



2020 Intermediate Purchasing Seminar

UNC School of Government
Held Virtually via Zoom

Monday, November 30 – Friday, December 4, 2020

Course Agenda [PRELIMINARY]

Required Introduction and Pre-Recorded Lecture Viewing and Activities

Introduction

(1) Introduce Yourself via FlipGrid

- In a one minute video, please tell us:
 - (A) Your name, where you are from, and your job title;
 - (B) Why you are taking this course; and
 - (C) Any particular areas of interest or questions that you have.

Pre-Recorded Lecture Viewing and Case Problems (approximately 3.5 hours of work)

(1) Welcome and Course Introduction

Connor Crews, *School of Government*

(2) Purchasing and Contracting Law Recap (to be watched prior to Monday, November 30)

Connor Crews, *School of Government*

(3) Surplus Property Disposal (to be watched prior to Thursday, December 3)

Connor Crews, *School of Government*

(4) Ethics and Conflicts of Interest (to be watched prior to Thursday, December 3)

Connor Crews, *School of Government*



Live Sessions via Zoom

Monday, November 30

- 9:00 a.m. **Welcome, Zoom Basics, and Course Overview**
 Connor Crews, *School of Government*
- 9:15 **Purchasing and Construction Contracting Law Recap and Case Problems**
 Connor Crews, *School of Government*
- 10:15 Break
- 10:30 **Uniform Commercial Code: What Purchasers Need to Know**
 Steven Graham, C.P.M., CLGPO, *Vice President of Finance and Operations, Vance-Granville Community College*
- 12:00 p.m. Adjourn

Tuesday, December 1

- 9:00 a.m. **Contract Provisions: The Good, the Bad, and the Totally Unacceptable**
 Beth Smerko, *Deputy County Attorney, Wake County*
- 10:30 Break
- 10:45 **Contract Management and Administration**
 Chris Payne, C.P.M., CLGPO, *Deputy Finance Director, City of Greensboro*
- 12:00 p.m. Adjourn

Wednesday, December 2

- 9:00 a.m. **Risk Management in Public Contracting**
 Precious Seabrooks, CISR, AIC, *Risk Management Coordinator, Town of Cary*
- 10:00 Break
- 10:15 **Purchasing Forecasting and Strategies**
 Angelene Brinkley, CLGPO, MPA, *City of Greenville (retired)*
- 11:45 Break



Wednesday, December 2 (continued)

12:00 pm **Effective Communications and Presentations**
 Angelene Brinkley, CLGPO, MPA, *City of Greenville (retired)*

1:00 Adjourn

Thursday, December 3

9:00 am **Surplus Property Disposal – Case Problems**
 Connor Crews, *School of Government*

9:45 Break

10:00 **Ethics and Conflicts of Interest – Case Problems**
 Connor Crews, *School of Government*

10:45 Break

11:00 **“Bids Gone Bad”: Practical Strategies for Handling Missteps in the Bidding Process**
 Connor Crews, *School of Government*

12:30 pm Adjourn

Friday, December 4

9:00 am **Acquiring Property Through Leases**
 Kara Millonzi, *Robert W. Bradshaw, Jr. Distinguished Professor of Public Law and Government, School of Government*

10:00 am Break

10:30 am **Uniform Guidance Review and Q&A**
 Connor Crews, *School of Government*

11:45 Introduction to Knowledge Check and Time for Questions

12:00 pm Adjourn



By Sunday, December 6 at midnight

To receive a course completion certificate, all attendees must complete a Knowledge Check on Sakai no later than the end of the day (i.e., 11:59 p.m.) on Sunday, December 6.