



AGENDA

Purchasing Advanced

March 10, 2023

9:00 am – 4:00 pm

Time	Duration	Topic	Presenter
9:00 – 10:00	1 hour	Legal Background – bid bonds, insurance, school safety legislation, construction requirements (architects, permits), federal contract requirements, FOIA , records retention	Jeremy Motz, Clark Hill
10:00 – 10:45	45 min	Insurance/Risk Management	Marc Ramsey and Janet Sluiter, SET SEG
10:45 – 11:00		Break	
11:00 – 12:00	60 min	Pre-Award and RFP Issues: building RFPs, evaluating bids, percentage off bids, using consultants (one time, regular and owner's rep), snow days, pre-bid mtgs, project work schedule, BAFO, buying items/installing later.	Jesse Sutton, Southfield Public Schools
12:00 – 12:45		Lunch	
12:45 – 1:15	30 min	Exercise – RFP ordering and a check in	Elizabeth Junek, Oakland Schools and Jesse Sutton, Southfield Public Schools
1:15 – 2:00	45 min	Post-Award Issues: rushed purchases (options and pitfalls), cooperative bids (examples: beverages), vendor protests, unit pricing/extend pricing, getting insurance confirmations. NIGP best practices.	Elizabeth Junek, Oakland Schools
2:00 – 2:15		Break	
2:15 – 4:00	105 min	Ethics in Purchasing	Eric Formberg, Plante Moran