibition on overnight travel for school district travel expenditures, per NJSA 18A:11-12 and NJAC 6A:23A-7.11(e).
Obtain a copy of the approval letter at: http://cgs.rutgers.edu/publicpurchasing

HOTEL INFORMATION
Accommodations
Overnight accommodations are available at the Sheraton Atlantic City Convention Center Hotel, 2 Convention Boulevard, Atlantic City, NJ 08401 for $125 plus $1 per room Tourism Fee and 14% local tax. Please contact the hotel directly at 1-888/627-7212 or through the on-line group web site (see below) to reserve rooms by 5:00 pm on March 29, 2016. Advise the hotel that you are attending the Rutgers Public Purchasing Educational Forum. There is an early departure fee of $75. Please confirm your length of stay at check-in. Check-in is at 3:00 pm; check out is 12:00 noon.
A deposit equal to one night’s stay is required to hold the reservation. Purchase orders and vouchers are not accepted as a form of payment. Pre-payment must be received 4 weeks before check-in. The Sheraton will complete your purchase order within 10 days of receipt. Please send it to the Sheraton with enough time in advance to allow ample time for your payables department to process pre-payment prior to arrival.

On-Line Hotel Accommodation Reservations
The following website allows attendees to book hotel reservations online: https://www.starwoodmeeting.com/Book/rutgerspurchasing2016

Parking
Parking is available at the daily rate of $5 for self-parking or $20 for valet parking. Parking fees are exclusive of applicable state and local taxes, currently 7%. Self-parking is available in the Atlantic City Convention Center parking deck, across from the Sheraton Hotel. You must park in the area reserved for “Sheraton Guests” and have your parking deck ticket validated at the Sheraton Hotel Valet Desk prior to departure to qualify for the $5 self-parking rate.

Directions
Atlantic City Expressway into the city. Proceed to the second light, turn left onto Arctic Avenue. Proceed to the second light, turn left onto Michigan Avenue. Proceed straight through the next light and follow signs to hotel entrance on Convention Boulevard.
DLGS CONTINUING EDUCATION CREDIT

Bid Contract Administration
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Bid Development
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Bid Selection
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

BPU & You
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Business Writing+
1 Hour
CMFO/CCFO: Off Mgt/Ancil Subj
CPWM: Management
RMC: Prof Devel
QPA: Off Admin/Gen Dut

Comptroller’s Office*
1 Hour
CMFO/CCFO: Ethics
CPWM: Ethics
RMC: Ethics
QPA: Ethics

Emergency Preparedness
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Federal CFR
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Global Harmonization
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

GSA/WSCA
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Legislative Shout-Out
1.5 Hours
CMFO/CCFO: Off Mgt/Ancil Subj
CPWM: Government
RMC: Prof Devel
QPA: Off Admin/Gen Dut

Pay-to-Play
1 Hour
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Public School Bidding
1.5 Hours
CMFO/CCFO: Fin/Debt Mgt
CPWM: Government
RMC: Finance
QPA: Procure Proced

Records Management+
1 Hour
CMFO/CCFO: Off Mgt/Ancil Subj
CPWM: Management
CTC: Gen/Sec Dut
RMC: Records
QPA: Off Admin/Gen Dut

RPPO/S CONTINUING EDUCATION CREDIT

All sessions are eligible for RPPO/RPPS recertification credit. Unmarked sessions receive Public Purchasing Credit. Other sessions as noted on list:
* Ethics Credit
+ Management/Supervision Credit

PAYMENT INFORMATION:
The registration fee is $350 for two days or $200 for one day attendance at the Educational Forum. The fee for the Green Product Purchasing Seminar is $118, which is separate from the Forum. Mail registration form and payment to:

RUTGERS PUBLIC PURCHASING EDUCATIONAL FORUM
Center for Government Services
303 George Street, Suite 604
New Brunswick, NJ 08901-2020
or fax to 732/932-3586

REGISTRATION FORM

Last Name  First Name  Middle Initial
Employer  Title
Business Address
Employer Phone  Extension  Fax
Home Address
Home Phone  Cell Phone
Email Address
NJ Certifications held (circle)  QPA   CMFO   CPWM   CTC   RMC
Check dates/fees:
Annual Public Purchasing Educational Forum:
_____ 2 Days, 4/27 & 28  #PP-2250-SP16-A  $350
_____ 1 Day, 4/27  #PP-2250-SP16-B  $200
_____ 1 Day, 4/28  #PP-2250-SP16-C  $200
Pre-Forum Seminar: Green Product Purchasing
_____ 1/2 Day, 4/26  #PP-2216-SP16-3  $118

Check or voucher must accompany registration form. Make check or voucher payable to: Rutgers, The State University of New Jersey. Mail to above address.

In accordance with University policies, credit card information is no longer accepted on registration forms. Students paying course fees with a credit card must register online at: http://cgs.rutgers.edu. Click on the red “Register Now” button.

There is a $25 fee for course withdrawals and/or returned checks.