

NEWSLETTER

Tampa Bay Area
Chapter NIGP, Inc.
www.nigp-tampabay.org

FROM THE DESK OF THE PRESIDENT.....

Happy New Year!

Happy New Year to Everyone!

I hope everyone had a safe and happy Holiday season. I would like to take this opportunity to thank everyone for the great jobs they did last year. The 2009 Board, Committees, and Volunteers worked hard on the numerous tasks that were needed to keep our Chapter successful. I would also like to thank Linda Balcombe for performing the installation ceremonies for the 2010 Officers at our December luncheon and the Membership for their continuing support of **OUR** Chapter.

I am excited and look forward to the New Year. My top priority this year is to see an increase in members earning Scholarship Points. I would like to challenge each of you to commit to volunteering at one of our events or to write an article for the Chapter's newsletter this New Year. Because of the economic distress, most agencies are unable to fund training classes (LEAP, CPPB Review, CPPO Review, etc.) and with a minimum of 175 Scholarship Points you can attend a seminar training for **FREE**, or you can earn as little as 100 points to pay for your travel to NIGP National Forum or the FAPPO conference.

Please join us at the next Chapter luncheon on January 29, 2010 at the Rusty Pelican. The Scholarship Point process will be discussed in depth and I think you will be surprised to learn how easy it is to earn Scholarship Points to benefit **YOU**.

Remember, March is "Purchasing Month". If you have a Purchasing Month Proclamation, please bring it to the March 12, 2010 luncheon for display. Also, very soon we will be asking for nominations for Buyer of the Year and Manager of the Year. Winners will be announced at the March 2010 luncheon. Be thinking about your nominations and more information will be e-mailed to each member soon.

With everyone's participation and commitment, I look forward to an informative and interesting year. This is **YOUR** Chapter, so if you have any ideas to improve it or if there is something you would like to suggest, please feel free to contact me.

Laurie Roberts, CPPB

Chapter President
Lmrobert@pasco.k12.fl.us
Chapter President



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2010 OFFICERS

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Reverse Trade Show

Linda El-Shamy CPPB, FCCM

Trade Show
Chair

Theresa Kempa, CPPO, CPPB

Benchmarking: What's In It For Me?

Benchmarking is one of those words that gets thrown around a lot in business, but what does it really mean and how is it applicable to your purchasing organization? Benchmarking should not be viewed only as statistical data on a department's clerical/tactical efficiency. Its true purpose should be to provide a baseline for developing strategies and goals for improvements in areas such as quality, productivity and responsiveness. A better way to look at benchmarking is a method by which we can compare our status on an on-going basis against comparable purchasing operations. In other words, it's not just to determine where your organization is, but to your organization information to determine where it needs to be and a mechanism to evaluate improvement progress. Benchmarking is an on-going activity, not a one-time process.



The art of benchmarking is relatively simple. You begin the process by evaluating the organization's current performance. There are a number of established benchmarking studies that are available through professional organizations such as NIGP and ISM or you may choose to conduct a survey of your own to gather fresh data. Once you have gathered the data, you need to analyze it and determine the gaps between your organization and the benchmark standard. Next you should conduct a brainstorming session with input from all staff members to help you formalize a plan of improvements/goals and develop the strategies for meeting them. A critical component of benchmarking is the next phase which involves actually implementing the changes to move your organization forward. Finally, you must continually measure to determine if you're achieving the desired results. If not, review your plan and if necessary, revise your strategies.

One common pitfall that many fall prey to when beginning the benchmarking process is trying to make it too broad or all encompassing. A better way is to focus on a couple of key elements, move the organization forward in those areas, then fold other components into the mix as you reach your milestone targets; continuing, of course, to refresh your data and measuring yourself on all components to ensure that complacency doesn't sabotage your hard work. That being said; the most important thing to remember in selecting what to benchmark is to opt for what is important to your organization and agency. Each organization is distinct and measures should be tailored to compliment the current culture, environment and organizational priorities. Potential candidates for benchmarking are items such as cost savings, optimizing staffing resources, customer service/outreach, technology capabilities, and managing/developing suppliers.

What does benchmarking do for your organization? (1) it helps you to determine where your organization currently is as compared to the marketplace; (2) it helps you to establish goals and strategies to improve shortcomings; and (3) it allows for clear measurement of the organization's on-going progress towards its goals.

By: *Theresa Jordan, C.P.M., CPPB*

Purchasing Supervisor
City of St Petersburg

Don't Miss the Special Chapter Presentation...

Getting Right to the Points:

Learn all about the Chapter Scholarship Point System January 29 at the Luncheon - Rusty Pelican in Tampa

Don't miss our next scheduled Tampa Bay Area Chapter Luncheon as the finer points of earning and redeeming scholarship points will be reviewed in detail. Getting involved in Chapter activities is rewarding and is a great way to get to network with your counterparts in a variety of local agencies. In addition, you are earning points for your involvement along the way. In order to redeem those points it's important to know what to do and when to do it when the chapter president sends you your points summary email at the end of the year.

The Basics: You probably know three main areas of pro-d NIGP National Forum, the Conference, or a seminar conference, or a seminar conference. If you do not have enough points given year to cover a NIGP Forum or FAPPO points over to the next

The Details: The presentation will not only cover the activities that you can earn points for, but will also review use and location of the proper form, properly allocating your points within the three pro-d areas, deadline requirements, the right way to roll points to the next year and how reimbursements work. The session will be interactive so bring all of your questions. See you there!

*Don't Forget:
Deadline for 2009
Scholarship
Applications is
February 12, 2010*

know that can select one of to apply your points to: FAPPO Annual Conference conducted by NIGP or FAPPO. points accumulated in a seminar or a portion of the Conference, you can roll year.



Planning Your Path to Re-Certification



The recertification process is an extensive one and it involves both educational and professional components. It reflects your dedication, achievement and knowledge of the public procurement process. Though you'll probably never forget the exam day and all the time you spent preparing and waiting for eligibility if you were new to the profession, after the hurdle was cleared time probably moved on like a speeding freight train. The CPPB and CPPO certifications expire after five years and it is important that you plan early so your hard earned certification does not lapse. That five years can go by in an instant.

Why recertify? After five years change is inevitable. Five years ago Usher topped the charts, DiCaprio played Howard Hughes in the Aviator and Hurricanes Katrina and Rita were a good eight months from landfall. The economy, housing bust, recovery and transparency were not even topics of conversation. The primary purpose of recertification is for you to remain *active and current* in public procurement.

The first step is completing the Recertification Application (<http://www.uppcc.org/current-certificants/recertification.aspx>). If your expiration date is still a year or two out, print and review this form **now**. If you have already achieved the required points, you may submit it immediately. Your new expiration will still be five years from the original, not five years from approval of your submission.

Whether you are recertifying a CPPB or CPPO you must earn points in a minimum of two of three categories of involvement: 1) Education and Training, 2) Membership and 3) Professional Contributions. All points claimed must have been earned after the issue of your original certificate or day of your last recertification.

The points requirements vary for type of recertification. A CPPB recert requires 10 points, a CPPO requires 15 points. If you are a dual certification holder you may combine the process for both with an accumulation of 15 points (no, not 25!). Once that is approved your two expiration dates will become five years from the sooner of the two expirations. This will simplify your future recertifications.

The key of course is determining “what counts” and for how many points. *Education and Training* are always at the forefront when planning for recertification as they must be budgeted and scheduled over time. In general, eight contact (class) hours equal one point. If you have not already done so, create a documentation folder that contains certificates of completion or other proof of course or seminar completion. Non-purchasing specific courses such as computer or business management courses also apply toward recertification. Copies of documentation for completion of these courses must be submitted with your recertification application. If you are an NIGP national member you can print a summary of your points from your on-line profile of NIGP sponsored pro-d, which serves as acceptable documentation as well. Remember, originals will not be returned so don't send them.

The second area of consideration is Professional Membership. Membership with a national procurement organization earns one point per year, and local or chapter membership earns .75 points per year. So you already have at least 3.75 points if you have been a Tampa Bay Area Chapter member during your recertification period!

The third area of consideration is *Contribution to the Profession*. Some areas that qualify for points are leadership roles in procurement organizations such as NIGP or ISM at either the national or chapter level. Governing board or Board of Examiner membership in UPPCC also count. In addition, publishing articles, receiving awards and volunteering also earn points.

For all three areas, the recertification form is the resource for calculating specific point values. It can be found through the hyperlink on the previous page.

You should also note that there is a fee associated with recertification of \$200 for a single CPPB or CPPO or \$300 for a dual recertification if you are a national member. If you have retired after at least 15 years in public procurement or are 62 years of age, you are eligible for Lifetime Certification and are not required to earn or document points or recertify. The associated fee is the same as for standard single and dual recerts.

Mostly importantly, know that there are penalties that apply if your cert lapses. If it is less than a year late you'll need more points. If more than one year and less than five, you will need to retest. If more than five, you will need to apply as an original (non-recert) candidate. So stay involved, keep good records and stay certified!

Barbara Grilli CPPB, C.P.M., FCCM
Purchasing Manager
City of St. Petersburg

PROFESSIONAL DEVELOPMENT NEWS

Now Scheduled!

Planning, Scheduling and Requirement Analysis

February 10-12, 2010 —\$250 (Chapter and National Member Price)

CPPO Prep

April 8th and 9th 2010—\$150 (Chapter and National Member Price)

Procurement under Federal Programs and Grants

May 3rd and 4th, 2010—\$150 (Chapter and National Member Price)

Minimum 8 registered students required per class within 30 days of class date

Location: Children’s Board of Hillsborough County (Ybor City)
1002 E. Palm Ave., Tampa, FL 33605
Conference Rooms B & C

Details: <http://www.nigp-tampabay.org/ProfessionalDevelopment.asp>
or call Corey Murphy at 813-272-4372



IT’S YOUR NEWS LETTER

THANK YOU FOR YOUR CONTRIBUTION.....

*Thanks to all who contributed
...without you these pages would be blank...*



HAVE A HAPPY AND PROSPEROUS 2010!

Excellence in Public Procurement



Tampa Bay Area Chapter NIGP, Inc
www.nigp-tampabay.org

NOTE: THE NEWSLETTER IS POSTED ON THE WEBSITE

PUBLICATIONS

Email the news from your corner of the world to:

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KEEP IN TOUCH....IT'S YOUR NEWSLETTER

**Tampa Bay Area Chapter
National Institute of Governmental Purchasing, Inc.
2010 Meeting Schedule**

- JANUARY 29THCHAPTER LUNCHEON
- FEBRUARY 10th-12th.....Planning, Scheduling and Requirement Analysis
- FEBRUARY 19th.....Board Meeting @ Tampa International Airport @ 2:30 PM
- MARCH 12th..... Chapter Luncheon (Purchasing Month)
- APRIL 8th—9th.....CPPO PREPARATION
- APRIL 23th.....Reverse Trade Show
- May 3rd-4th.....Procurement Under Federal Programs and Grants
- MAY 14th.....Golf Tournament and Chapter Luncheon
- JUNE 11th.....Chapter Luncheon
- JUNE 25th.....Principals of Problem Solving
- JULY 16th.....Board Meeting @ Tampa International Airport @ 2:30 PM
- JULY 24th.....Effective Management of Construction Contracts
- AUGUST 13-17TH.....National Forum
- SEPTEMBER 10th..... Chapter Luncheon (Election of Officers)
- SEPTMEBER 24.....World Class Procurement Practices
- OCTOBER 15th.....Board Meeting @ Tampa International Airport @ 2:30 PM
- NOVEMBER TBD.....Product Expo / Trade Show
- DECEMBER 3rd.....Chapter Luncheon (Holiday Program & Installation of Officers)

