

# Agenda

EDPAC Workshop

November 4, 2010

8:00-8:30	Continental Breakfast
8:30-9:00	Welcome/Murray High School Musical Number
9:00-9:30	Kent Beers, Utah State Purchasing (State Contracts, Administrative Fees)
9:30- 10:00	Bid /RFP/ Multi-Step Bidding, Rich Field Presenter
10:00-10:15	Break
10:15-11:10	Breakout Session #1
11:20-12:15	Breakout Session #2
12:15-1:15	Lunch
1:15-2:15	Crucial Communications, Ron Frandsen Presenter
2:15-3:10	Breakout Session #3
3:15-3:30	Summary Wrap up

Room/Time	10:15	11:20	2:15
1	Purchasing 101 (1A)	State Purchasing (1B)	State Purchasing (1C)
2	Architect/Engineer (2A)	Electronic Purchasing (2B)	What's your problem? (2C)
3	Freight (3A)	Construction (3B)	Freight (3C)

## **Descriptions:**

**PURCHASING 101-** Basic purchasing for those new to the purchasing function or those needing a review  
by Kurt Prusse, Weber School District

**STATE PURCHASING-** Review Sole Source/PPI Index and Use for Price Increase Negotiation/Spreadsheet examples  
of how to track and manage contracts by Dave Gill, Mike Rigby, & Reed Taylor.

**ARCHITECT/ENGINEER-** Review of selecting contract services of professionals  
by Jared Gardner, Granite School District

**ELECTRONIC PURCHASING-** Review of electronic bids and other electronic bidding methods  
by Jared Gardner, Granite School District

**WHAT'S YOUR PROBLEM** - Bring your purchasing questions or problems  
by EdPac Committee

**CONSTRUCTION-** Review of bidding and selection of construction services for school districts  
by Dean Pope, Granite School District

**FREIGHT-** Saving money on Freight  
by Dan Reisner, State Purchasing