49th Annual Rutgers University
Public Purchasing Educational Forum
and Pre-Forum Seminar

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

“Holding the Reins on
the Public Purse”
May 2 & 3, 2018
Golden Nugget Hotel
Atlantic City

Pre-Forum Seminar
“Ethics”
May 1, 2018
AGENDA

WEDNESDAY, MAY 2, 2018

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

8:30 – 9:00
WELCOME

9:00 – 10:00
KEYNOTE ADDRESS: GOVERNING WITHIN THE
POLITICAL ENVIRONMENT
Jim McQueeny, Chairman, Winning Strategies
Journalist, Government Servant, Communicator

10:00 – 11:00
CONCURRENT SESSIONS:

ENCUMBRANCE & CERTIFICATION OF FUNDS
Cynthia Lindsay, Comptroller/Assistant CFO, Atlantic City
Lorraine Rossetti, Chief Financial Officer, Hopatcong Borough

AFFIRMATIVE ACTION
Anthony Carlos, Affirmative Action Specialist
NJ Department of Treasury

STRESS MANAGEMENT
Tricia S. Nolfi, Ed.D., Assistant Professor
Organizational Leadership, Rider University

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 – 2:00
PLENARY SESSION: NJ START UPDATE
Division of Purchase & Property, NJ Department of Treasury

CONCURRENT Sessions (NOT REPEATED)

2:00 – 3:00
LEGISLATIVE “SHOUT-OUT”
Joseph Valenti, Chief, Local Management Services, DCA (Ret)
- OR -
PUBLIC SCHOOL PURCHASING
James Shoop, BA/PA, Passaic Board of Education (Ret)

3:00 – 3:30
BREAK/VISIT EXHIBITS

3:30 – 4:30
LEGISLATIVE “SHOUT-OUT” (continued)
PUBLIC SCHOOL PURCHASING (continued)

4:30 – 5:30
POST TIME AT THE KENTUCKY DERBY
Networking Reception

AGENDA

THURSDAY, MAY 3, 2018

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

8:30 – 9:30
PLENARY SESSION: NJ SUSTAINABLE ENERGY
JOINT MEETING - AGGREGATION FOR ENERGY
SUPPLY/SUSTAINABILITY SERVICES
William E. Close, Chairman, NJSEM
M. James Maley, Jr., Principal, Maley Givens, Collingswood
Robert Chilton, Executive V.P., Gabel Associates, Highland Park

9:30 – 10:30
CONCURRENT SESSIONS:
YELLOW BOOK UPDATE
Marc H. Pfeiffer, Bloustein Local Government Research Center
Joseph Valenti, Chief, Local Management Services, DCA (Ret)

NEGOTIATION STRATEGIES
Susan Jacobucci, Administrator, Paulsboro Borough

COOPERATIVE PURCHASING OPTIONS:
NATIONAL, REGIONAL AND LOCAL
Joseph Clark, Purchasing Manager, Ocean City
Elizabeth Crescibene, Purchasing Agent, Randolph Township
Patrick M. Moran, BA/BS/QPA, Ed. Srvc.s. Commission of NJ
Anna Marie Wright, Purchasing Agent, Camden 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:
P-CARDS: LESS WORK, MORE EFFICIENCY & CONTROL
Gerry Seneski, Chief Financial Officer, Cumberland County
Africa J. Nelson, NJSTART Operations, Department of Treasury
Katie Vesey, Director of Finance, Atlantic County Utilities Auth.

HOW TO MAKE AGGREGATION LESS AGRAGVATING
Joseph Valenti, Chief, Local Management Services, DCA (Ret)
Gordon Ball, Procurement Specialist, DCA/DLGS (Ret)
Nicola Reid, Purchasing Agent, Stafford Township

DEVELOPING PURCHASING MANUALS
Gerald Reiner, Purchasing Agent, Bergen County
Lisa Ridgway, Assistant SBA/BS, Cherry Hill Public Schools
Robert Shannon, Administrator, Wyckoff Township

2:00 – 3:00
CONCURRENT SESSIONS
Repeated from Above

AGENDA

THURSDAY, MAY 3, 2018

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

8:30 – 9:30
PLENARY SESSION: NJ SUSTAINABLE ENERGY
JOINT MEETING - AGGREGATION FOR ENERGY
SUPPLY/SUSTAINABILITY SERVICES
William E. Close, Chairman, NJSEM
M. James Maley, Jr., Principal, Maley Givens, Collingswood
Robert Chilton, Executive V.P., Gabel Associates, Highland Park

9:30 – 10:30
CONCURRENT SESSIONS:
YELLOW BOOK UPDATE
Marc H. Pfeiffer, Bloustein Local Government Research Center
Joseph Valenti, Chief, Local Management Services, DCA (Ret)

NEGOTIATION STRATEGIES
Susan Jacobucci, Administrator, Paulsboro Borough

COOPERATIVE PURCHASING OPTIONS:
NATIONAL, REGIONAL AND LOCAL
Joseph Clark, Purchasing Manager, Ocean City
Elizabeth Crescibene, Purchasing Agent, Randolph Township
Patrick M. Moran, BA/BS/QPA, Ed. Srvc.s. Commission of NJ
Anna Marie Wright, Purchasing Agent, Camden 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:
P-CARDS: LESS WORK, MORE EFFICIENCY & CONTROL
Gerry Seneski, Chief Financial Officer, Cumberland County
Africa J. Nelson, NJSTART Operations, Department of Treasury
Katie Vesey, Director of Finance, Atlantic County Utilities Auth.

HOW TO MAKE AGGREGATION LESS AGRAGVATING
Joseph Valenti, Chief, Local Management Services, DCA (Ret)
Gordon Ball, Procurement Specialist, DCA/DLGS (Ret)
Nicola Reid, Purchasing Agent, Stafford Township

DEVELOPING PURCHASING MANUALS
Gerald Reiner, Purchasing Agent, Bergen County
Lisa Ridgway, Assistant SBA/BS, Cherry Hill Public Schools
Robert Shannon, Administrator, Wyckoff Township

2:00 – 3:00
CONCURRENT SESSIONS
Repeated from Above
HANDOUTS WILL BE AVAILABLE ONLY ON-LINE:
http://cgs.rutgers.edu/publicpurchasing

REGISTRATION INFORMATION
A check or voucher must accompany the registration form, made payable to Rutgers, the State University of New Jersey. Send to the address noted on the 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.

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(c). Obtain a copy of the approval letter at: http://cgs.rutgers.edu/publicpurchasing

HOTEL INFORMATION
Accommodations
Overnight accommodations are available at the Golden Nugget Hotel, Huron Avenue & Brigantine Boulevard in Atlantic City, NJ 08401 for $74 plus 13.9% Tax and $15 Resort/Tourism/Occupancy fee. Please contact the hotel directly at 1-800-777-8477 and select option 3 to be connected with a Reservation Agent. To receive the discounted rate, advise the hotel that you are attending the Rutgers University Educational Forum & Seminar; (Group Code ARU18).

A credit card deposit equal to the first night’s stay of room and tax is required to guarantee individual reservations. The credit card will be charged for the room and tax at the time of the reservation.

The cut-off date for reservations within the block is Tuesday, April 17, 2018 at 5:00 pm. After that date, no reservation will be taken at the discounted group rate. Additional reservations will be accepted, based on availability, at the current hotel rate.

Cancellations are accepted up to 48 hours prior to arrival without penalty by calling the above telephone number selecting option 3. Ensure a cancellation confirmation is received from the agent.

Check in time is 4:00 pm, check out time is 12:00 noon.

Parking
Self-parking is complimentary; valet parking is available at the daily rate of $10.

Directions
Atlantic City Expressway into the city. Take Exit 1 toward Convention Center/ Marina/Brigantine. Merge onto Atlantic City Expressway Connector for 1 mile; stay straight onto ramp. Take ramp toward Trump Marina/Farley Marina. Merge onto Huron Avenue. Make U-turn at Castle Boulevard onto Huron Avenue.

PRE-FORUM SEMINAR
ETHICS
Tuesday, May 1, 2018
3:00 - 6:00 pm
Golden Nugget Hotel
Huron Ave. & Brigantine Blvd.
Atlantic City
Instructor: Sean P. Canning
Principal
The Canning Group
PP-2220-SP18-1, $125.00

The course covers the definition of ethics and ethical decisions and behavior, standards of conduct and professionalism. It provides in-depth discussion of the New Jersey Local Public Ethics Law (40A:9-22.1) including filing of Financial Disclosure Forms by government officials. The instructor leads case study discussion on various ethical challenges often faced in public service.

DCA/DLGS has awarded 3.0 contact hours in “Ethics” for the following certifications:

CCFO, CMFO, CPWM, CTC, RMC, QPA

RUTGERS UNIVERSITY PUBLIC PURCHASING EDUCATIONAL FORUM PLANNING COMMITTEE
Gordon H. Ball, Jr., RPPO, CPPO, QPA - Executive Director, Southern New Jersey Chapter NIGP
Kathleen McKenzie Cupano - Assistant Director, Center for Government Services, Rutgers University
Ann V. Hartwick, RPPO, CCPO, QPA - Purchasing Agent, Middlesex County
Althea Headley, QPA, RPPO, MPA - Purchasing Agent, Irvington
Eileen Kuca, QPA, RPPS - Purchasing Agent, Wayne Township
Mary “Trish” Mooney, QPA, RPPO - Purchasing Agent, Atlantic City
Nicola Reid, QPA, RPPO - Purchasing Agent, Stafford Township
Laura Scutari, QPA, RPPS - Purchasing Agent, Union County
Ann Marie B. Spagnola, MPA, QPA, RPPS - Administrative Specialist 4 - Procurement State of NJ, Judiciary, Purchase & Property
Mary Louise Stanton, RPPO, CCPO, QPA - Purchasing Agent, County of Somerset (Retired)
Joseph A. Valenti - Bureau Chief, Local Management Services, DLGS, DCA (Retired)
PAYMENT INFORMATION:
The registration fee is $350 for two days and $200 for one day attendance at the Educational Forum. The fee for the “Ethics” Seminar is $125, which is a separate event 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

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employer Phone</th>
<th>Extension</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NJ Certifications held (circle)</th>
<th>QPA</th>
<th>CMFO</th>
<th>CPWM</th>
<th>CTC</th>
<th>RMC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check dates/fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Annual Public Purchasing Educational Forum:**

- 2 Days, 5/2 & 3 #PP-2250-SP18-A $350
- 1 Day, 5/2 #PP-2250-SP18-B $200
- 1 Day, 5/3 #PP-2250-SP18-C $200

**Pre-Forum Seminar: Ethics**

- 1/2 Day, 5/1 #PP-2220-SP18-1 $125

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.

I am bringing a colleague________________________ from________________________

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