

Procurement in Partnership



November 7, 2019
Alliant Energy Center, Madison

2019 Wisconsin State Procurement Conference

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Alliant Energy Center Exhibition Hall

1919 Alliant Energy Center Way, Madison, WI 53713

Free parking is available on site for conference attendees.

AGENDA

Check-In: 8:30-9:00

Refreshments: 8:30-9:00

Welcome & Opening Remarks: 9:00-9:15

Partnerships with NASPO: 9:15-9:35

State of State Procurement: 9:35-10:00

Break: 10-10:15

Session 1: 10:15-11:00

Break: 11:00-11:15

Session 2: 11:15-12:00

Lunch & Networking: 12:00-12:45

Procurement Innovation Award Ceremony: 12:45-1:00

Keynote Speaker: 1:00-1:45

Break: 1:45-2:00

Session 3: 2:00-2:45

Snacks & Networking Break: 2:45-3:10

Session 4 & Wrap Up: 3:10-4:00

2019 Wisconsin State Procurement Conference

The Wisconsin State Procurement Conference is hosted by the State Bureau of Procurement and has been created through a joint effort involving many State agencies and UW System campuses. This conference will provide an opportunity to network with colleagues, learn procurement best practices and innovative solutions to common procurement challenges and receive updates about public procurement in Wisconsin.

Who Should Attend?

- State agency and university campus procurement professionals
- Local, county and municipal procurement professionals
- State financial staff who may work with procurement
- State or local government staff interested in procurement topics



Keynote Speaker: Shelly Vils Havel, UW-Madison

Building Momentum: Creating Short-Term Wins

About the Speaker: Shelly is the Talent Development Specialist for the University of Wisconsin-Madison. She focuses on delivering professional and skills development for colleagues while serving as a resource for managers, supervisors, faculty and staff of UW-Extension. She is a seasoned instructional designer and coach who develops tools that allows teams to execute their goals at the highest possible level.

About the Topic: Building and sustaining momentum in the workplace is vital to motivation, forward movement and ultimately, to success. Whether large or small, wins motivate us all! Yet in our day to day routines, we seldom celebrate them. During this interactive workshop, we'll identify ways to effectively recognize wins in the workplace, will learn how to reinforce successes and identify resources for creating and sustaining momentum.

SPECIAL EVENTS

Wisconsin State Procurement Innovation Awards Ceremony

Presentation of the Inaugural Procurement Innovation Awards

About the Event: The State Bureau of Procurement recently launched the inaugural Procurement Innovation Awards to showcase the good work of Wisconsin State procurement professionals and share best practices across the enterprise. State agencies and UW campuses submitted applications for projects that were completed or significantly enhanced within the last 12-months, showcasing innovation, transferability and service improvement/cost reduction. The applications were reviewed by a cross-agency selection committee and during this presentation, we'll highlight submissions and announce our first, second and third place winners.



WORKSHOPS

Session 1: 10:15-11:00

Beginner's Guide to Procurement

If you had to give a “30-second elevator speech” to explain the value, purpose and function of Wisconsin State procurement, what would it sound like? This session will focus on the tools and ways to explain State procurement to those that are new to our profession and to leaders with whom we work and serve. Featuring existing tools, this session will also include a call to attendees to share their thoughts and strategies.

Managing Smaller Transactions and Tailspend Management

Managing spend can be daunting in the best circumstances and downright frustrating in more challenging situations. In this session we'll explore two case studies (MRO supplies and Amazon) that highlight some of the challenges faced when trying to manage tail spend, and discuss ideas and tools that agencies can use to help control small transaction spend.

Recruiting & Retaining Talent

The complexities of government procurement require a unique skillset and finding strong candidates in the job market is an ongoing challenge. This facilitated panel will focus on what can be done to attract talent to procurement, and once someone has been hired, what can be done to grow their skillset and retain them.

Session 2: 11:15-12:00

State Procurement Manual Policy Project

In early 2018, an interagency team began work on reforming the State Procurement Manual with the primary goals of consolidating content, retiring expired or obsolete policies and incorporating enterprise best practices as well as legal and system changes. The new, revised manual went live on August 15, 2019! In this session, we'll talk more about the project and highlight the policies, forms, tools and website. *(This workshop repeats during Session 4.)*

IT Sourcing Best Practices

In the rapidly evolving world of Information Technology, how do we ensure our procurement practices don't hinder the State's ability to procure the most up-to-date technology, while remaining compliant with procurement rules? Representatives from SBOP's IT Sourcing will provide firsthand stories of success and those of lessons learned. *(This workshop repeats during session 4.)*

Contract Management and Best Practices for Contract Handoffs and Onboarding

After months of painstaking work on a solicitation, it is time for the procurement professional to turn the Contract over to their customer. This session will examine the best practices for transitioning the procurement to contract management and administration.

Session 3: 2:00-2:45

Procurement Tools

Procurement is an art, but using the right tools can make that process feel a little more like paint by numbers. This session will highlight different tools that our procurement professionals can use to increase both the quality and uniformity of their work.

STAR Strategic Sourcing Module: Advanced Workshop

Brainstorming and sharing of best practices, tips and tricks in the STAR Strategic Sourcing module. Presenters and in-house experts will be available to troubleshoot common issues and answer questions.

***What's Your Solution?* Sourcing Under Special Programs: Supplier Diversity & State Use**

Wisconsin State law provides for special purchasing considerations when buying from supplier-diverse companies and certified work centers. This session will provide a brief overview of these programs, solicit best practices from attendees on meeting supplier diversity spending goals, and feature the program manager for State Use to discuss the best ways to work with certified workshops.

Session 4: 3:10-4:00

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***What's Your Solution?* Procurement Systems**

Engage with others in this facilitated discussion where *you're the expert*: Tips, tricks, enhancements and challenges of non-STAR procurement systems.

Registration Information

Sorry! We've reached capacity and can no longer accept additional registrations!

\$30 - Early Registration (through October 4, 2019)

\$45 - Late Registration (October 5 to October 18, 2019)

Registration closes Friday, October 18, 2019 (or earlier if registration fills up)

Registration Instructions:

- **Registration:** Online registration is mandatory and each person must register separately. Please keep a copy of your completed registration for your records.
- **Workshop Choices:** When registering, refer to this brochure for workshop descriptions. Select one workshop per time period, for a total of four. Note that they may repeat throughout the conference.
- **Lunch Option:** This year's lunch choice is a vegetarian-friendly Italian Buffet. If you have additional dietary restrictions we should be aware of (e.g., a gluten allergy), please indicate this in the "Accommodations" section when registering. The cost of your lunch is included in the registration fee.
- **Special Accommodations:** Please note any accessibility needs or additional food restrictions you may have in the "Accommodations" section when registering.
- **Attendance:** This conference is only open to State agency, UW System and municipal employees. Registrations will be accepted on a first-come, first-served basis.
- **Local Governments:** Due to limited space and high demand, registrations from local governments are accepted on a conditional basis and priority will be given to registrations from State agencies and campuses. After the close of registration on October 18, 2019, if room permits, a second confirmation of your registration will be sent via email and will serve as official notice that your registration has been approved. If the registration limit has been reached, you will be notified via email that your registration has been cancelled and you will consequently not be invoiced for the conference registration fee.
- **Registration Payment:** At this time, we are not able to accept payments by credit card. The State Bureau of Procurement will issue one invoice to your organization for all of your agency's attendees after the conference.
- **Cancellation & Refund Policy:** Once you register for the conference, you are responsible for paying the registration fees. After registration closes (October 18, 2019), no cancellations will be accepted, but substitutions are welcome. Contact Jessica Vieira at Jessica.Vieira@wisconsin.gov or (608) 266-5452 to arrange for a substitution.
- **Registration Confirmation:** All State agency and UW registrants should consider their registrations confirmed upon submittal. If there are any issues with your registration, SBOP will reach out to you for clarification. To contact SBOP regarding your registration, email Jessica Vieira at Jessica.Vieira@wisconsin.gov or (608) 266-5452.