



# ERIE COUNTY WATER AUTHORITY

## INTEROFFICE MEMORANDUM

02/28/2023

To: Terrence D. McCracken – Secretary to the Authority

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

Subject: New York State Association of Municipal Purchasing Organizations (NYSAMPO)  
2023 Western Regional Conference

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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.

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<sup>i</sup> [https://nysampo.us/images/meeting/041823/2.23.23\\_greek\\_peak\\_schedule\\_.pdf](https://nysampo.us/images/meeting/041823/2.23.23_greek_peak_schedule_.pdf)





New York State  
Association of Municipal  
Purchasing Officials

*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  <b>*Registration available on SAMPO website</b>
3:00pm-6:00pm	Vendor Check-in/Set up
5:45pm-6:00pm	Moderator Meeting
6:00pm-8:00pm	Meet & Greet





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





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

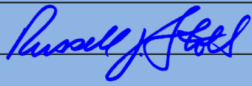

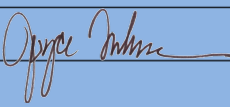
- |  |  |   |                                       |
|--|--|---|---------------------------------------|
| <input type="checkbox"/> Agreement                                   | <input type="checkbox"/> Professional Service Contract | <input type="checkbox"/> Amendment          | <input type="checkbox"/> Change Order |
| <input type="checkbox"/> BCD   | <input type="checkbox"/> NYSDOT Agreement              | <input type="checkbox"/> Contract Documents | <input type="checkbox"/> Addendum     |
| <input type="checkbox"/> Recommendation for Award of Contract        | <input type="checkbox"/> Recommendation to Reject Bids |   |                                       |
| <input type="checkbox"/> Request for Proposals                       |  |   |                                       |
| <input checked="" type="checkbox"/> Other <u>Travel Request Form</u> |  |   |                                       |

**Action Requested:**

- |   |  |
|---|--|
| <input type="checkbox"/> Board Authorization to Execute                       | <input type="checkbox"/> Legal Approval                              |
| <input type="checkbox"/> Board Authorization to Award                         | <input type="checkbox"/> Execution by the Chairman                   |
| <input type="checkbox"/> Board Authorization to Advertise for Bids            | <input type="checkbox"/> Execution by the Secretary to the Authority |
| <input type="checkbox"/> Board Authorization to Solicit Request for Proposals |  |
| <input checked="" type="checkbox"/> Other <u>Board Approval</u>               |  |

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

- |  |   |                         |
|--|---|-------------------------|
| <input type="checkbox"/> Other (if Applicable)                 | _____   | Date: _____             |
| <input checked="" type="checkbox"/> Chief Operating Officer    |  | Date: <u>3/1/2023</u>   |
| <input type="checkbox"/> Executive Engineer                    | _____   | Date: _____             |
| <input checked="" type="checkbox"/> Director of Administration |  | Date: <u>03/01/2023</u> |
| <input type="checkbox"/> Risk Manager                          | _____   | Date: _____             |
| <input checked="" type="checkbox"/> Chief Financial Officer    |  | Date: <u>03/01/2023</u> |
| <input type="checkbox"/> Legal                                 | _____   | Date: _____             |

**APPROVED FOR BOARD RESOLUTION:**

- |  |  |                       |
|--|--|-----------------------|
| <input checked="" type="checkbox"/> Secretary to the Authority |  | Date: <u>3/8/2023</u> |
|--|--|-----------------------|

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_

**Resolution Date:** \_\_\_\_\_ **Item No:** \_\_\_\_\_



# TRAVEL REQUEST

Name Ann M Longo Today's Date 2-13-23  
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? No

Description of training or business, and reasons and benefits of attendance

Vendor Showcase Seminars on Purchasing, OGS  
Cooperative Procurement, Contracting goals through  
MWBE Fed/State/Local

## Dates of Travel

From: Day (M T W T F S S), Date 4/18/23 To: Day (M T W T F S S), Date 4/20/23

Total number of business days: 3

**Estimated Cost** Transportation costs can be obtained from Trish Fabozzi X8456.

Transportation \$ 80 Hotel Accommodations \$ 343.44 Meals \$ 100

**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 930512  
Unit # 3020 Primary # 401000

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

## Approvals:

Department Head Javonyn Lester Date 2/15/2023

Executive Director Kennell Galt Date 2/16/2023

Secretary [Signature] Date 2/16/23

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_



## TRAVEL REQUEST

Name Natalia Walczak Today's Date 2/13/23

Job Title Account Clerk

Department Central Purchasing

Destination(s) Cortland, NY

**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 (M T W T F S S), Date 4/18/23 To: Day (M T W T F 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 920512

Unit # 3020 Primary # 401000

**Comments** (i.e. spouse traveling, preferences): \_\_\_\_\_

### Approvals:

Department Head  Date 2/15/2023

Executive Director  Date 2/16/2023

Secretary  Date 2/16/23

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_



## TRAVEL REQUEST

Name KIMBERLY WHITLOCK Today's Date 2/22/23Job Title STORES CLERKDepartment STORESDestination(s) CORLIARD, NYReason 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

NY SAMPO WESTERN REGIONAL CONFERENCE  
GAIN KNOWLEDGE OF NEW PROCUREMENT  
RESOURCESDates of TravelFrom: Day (MTWTFSS), Date 4/18/23 To: Day (MTWTFSS), Date 4/20/23Total number of business days: 3Estimated Cost Transportation costs can be obtained from Shari Zajdel X8459.Transportation \$ 80.00 Hotel Accommodations \$ 343.44 Meals \$ 100TOTAL ESTIMATED COST \$ 523.44 w/ REGISTRATION FEE \$ 100 Total: 623.44Balance in the travel budget prior to this trip \$ 500 G/L Number 921012  
Unit # 3023 Primary # 401000

Comments (i.e. spouse traveling, preferences):

Approvals:Department Head [Signature] Date 2/22/2023Executive Director [Signature] Date 2/22/2023Secretary [Signature] Date 2/23/2023

Date of Resolution \_\_\_\_\_ Item No. \_\_\_\_\_