

NEWSLETTER

FROM THE DESK OF THE PRESIDENT.....

Happy Purchasing Month to Everyone!

Everyone who attended the Celebration of "Purchasing Month" at our March luncheon enjoyed themselves. Scholarship points were given to all the game winners and Cathy Bartolotti out did her self with miscellaneous prizes.

Your Chapter has made a few changes in the scholarship form this year and it is now available on our website, www.nigp-tampabay.org for your review. More selections have been added to use your scholarship points that you earn, including a **FREE** NIGP webinar for only 75 points. I would like to thank MaryKay Crabtree for her hard work and time in the revamp of the scholarship form.

The 6th Annual Reverse Trade Show is just right around the corner. It will be held on April 23rd at the University Center. This is a great opportunity to network with other Tampa Bay Area Governmental Purchasing Professionals from various Agencies as well as our vendor community. You could help me meet my goal this year by earning scholarship points for representing your entity at their table, or for getting vendors to register, or you may want to volunteer to earn points. If you are interested in volunteering, please contact Linda El-Shamy at farouks@msn.com or Greg Spearman at Gregory.spearman@tampagov.net.

On May 14th, your Chapter will host the 16th Annual Golf Tournament at the Eagles Golf Club. Please encourage your vendors to participate and play. You can also earn more scholarship points for signing up individuals to play or you could volunteer to work the day of the tournament. Lunch is included for golfers *and* volunteers as well. If you are interested in volunteering, please contact Jay Jackus.

Remember the money we collect from these fundraising events are to help offset the cost for educational classes. The money also helps offset the cost of our luncheons and other Chapter events, so your participation is very important. The more money we collect, the more seminars we can provide, and the more scholarship points we can award. Again, I would like to challenge each of you to commit to volunteering at one of our events or to write an article for **your** Chapter's newsletter.

Corey Murphy, Professional Development chair and your officers have been working hard on this year's educational program for members:

- CPPO Preparation Class 4/8/10 – 4/9/10
- Procurement Under Federal Programs and Grants 5/3/10 – 5/4/10
- Principles and Techniques of Problem Solving 6/25/10
- World Class Procurement Practices 9/24/10

And hopefully more...We will keep you posted!!!!

Planning and implementation requires a lot of support and assistance from all of our members. This organization's continuing success depends on each of us to volunteer. Remember, 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. I look forward to seeing everyone at our next Chapter luncheon on May 14th in conjunction with our Golf Tournament.

Laurie Roberts, CPPB

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



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

ISSUE 38
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Barbara Grilli CPPB, C.P.M.,
(727) 893-7224

Golf Tournament

Jay Jackus, CPPB, CPPO
(727) 942-5615

Reverse Trade Show

Linda El-Shamy
(813) 598-9282

Trade Show Chair

Theresa Kempa, CPPO, CPPB

How To Celebrate Purchasing Month on a Zero Budget

This is our profession's month to celebrate and now more than ever it will involve what we do best: finding ways to do more with less! How savvy is your organization in celebrating our annual event? In times when we have less staff and still need to perform at optimum levels, it really is necessary to take time out and reconnect with your fellow coworker. We become such a family we sometimes take each other for granted or let out our frustrations on each other. Investing some time together pays dividends all year long.



Here are ten ideas to help your group celebrate and economically:

1. Start out on the 1st with a morning brunch, everyone brings something. Roll out any month long contests. More on that later.
2. Find free events in your local community all during the month. We at the city have First Friday, night walks at Boyd Hill Park and various members performing in bands during the month.
3. Reconnect with a department that supports yours such as the Business Assistance Center (our small business support department). Review your common goals and your responsibilities to your customers.
4. Strive for 100% attendance at our local chapter's luncheon and the Co-operative meeting.
5. Pick a theme for your month long celebration and weave it into your events
6. Bring the popcorn and have a movie afternoon, one or more. Theme can be anything you choose or one of team building like Gung Ho, Who Moved My Cheese or Fish!
7. Don't forget St. Patrick's Day is during the month. Go Green!
8. Tour another entity such as their warehouse or some recent new building. The city just opened their first LEED building at Water Resources.
9. Inquire with other departments (Training, Human Resources, Library) that provide workshops or materials your group can benefit from such as Stress Relief, How to get along with Difficult People, Communication, etc.
10. Wrap up the month and find a local park and have a BBQ or lunch on the weekend. Invite your significant others and previous coworkers. Announce the contest winners!

More on contests and awards. These should not be overlooked and can be held all month long. Twice a year we award an outstanding member for Customer Care and one is always scheduled during Purchasing Month. Month long contests can include: "Where Am I" – someone takes photographs within a pre-designated area of your building and people guess the actual location. "Who Am I" incorporates three things about you that others then try to find out who it is. Add some wildcard ones such as who was born farthest away and we are Florida natives. Have a word search game that incorporates common words within your organization. One is on page 3 already to get you started. Contact me for the answer key if you are interested or go to www.superkids.com/aweb/tools/words/search and create your own. The person with the most correct answer wins of course and if there is a tie, the earlier date and stamped submittal wins! Yes, this does mean taking some time away from our over hectic schedule but the rewards really are worth it. Mix up activities during the day and after hours so each member can share in at least one event. Share with the author how your organization celebrates that we may include and share with each other for next year.

By: *Cindy Brickey, CPPB*

Procurement Analyst

City of St Petersburg

Name _____

Date _____

Purchasing Month Word Search Puzzle

A R E M O T S U C K C E T I C T E T O F D M Y R I I E I F Q
 C T E X W E E E E L Q O X P I N L G S F I I C R Y R E H I T
 C N M F G G S O E F I M N L M E E E N I A N O E E G C M P H
 U D G T X U H E H P I S S T F E O N C I L M L E N G S N E M
 R G O N G X B L N G S V N S R J S G N I W A R D S A D S S P
 A I E T A L P R E L I O B P N A N T V D C X I P T P C R U B
 C Y Y B I D E T A D I L O S N O C M E L X E R C N A K N O K
 Y I F H R Z O T A T A B T E G F I T O E P A L L E T I T H U
 A T N E M E R U C O R P I J J B F T R C A R Y X M P N N E E
 A O L K Q H O U N O I T A C I F I L A U Q R O I H N S E R D
 G G A T Y N R O X S O N A H O T G E A C D N Y Q C F U E A C
 H E R B N T I W G T S S N A I N M B F N I O W S A E R E W I
 T S A E S U S E F T C E C N A T P E C C A F I T T U A S B W
 S T Y N E N O I T A I T O G E N I M W S A Q I O T C N S S M
 Y O O T Y M L C S B Y Q T E T A C I F I T R E C A O C O I C
 L C N A I K E T E U C A N O R Q A I A I E Q A K E O E N R O
 A K A D R D S N C L F E E R E C N A M R O F R E P P V P E L
 N O T O D R O T T A C C I D Q N N N E G U L D E E E S T D T
 A U F S S G U M S T M Y L E U D I G N N M O N Y N R V D D G
 P T R S R D R M M I N S C R I F E E A S D T U T T A I E I D
 A J E G N I C R U O S I E G S X V M H Y H I O E A T Y N B M
 D N R R E F E S I N C A V E I H I C T C I R R F B I P M E Q
 N R C N N N P T B L A N K E T O S C A N Y M G A U V F E Q E
 O L R E I L P P U S I C K E I X N S F E S O K S N E H A P O
 B C B N E E R G R A X L A S O P O R P G B U C L S M A E H O
 U B O L C R M E D E L B I S N O P S E R K C A B Y G G I P J
 F O J X K S Y E E E F N A L S E S R S E B D B S U O H R O G
 N L E E J U P W N L C U O R D L E F B M D A E T X B R C S O
 G S Z H B J X C F N N G R R Z S R S G E T O U Q A V F E F X
 K N I E L T P N H H A C B L N O F C R O E B N E T T N C O H

Find the following hidden words:

Acceptance	Accuracy	Agreement	Analyst	Attachments
Background	Bidder	Blanket	Boilerplate	Bond
Buyer	Certificate	Changeorder	Client	Commodity
Consolidated	Construction	Contract	Cooperative	Customer
Cyclecount	Drawings	Emergency	Exception	Forklift
Green	Insurance	Inventory	iProcurement	iSourcing

Golf Tournament Registration Form

TAMPA BAY AREA-NIGP GOLF TOURNAMENT
MAY 14, 2010

I accept your invitation.

Name: _____
 Company/Agency: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Phone: _____ E-Mail Address: _____

Forms of payment accepted are **money order, cash, credit card or check**. Payment must be included with this form.

If using credit card as method of payment, you can opt to fax to: 727-937-1766 or email to jjackus@ctsfl.us.

Card#	Expiration	Card Security Code
Billing Address	City/State	Zip Code
Cardholder's Name		
Master Card or Visa (circle one)		Debit or Credit (circle one)

I am interested in Hole Sponsorship (\$100.00 each) ___ Yes ___ No

I am interested in supplying a door prize ___ Yes ___ No

My guests will be:

1.	3.
2.	4.

TOTAL GOLFERS ___ X \$75.00 = \$ _____

PLEASE RETURN THIS PORTION OF THE FORM WITH YOUR CHECK OR MONEY ORDER MADE PAYABLE TO THE TAMPA BAY AREA CHAPTER OF NIGP BY **April 30, 2010**

Mail To: Tampa Bay Area Chapter NIGP
 c/o Jay Jackus
 2769 Oak Bend Ct.
 New Port Richey, FL 34655

Registered By _____

16th Annual Buyer/Seller Golf Tournament is May 14 !

It is hard to believe we are on the verge of sponsoring our **16th** annual golf tournament, where has the time gone? As has been the custom since its inception, save for the year it was held at Mangrove Bay in St. Petersburg in conjunction with the FAPPO Conference, the outing will once again be held at the Eagles Golf Club in Odessa. We are scheduled for an 8:00 shot-gun start (we all start at the same time) four person or best ball scramble.

Prizes will be awarded to the top three teams as well as to the winners of the longest drive, closest to the pin and putting contests. The \$75.00 entry will entitle you to greens fee, cart, driving range, drink tickets entry into ALL contests, door prizes and Bar-B-Q Chicken luncheon.

For those of you who do not play golf; invite your vendors, co-workers or the folks you serve on a daily basis. I've yet to work at an agency that did not have an abundance of golfers; all you have to do is ask. For those vendors who claim not to play, there are a number of sponsorship opportunities available; the basic being a hole sponsor. \$100 will secure a hole sponsor sign at a designated hole with the company's name imprinted. As always door prizes will be accepted. Sponsorship of contests such as putting, long drive and closest to the pin are available as well as sponsorship of the beverage cart. As with all chapter events, door prizes are always accepted! The more donations received the more profit the chapter will realize.

As with all Chapter fund raising events, scholarship points can be earned; either by signing up golfer/ hole sponsors or by working the event. We have openings for registration as well as spotters for the contests. If you or a prospective participant have any questions please contact me @ 727 943-4871 or email jjackus@ctsfl.us



THE EAGLES

When: **Friday May 14, 2010**
8:00 AM

Where: **The Eagles Golf Club**
16101 Nine Eagles Drive
Odessa, Florida
813-920-6681

Cost: **\$75 per person**

Registration Deadline is APRIL 30, 2010

RFP Tip: Add a Reader's Meeting to your Process

When lowest price is not the only consideration in a solicitation, you may choose to issue a Request for Proposal (RFP). Once you have determined that an RFP is the appropriate method for your solicitation (making that decision is a subject for another article) you should consider adding a meeting of the RFP readers (the Evaluation Committee) to your RFP timeline.

The Evaluation Committee is usually a broad-based representation of agency personnel who have an interest in the outcome of the project, and can offer some type of technical expertise (this includes legal or financial experience.) The number of participants will vary depending on the scope and nature of your solicitation; usually, as the dollar expenditure or impact to the agency grows, the number of Committee participants gets larger as well. But remember – the larger the committee, the more complicated your processes and logistics will be (have you ever tried to coordinate a meeting of 11 busy people?)

In my experience, the individual who is primarily responsible for the budget expenditure should serve as the non-voting Chair of the committee. Having this person very involved in the process, but not an actual voting member, helps ensure that any members of his/her staff who are also on the committee are not influenced by that person's opinion. The meeting can be held as you are about to issue the RFP, or shortly after it becomes public information.

What are the advantages to your agency in having a readers' meeting?

- Everyone will know “the rules” at the start of the process: the criteria on which the RFP will be evaluated, the timeline, and the amount of time they are being asked to commit.
- Stress that being objective, impartial and fair are keys to success of the project – ask them to sign a “no conflict of interest” statement, and ask them not to speak with any potential proposers regarding the solicitation. Questions should be referred to Purchasing, so Addenda can be issued if needed.
- Members of the team will have a chance to ask questions, and learn about the various strengths/areas of expertise of other committee members.
- Make sure they know that all score sheets and notes are public record – this is for their protection! Notes need to be retained by Purchasing at the end of the process. Discuss that committee members need to score proposals individually, not by a consensus of the group. This type of transparency ensures a fair and balanced process for the vendor community, and upholds the integrity of the purchasing process. While members may ask other committee members for clarification of specific issues, scoring should be done separately, with scores then averaged for each criterion across all readers. This approach is much more defensible if the recommended decision is protested later in the process.

What are the advantages to you and to your Purchasing Department in having a readers' meeting?

- Any process involving a committee is inherently complicated! The more “buy-in” you can obtain at the beginning of the process, the more smoothly the process will flow.
- If all readers understand the time commitments up-front, you are obtaining insurance that your timelines will be met. Be sure to keep in touch via e-mail throughout the process, reminding readers of upcoming deadlines.

When readers understand that you are “on their side,” they are more likely to ask you for assistance and guidance throughout the process. A readers' meeting is a great opportunity for you as a Purchasing professional to demonstrate the value of Purchasing to your agency. We are there to facilitate, not hinder, the solicitation!

By: *Arlene Zimney, CPPB, C.P.M.*

Buyer, District School Board of Pasco County

Ask Not What Your Purchasing Card Program Can Do For You... No Wait, *You Better!*

With governments across the world facing economic woes and budget shortfalls, residents are demanding more efficient and effective ways of doing business be identified and implemented. The Purchasing Card or PCard is one such tool that can reap significant benefits (revenue) and have a positive impact on daily operations. The PCard is an efficient payment tool in terms of *reduced* time spent purchasing commodities and services and *reduced* cost in acquiring them. Equally important, using the PCard can generate revenue to your agency in the form of rebates.

To make a PCard Program successful, you will need leadership support and a documented policy along with written procedures. With the support of leadership, the addition of using PCards for payments cuts down the barriers some agencies may face in implementation. Another aspect that is critical to a successful PCard Program is enlisting champions within each department to assist with the day-to-day operation of the Program. Empowering these champions affords the PCard Program administrative staff the time to steer the PCard Program in the right direction.

Another daunting task in implementing a PCard Program can be developing a policy and the procedures that outline the PCard Program. But learn from the experiences of agencies with successful PCard Programs, such as Hillsborough County, who already have such documentation posted to the Web. Using what is out there and tweaking to fit your specific needs is much easier than starting from scratch!

A relatively new concept in maximizing PCard benefits of local governments is called a "Consortium." A lead agency establishes the Consortium and participating entities are able to utilize the contract and maximize benefits. Hillsborough County Board of County Commissioners had this Consortium concept in mind when it sought competition and awarded their PCard contract to FIA Card Services, National Association, a subsidiary of Bank of America Corporation (Bank of America Merrill Lynch (BACML)). Any government entity in the State of Florida can utilize this contract by completing a "Linking Authorization" and working with BACML's representative to get approved for participation. Once "linked up," net expenditures are aggregated for all participants of the Consortium by fiscal year (October to September) to determine the rebate multiplier based upon a tiered structure. The higher the spend tier, the higher the rebate multiplier – a win/win for all involved!

Agencies with spend below \$1 million (the minimum spend requirement to join the Consortium) or those focused on maximizing spend must weigh maintaining the status quo of lost revenue opportunities (with current purchasing processes) versus stepping out of the box to increase spend (with maximizing the use of the PCard). Even with declining budgets, items already being purchased could be moved to payment by PCard, thus increasing Program spend. Such items are advertising, janitorial supplies, memberships, MRO supplies, office supplies, parking, postage, printing, shipping, software, subscriptions, technology, tolls, and travel expenses to name a few. Other items to consider are ensuring that the individuals in your organization who purchase commodities or services are issued a PCard. There may also be opportunities to consider higher purchasing limits for these staff to accommodate purchasing additional types of commodities on a PCard.

There are alternatives to the traditional PCard that may benefit your organization. One alternative type of card is a Declining Balance Card set up for a designated dollar amount and time frame. Unlike a traditional PCard, the declining card limit only reduces as the card is used. Other alternatives are a Ghost Card (one issued without the plastic) or a Departmental Card (one used for a particular purpose only). For example, Hillsborough County has five Departmental Cards in the name of "Motor Pool" issued temporarily to staff that are reserving a County vehicle to purchase fuel when traveling outside of the County. Outside of using alternative cards, your account can be managed in ways to maximize your spend. Using BACML's Works® Application, purchase requests can be initiated and if approved (electronically), one-time funds will be added to the designated card above routine limits to allow the purchase. Another BACML product that can boost spend is ePayables. EPayables is an accounts payable application that leverages current systems and processes, yet affords the benefits of rebates.

Beyond the technical aspects of a PCard Program, don't forget to keep those using the PCard informed and educated. Measures to strengthen your PCard Program include face-to-face training, online refresher training, user group meetings, a web page dedicated to the PCard Program, and routine emails sent out as reminders, tips and/or new processes. With leadership support, adequate controls, detailed procedures, training and communication, the PCard Program can be a success! Whether your agency has an underused PCard Program or no PCard Program at all, I challenge you to take on the task of enhancing or implementing your agency's PCard Program. The rewards will be plentiful and the effort well worth it!

By: *Linda Wheat, CPCP, CPPB*

Hillsborough County Board of County Commissioners



PROFESSIONAL DEVELOPMENT NEWS

Now Scheduled!
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

Principles and Techniques of Problem Solving

June 25, 2010 —\$25 (Chapter Members Only)

Location: The Rusty Pelican

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...*



HAPPY PURCHASING MONTH!

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:
barbara.grilli@stpete.org
 Phone: 727-893-7224 Fax 727-892-5325
KEEP IN TOUCH....IT'S YOUR NEWSLETTER

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

JANUARY 29TH	CHAPTER 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 and Techniques 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)

