

### ERIE COUNTY WATER AUTHORITY

# INTEROFFICE MEMORANDUM

02/28/2023

To: Terrence D. McCracken – Secretary to the Authority

From: Lavonya C. Lester – Director of Administration Lester – Director of Administration

Subject: New York State Association of Municipal Purchasing Organizations (NYSAMPO)

2023 Western Regional Conference

The Administration department is requesting approval to allow the Central Purchasing department and Stores department to attend the NYSAMPO Western Regional Conference located in Cortland, New York.

This conference will provide various training and resources on governmental purchasing.<sup>i</sup> It will provide an overview of the NYS Office of General Services (OGS) contracts, its processes and provide an opportunity to network with similar government organizations and public authorities who handle procurement daily.

The days are from April 19, 2023 – April 20, 2023. This conference will allow the Authority to remain well informed of new procurement practices in the public sector.

We are requesting the following staff members attend this conference.

- Natalia Walczak
- Ann Longo
- Kimberly Whitbeck

Thank you for your consideration.

i https://nysampo.us/images/meeting/041823/2.23.23 greek peak schedule .pdf





Promoting Intelligent, Ethical Public Procurement for New York State for Today and Tomorrow.

Tuesday, April 18, 2023		
8:00pm- 5:00pm	Virtual NIGP Webinar Using Federal Grant Funds	
	*Registration available on SAMPO website	
3:00pm-6:00pm	Vendor Check-in/Set up	
5:45pm-6:00pm	Moderator Meeting	
6:00pm-8:00pm	Meet & Greet	





Promoting Intelligent, Ethical Public Procurement for New York State for Today and Tomorrow.

Wednesday April 19, 2022-Registration				
7:00am- 8:55am	Attendee Registration			
7:30am-8:55am	Breakfast			
7:30am- 8:55am	Vendor Showcase			
9:00am -10:30am	General Session- Keynote Speaker Tammy Rimes			
10:45am-11:45am	GSA Presenter: Debbie Paralemos, Customer Service Director, U.S. General Services Administration / Associate	Life of a Bid Presenter: Paul Brennan, FNIG, CPPO,NIGP-CPP Director of Purchasing Rockland County		
12:00pm-12:45pm	Lunch			
1:00pm-2:00pm	Vendor Showcase			
2:15pm- 3:15pm	Purchasing I Presenter: Laurie Conley, CPPB, Purchasing Administrator Eastern Suffolk BOCES	Proper Negotiations Presenter: Paul Brennan, FNIG, CPPO,NIGP-CPP Director of Purchasing Rockland County		
3:15pm-3:35pm	Break			
3:35- 4:35pm	Purchasing II Presenter: Laurie Conley, CPPB, Purchasing Administrator Eastern Suffolk BOCES	Writing/Evaluating RFP Presenter: Paul Brennan, FNIG, CPPO,NIGP-CPP Director of Purchasing Rockland County		





Promoting Intelligent, Ethical Public Procurement for New York State for Today and Tomorrow.

Thursday April 20, 2023				
7:30am -8:55am	Coffee/Breakfast			
9:00am-10:30am	General Session NYS Comptrollers Office Presenter: Mark Stevens			
10:45am-11:45am	Mary Anne Sadowski	Taking a Road Trip with Cooperative Procurement Presenter: Tammy Rimes		
12:00pm-1:00pm	Lunch			
	General Session			
1:00pm – 2:15pm	Department of Justice			
2:15pm – 2:30pm	Break			
2:30pm- 3:30pm	Achieving Contracting Goals through MWBE Fed/State/Local Presenters: Ryan Smith - Empire State Development & Anna Vulay Fitzsimmonds- APEX Accelerators	OGS Vehicle Market Place Presenter: TBD		

\*classes subject to change\*

### ERIE COUNTY WATER AUTHORITY AUTHORIZATION FORM

For Approval/Execution of Documents (check which apply)

Contract:  Project No.:				
Project Description: Travel Request: NYSAMPO 2023 Western Regional Conference 04/19/2023 to 04/20/2023 for Natalia Walczak Ann Longo, and Kimberly Whitbeck,				
Item Description:				
Agreement Professional Service Contract Amendment	Change Order			
BCD NYSDOT Agreement Contract Docume				
Recommendation for Award of Contract  Recommendation				
Request for Proposals				
X Other Travel Request Form				
Action Requested:				
Board Authorization to Execute Legal Approval				
Board Authorization to Award Execution by the Ch	nairman			
	cretary to the Authority			
Board Authorization to Solicit Request for Proposals				
X Other Board Approval				
Approvals Needed:				
APPROVED AS TO CONTENT:				
Other (if Applicable)	Date:			
X Chief Operating Officer	Date: <u>3/1/2023</u>			
Executive Engineer	Date:			
X Director of Administration Savonya Service	Date:			
Risk Manager	Date:			
X Chief Financial Officer pyte Mm.	Date:03/01/2023			
	Date:			
APPROVED FOR BOARD RESOLUTION:				
X Secretary to the Authority	Date: 3/8/2023			
Remarks:				
Resolution Date: Item No:				

## TRAVEL REQUEST

Name Ann M LDNAO Today's Date 3-23
Job Title Account Clerk
Department Central Purchasing
Destination(s) Breek Peak Resort and Conference Center Cortland, N. Y.
Reason for Travel / (check one): Training Authority Business
Is this training needed to meet professional licensing requirements?
Description of training or business, and reasons and benefits of attendance  Vendor Showcuse Seminars on Purchasing, OGS  Cooperative Procurement, Contracting goals through  MWBE Fed/State/Lixal
Dates of Travel
From: Day (MTWT FSS), Date 4/18/23 To: Day(MTWTFSS), Date 4/20/23
Total number of <u>business</u> days:
Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.
Transportation \$ 20 Hotel Accommodations \$ 343.44 Meals \$ 50
TOTAL ESTIMATED COST \$ 523.44 W/ REGISTRATION FEE \$ 100.00 TOTAL: 623.44  Balance in the travel budget prior to this trip \$ 1200 G/L Number 920573  Unit # 2020 Primary # 401000  Comments (i.e. spouse traveling, preferences):
Approvals:  Department Head  Department Head  Executive Director  Date 2/16/2023  Secretary  Date 2/16/27
Date of ResolutionItem No

## TRAVEL REQUEST

Department Central Purchasing  Destination(s) Cottland M  Reason for Travel / (check one): Training Authority Business  Is this training needed to meet professional licensing requirements? NO  Description of training or business, and reasons and benefits of attendance  NYSAMPO Western Regional Conference purchasing  Seminars, discovering new resources, new ways to reduce costs  Dates of Travel  From: Day (MOWT F S S), Date 4/19/23 To: Day(M T WOF S S), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$ Hotel Accommodations \$ 343,44 Meals \$ 100  TOTAL ESTIMATED COST \$ 443,44 W/REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$ 1200 G/L Number 92.0512.  Unit #302.0 Primary # 401000  Approvals:  Department Head Aurouse Aoster Date 2/16/23  Executive Director Date 2/16/23  Date 2/16/23  Date of Resolution Item No.	Name Natalia Walczak Today's Date 2/13/20
Destination(s) Corrland W  Reason for Travel/(check one): Training Authority Business  Is this training needed to meet professional licensing requirements? NO  Description of training or business, and reasons and benefits of attendance  NYSAMPO Western Regional Conference - purchasing  Seminars , discovering new resources, new ways to  reduce costs  Dates of Travel  From: Day (MDWTFSS), Date 4/19/23 To: Day(MTWOFSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$ Hotel Accommodations \$ 343,44 Meals \$ 100  TOTAL ESTIMATED COST \$ 443,44 W/REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$ 1200 G/L Number 92,0512.  Unit #3020 Primary # 401000  Approvals:  Department Head Approvals:  Department Head Date 2/16/223  Date 2/16/223  Date 2/16/223	Job Title Account Clerk
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Seminars, discovering new resources, new ways to reduce costs  Dates of Travel  From: Day (M(T)WTFSS), Date 4/19/23 To: Day(MTW(T)FSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$ Hotel Accommodations \$ 343,44 Meals \$ 100  TOTAL ESTIMATED COST \$ 443,44 W/REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$ 200 G/L Number 9205/12.  Unit #3020 Primary # 401000  Approvals:  Department Head Away Loston Date 2/16/2023  Executive Director Date 2/16/2023  Secretary Date 2/16/2023	Is this training needed to meet professional licensing requirements? NO
Pates of Travel  From: Day (M®WTFSS), Date 4/19/23 To: Day(MTW®FSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$\frac{1}{2} \text{Hotel Accommodations }\frac{343.44}{2} \text{W/REGISTRATION FEE} \frac{1}{2} \text{100.00} \text{TOTAL ESTIMATED COST} \frac{443.44}{2} \text{W/REGISTRATION FEE} \frac{1}{2} \text{100.00} \text{TOTAL:} \frac{543.44}{2} \text{Balance in the travel budget prior to this trip} \frac{1}{2} \text{Comments} \text{(i.e. spouse traveling, preferences):}  Approvals:  Department Head  Approvals:  Department Head  Date 2/16/23  Executive Director  Date 2/16/23	Description of training or business, and reasons and benefits of attendance
Prom: Day (M®WT FSS), Date 4/18/23 To: Day(MTW®FSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$\frac{1}{2} \text{Hotel Accommodations }\frac{343.44}{2} \text{W/REGISTRATION FEE} \frac{1}{2} \text{100.00} \text{TOTAL ESTIMATED COST }\frac{443.44}{2} \text{W/REGISTRATION FEE} \frac{1}{2} \text{100.00} \text{TOTAL:} \$543.44  Balance in the travel budget prior to this trip \$\frac{1}{2} \text{Onit #302.0 Primary # 401000}  Comments (i.e. spouse traveling, preferences):  Department Head	NYSAMPO Western Regional Conference - purchasing
Prom: Day (M®WTFSS), Date 4/19/23 To: Day(MTW®FSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$ Hotel Accommodations \$ 343,44 Meals \$ 100  TOTAL ESTIMATED COST \$ 443,44 M/REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$ 200 G/L Number 92.05/2  Unit #3020 Primary # 401.000  Approvals:  Department Head Avonum for the following forms of th	seminars, discovering new resources, new ways to
From: Day (M①WTFSS), Date 4/8/23 To: Day(MTW①FSS), Date 4/20/23  Total number of business days: 3  Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.  Transportation \$ Hotel Accommodations \$ 343.44 Meals \$ 100  TOTAL ESTIMATED COST \$ 443.44 W/REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$ 205/2 Unit #3020 Primary # 401000  Comments (i.e. spouse traveling, preferences):  Department Head	reduce costs
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TOTAL ESTIMATED COST \$ 443.44 W/ REGISTRATION FEE \$ 100.00 TOTAL: \$ 543.44  Balance in the travel budget prior to this trip \$	Estimated Cost Transportation costs can be obtained from Trish Fabozzi X8456.
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Department Head    Department Head   Department	Comments (i.e. spouse traveling, preferences):
Department Head    Department Head   Department	
Department Head    Department Head   Department	
Executive Director Russell Stoll Date 2/16/2323 Secretary Date 2/16/23	Approvals:
Secretary Date 2/16/23	Department Head Javonya Josten Date 3/15/2023
	Executive Director Mussell Flot Date 2/16/2023
Date of ResolutionItem No	Date 2/16/23
	Date of Resolution Item No

#### TERANDE REMODERNE

Name KIMPERN WOILFLEY.	(oday's Date 2/2/2/3
Job Title STORES CICRY	f &
Department 3000	
Destination(s) CORTON	
Reason for Travel / (check one): Training 54 Author	outy Business. — I I
Is this training needed to meet professional licensing require	ments? ( )(_)
Description of training or business, and reasons and benefits	
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RESOURCES	
Dates of Travel	
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Comments (i.e. spouse traveling, preferences):	
Approvals:	
Department Head Juntary Leaton	Date 2/22/2003
Executive Director Leavell 1676	Date 2/22/2023
Secretary A	Date 2/23/2023
Date of Resolution	Item No.
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