



61st Annual Basic Principles of Local Government Purchasing

UNC School of Government
Room 2603, Knapp-Sanders Building

May 1-4, 2018

Course Agenda

Tuesday, May 1

- 8:30 a.m. Registration
- 9:00 Welcome and Introductions
Norma Houston, School of Government
- 9:30 Basic Legal Requirements for Public Contracting
Norma Houston, School of Government
- 10:30 Break
- 10:45 Competitive Bidding Requirements
Norma Houston, School of Government
- 12:00 p.m. Lunch in the Knapp-Sanders Dining Hall
- 12:45 Competitive Bidding Requirements (continued)
- 1:45 Break
- 2:00 Competitive Bidding Exceptions
Norma Houston, School of Government
- 3:30 Break
- 3:45 Basic Legal Requirements for Public Construction Contracting
Norma Houston, School of Government
- 5:00 Ice Breaker Bingo Pizza Party (SOG Atrium)



Wednesday, May 2

- 9:00 a.m. Local Government Law Overview
Frayda S. Bluestein, School of Government
- 10:00 Break
- 10:15 Open Meetings and Public Records
Frayda S. Bluestein, School of Government
- 11:15 Break
- 11:30 How to Find What You Need to Know: *Locating Statutes and Other Resources*
Norma Houston, School of Government
- 12:00 p.m. Box Lunch / General Statutes Scavenger Hunt
- 12:45 How to Find What You Need to Know (continued)
- 1:30 Break
- 1:45 Basic Legal Requirements for Property Disposal
Norma Houston, School of Government
- 2:45 Break
- 3:00 Courageous Conversations: *How to Handle Difficult Discussions*
Willow S. Jacobson, School of Government
- 5:00 Adjourn for the day

Thursday, May 3

- 9:00 a.m. Purchasing Ethics, Conflicts of Interest, and Gifts & Favors
Norma Houston, School of Government
- 10:30 Break
- 10:45 Purchasing Ethics (cont'd)



Thursday, May 3 (cont'd)

- 12:00 p.m. Lunch in the Knapp-Sanders Dining Hall
- 12:45 Developing Purchasing Policies
Laura Jones, CLGPO, CPPO, Onslow County
- 1:45 Break
- 2:00 Developing Specifications
Stephen Lindsay, CLGPO, City of Greensboro
- 3:15 Break
- 3:30 Ask the Experts! – Experienced Purchasers Panel
Robin James, CLGPO, Chatham County Laura Jones, CLGPO, CPPO, Onslow County
Mark Cannady, CLGPO, Fayetteville Utilities Stephen Lindsay, CLGPO, City of Greensboro
Cleve Haddock, CLGPO, Greenville Utilities Tom Wester, CLGPO, Wake County
Moderator: Norma Houston
- 4:45 CAGP Welcome
Cleve Haddock, CLGPO, Greenville Utilities
- 5:00 CAGP Welcome Reception (SOG Atrium)
Sponsored by the Carolinas Association of Governmental Purchasing



Friday, May 4

- 9:00 a.m. Decision Analysis Tools: *Practical Applications in Procurement*
Dale Roenigk, School of Government
- 11:00 Course Recap/CLGPO Certification Q&A/Class Photo
Norma Houston, School of Government
- 12:00 p.m. Lunch in the Knapp-Sanders Dining Hall
- 12:45 Knowledge Check and Feedback
- 2:30 Course Certificate Presentations
- 3:00 Adjourn