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

47th Annual Rutgers University Public Purchasing Educational Forum and Pre-Forum Seminar
Sheraton Atlantic City Convention Center Hotel
REGISTRATION FORM

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

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<tr>
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Business Address

Employer Phone Extension Fax

Home Address

Home Phone Cell Phone

Email Address

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

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

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)

- OR -

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
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://egs.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 NJS A 18A:11-12 and NJAC 6A:23A-7.11(e).
Obtain a copy of the approval letter at: http://egs.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.

AGENDA
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, Purchasing Agent, Bergen County

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

2:00 – 3:00
THE BPU & YOU
Gary Finger, Ombudsman, NJ Board of Public Utilities

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

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

CONCURRENT SESSIONS
Repeated from above
This 3-hour Green Product Purchasing Course suggests strategies for optimizing purchasing decisions in terms of environmental performance, product performance, and cost to New Jersey procurement professionals. The course offers guidance and suggestions for those responsible for buying goods and services for local units operations.

This course introduces the long-term benefits of Green Product Purchasing and addresses how it can reduce overall costs, improve the workplace environment, strengthen markets for recyclable materials, promote the use of less toxic products to protect the health and safety of workers while minimizing potentially harmful emissions to air and water, and minimize local unit energy costs by promoting the purchase of energy-conserving appliances, equipment, and fixtures.

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<th>Credit Hours</th>
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RUTGERS EDUCATIONAL FORUM PLANNING COMMITTEE

Gordon H. Ball, Jr., RPPO, CPPO, QPA  
Procurement Specialist, Division of Local Government Services

Palma Conover, RPPS, CPPB, QPA  
Purchasing Agent, County of Atlantic

Kathleen McKenzie Cupano  
Assistant Director, Center for Government Services, Rutgers University

John P. Davenport, III, RPPO, CCP, QPA  
Director of Purchasing, County of Hunterdon

Jane Marie Foti, RPPO, QPA  
Purchasing Specialist, County of Somerset

Ann V. Hartwick, RPPO, CCP, QPA  
Purchasing Agent, County of Middlesex

Thomas Hassett  
Executive Director, Pine Hill Borough Municipal Utilities Authority

James Jude Jorgensen, RPPO, QPA  
Director of Purchasing, County of Morris

Mary Louise Stanton, RPPO, CCP, QPA  
Purchasing Agent, County of Somerset (Retired)

Joseph A. Valenti  
Bureau Chief, Local Management Services, DLGS, DCA (Retired)