<table>
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<th>Wednesday, August 8&lt;sup&gt;th&lt;/sup&gt;</th>
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| 12:00 pm - 1:00 pm | Registration/RFP Process Institute Welcome  
| 1:00 pm – 1:15 pm | Introductions  
| 1:15 pm – 2:00 pm | Supplier Panel Discussion Sponsored by Office Depot  
| 2:00 pm – 2:30 pm | What is an RFP/When should it be used  
| 2:30 am – 2:45 am | Break  
| 2:45 pm – 3:30 pm | Developing the RFP (Structure)  
| 3:30 pm – 5:00pm | Developing Effective Statement of Work (SOW)  
| 5:00 pm | Dinner on your own  
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<tr>
<th>Thursday, August 9&lt;sup&gt;th&lt;/sup&gt;</th>
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| 7:00 am - 8:00 am | Breakfast  
| 8:00 am – 9:30 am | Performance-based contracting approach  
| 9:30 am – 10:15 am | Pre-proposal Conference  
| 10:15 am – 10:30 am | Break  
| 10:30 am – 12:00 am | Evaluating RFPs  
| 12:00 pm – 1:00 pm | Lunch  
| 1:00 pm – 2:30 pm | Award/Handling Protests  
| 2:30 pm – 2:45 pm | Break  
| 2:45 pm – 3:30 pm | Contract Administration/Monitoring Vendor Performance  
| 3:30 pm – 4:30 pm | Wrap up/discussion  