

# **WISCONSIN ASSOCIATION OF PUBLIC PURCHASERS**

Vendor Exposition and Fall Conference

September 23-24, 2010

Chula Vista Resort

Wisconsin Dells, Wisconsin

## **AGENDA**

### **Wednesday, September 22, 2010**

- **4:00 – 8:00 pm**      **Exhibitor Booth Setup in Exposition Center**

### **Thursday, September 23, 2010**

- **7:30 – 8:30 am**      **Registration**
- **8:00 – Noon**      **Exhibitor Booth Setup in Exposition Center**

#### **Member Session**

- **8:30 – 12:30 pm**      ***True Communication - Communication Skill Building,***  
**Jan Hamik, Former Director of the State Bureau of**  
**Procurement**

Think of the people with whom you interact throughout your day. Do you find it a pleasure to communicate with some, while others can be somewhat of a pain? Ever felt misunderstood? Understanding communication styles of different personality types can help you apply different approaches. This training will help you discover your own personality type, identify other personality types and show you how best to use the strengths of each to effectively build your communications skills.

#### **Vendor Session**

- **8:30 - Noon**      ***Reverse Expo***  
Several of our member procurement professionals will be available for one-on-one discussion about their entities, procurement practices and other helpful information that our vendors are interested in. Vendors will be allowed to sign up for short sessions.
- **12:00 – 1:00 pm**      **Lunch**
- **1:00 – 4:30 pm**      **Vendor Exhibits in the Exposition Center**
- **6:00 – 8:00 pm**      **Dinner**  
We all want to know our future. Finally you will get the chance to discover yours! Moon and Star Mystic, Tarot and Psychic Readings will be available during dinner so you can see what the future has in store for you!

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Friday, September 24, 2010

**Member Agenda**

- **7:30 – 8:30 am**      **Registration and Continental Breakfast**
- **8:30 – 8:45 am**      **Welcome**
- **8:45 – 9:45 am**      ***True Communication – Setting Policies for ARRA Funds***  
**Jim Langdon, Wisconsin Department of Energy.**  
Jim will discuss the development of a standardized policy as well as a bid template to be used by agencies the funds are channeled through. Because a project or program is largely ARRA funded it is subject to strict oversight so it is imperative that the funding strings can be traced and audited to meet the goals of the original grant. Jim has developed the policies he will be discussing and can help you develop policies and templates that will assist your agency with ARRA funding requirements. The State of Wisconsin Weatherization Assistance Program works with local administrative and executive weatherization services agencies to provide residential weatherization services to low income residents. The program helps reduce energy costs by decreasing home energy consumption through implementation and installation of energy saving measures and equipment.
- **9:45 – 10:00 am**      **Break**
- **10:00 – 11:00 am**      **Updates**
  - **Cooperative Purchasing Update, Robert Anderson**
  - **State Bureau of Procurement Update, Helen McCain**
- **11:15 – 12:00**      **Business Meeting**
- **12:00 – 1:00 pm**      **Lunch**

Friday, September 24, 2010

**Vendor Agenda**

- **7:30 – 8:30 am**      **Registration and Continental Breakfast**
- **8:30 – 9:00 am**      **Vendor Feedback,**  
A roundtable discussion will be conducted for participating vendors to give feedback to the organizers.
- **9:00 – 11:00 am**      ***Submitting Successful RFP Responses Roundtable***  
Ever wonder what procurement folks are looking for when you respond to an Invitation for Bids or a Request for Proposals? This roundtable discussion is led by personnel from the State Bureau of Procurement and Local Units of government. You can find out how the procurement community looks at your response, judges your submission, and makes their decisions. This discussion should give you a better perspective of what is expected when responding to procurement solicitations.