

RUTGERS

Continuing Studies

CENTER FOR GOVERNMENT SERVICES

Rutgers, The State University of New Jersey

303 George Street, Suite 604

New Brunswick, NJ 08901-2020

CENTER FOR
GOVERNMENT SERVICES

**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



RUTGERS
Continuing Studies

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 McQueeney, 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. Svcs. 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 AGGRAVATING**
*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)

REGISTRATION FORM

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

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, 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
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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 _____

DLGS CONTINUING EDUCATION CREDIT

Affirmative Action 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Aggregation 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Cooperative Purchasing Options 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Encumbrance & Certification of Funds 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Governing Within the Political Environment + 1 Hour	CMFO/CCFO: Off Mgt/Ancil Subj CPWM: Management RMC: Prof Devel QPA: Off Admin/Gen Dut
Legislative Shout-Out + 2 Hours	CMFO/CCFO: Off Mgt/Ancil Subj CPWM: Government RMC: Prof Devel QPA: Off Admin/Gen Dut
Negotiation Strategies + 1 Hour	CCMFO/CCFO: Off Mgt/Ancil Subj CPWM: Management RMC: Prof Devel QPA: Off Admin/Gen Dut
NJ START Update .5 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
NJ SEMS 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Green Purchasing
P-Cards 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Purchasing Manuals 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Public School Purchasing 2.0 Hours	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed
Stress Management + 1 Hour	CMFO/CCFO: Off Mgt/Ancil Subj CPWM: Management RMC: Prof Devel QPA: Off Admin/Gen Dut
Yellow Book Update 1 Hour	CMFO/CCFO: Fin/Debt Mgt CPWM: Government RMC: Finance QPA: Procure Proceed

All Sessions are eligible for RPP0/RPPS Recertification Credit. Unmarked sessions receive credit in Public Purchasing. Other sessions receive credit as noted: * Ethics + Management/Supervision