



61st Annual Basic Principles of Local Government Purchasing

UNC School of Government
Room 2601, Knapp-Sanders Building

May 1-4, 2018

Course Agenda

Tuesday, May 1

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| 8:30 a.m. | Registration |
| 9:00 | Welcome and Introductions
<i>Norma Houston, School of Government</i> |
| 9:30 | Basic Legal Requirements for Public Contracting
<i>Norma Houston, School of Government</i> |
| 10:30 | Break |
| 10:45 | Competitive Bidding Requirements
<i>Norma Houston, School of Government</i> |
| 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
<i>Norma Houston, School of Government</i> |
| 3:30 | Break |
| 3:45 | Basic Legal Requirements for Public Construction Contracting
<i>Norma Houston, School of Government</i> |
| 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. Developing Purchasing Policies
 Debbie Anderson, CLGPO Catawba County
- 10:30 Break
- 10:45 Purchasing Ethics, Conflicts of Interest, and Gifts & Favors
 Norma Houston, School of Government



Thursday, May 3 (cont'd)

- 12:00 p.m. Lunch in the Knapp-Sanders Dining Hall
- 12:45 Purchasing Ethics (cont'd)
- 1:45 Break
- 2:00 Developing Specifications
Stephen Lindsay, CLGPO, City of Greensboro
- 3:15 Break
- 3:30 Ask the Experts! – Experienced Purchasers Panel
Chris Bernat, CLGPO, City of Raleigh *Laura Jones, CLGPO, 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
Norma Houston, School of Government
- 12:00 p.m. Lunch in the Knapp-Sanders Dining Hall
- 12:45 Class Photo, Knowledge Check and Feedback
- 2:30 Course Certificate Presentations
- 3:00 Adjourn