



PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

Procurement and Contracting Basics for DOL Deputies

**September 18, 2024
1:00 p.m. – 2:15 p.m.**

**Richard J. Hughes Justice Complex
Advocacy Institute Conference Center
Fourth Floor, West Wing
25 Market Street, Trenton, New Jersey***

*** This program will also be simulcast as a webinar.**

Program Summary

This program will provide Division of Law deputies with an overview of procurement and contracting basics. The presenters will discuss delegated purchasing authority and waivers of advertising, providing deputies with a framework for counseling their clients on the legal requirements for each and the risks involved when revising the state terms. The presenters will also provide guidance on how to review, draft, and revise an agreement between a client agency and a vendor to ensure that the client agency receives what it wants and needs from the vendor, while protecting the client agency's legal interests. This presentation is designed for deputies of all experience levels, including newer attorneys and those with limited experience representing public entities.

Eligibility

This program is designed for Deputy Attorneys General in the Division of Law, but DAsG in other LPS divisions are welcome to attend. This program is not open to attorneys outside of the Department of Law and Public Safety.

Faculty

AAG Rachel Doobrajh is an Assistant Attorney General in the Division of Law's Financial Affairs Practice Group. She counsels all State entities on procurements, contracts, leases and other written agreements, federal requirements affecting contracts and grants, and disputes and claims arising from the same. Prior to joining the Financial Affairs Practice Group, she was the Chief Hearing Officer/Division Counsel with the Department of the Treasury, Division of Purchase and Property. Before entering State service, AAG Doobrajh was in private practice, counseling counties, municipalities and school districts. She clerked for the Honorable Linda Feinberg, A.J.S.C (retired) in Mercer County. AAG Doobrajh received a Bachelor of Arts from Boston University; a J.D. from Rutgers University School of Law – Camden, NJ; and an MBA from Rutgers University School of Business – Camden, NJ.

DAG Alison Keating is an Assistant Section Chief in the Division of Law's Financial Affairs Practice Group. She supervises the Procurement Unit in DOL's Treasury – Finance & Benefits Section and counsels client agencies on a variety of contracting matters. Prior to joining DOL, DAG Keating clerked for the Honorable Richard J. Geiger, J.A.D. (retired). She received a Bachelor's of Science from Saint Joseph's University in Philadelphia, PA and a J.D. from Rutgers University School of Law, Camden.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 1.5 hours of total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

PA CLE Credit: 1.0 substantive credit (\$1.50 mandatory registration fee required).

Registration

Those who are eligible to attend this program should fill out the registration form accessed through the registration email hyperlink.