

Tampa Bay Area Chapter NIGP, Inc.

NEWSLETTER



FROM THE DESK OF THE PRESIDENT.....



Happy Purchasing Month!

I cannot tell you how proud I am to be a member of the Tampa Bay Area Chapter of NIGP and how much I appreciate all the help, support, resources and knowledge available in our Chapter.

Last Friday we had our first class offering of the year, Protests and Disputes; I hope all that participated found this to be a beneficial educational opportunity. Thanks to our hard-working Pro-D, Corey Murphy, for doing such a wonderful job facilitating classes for us. Several more Pro-D opportunities are planned including:

Contract Administration to be held at PSTA, April 4 - 6
Effective Contract Writing to be held at the Tampa Port Authority, June 23 - 24
Contracting for Public Sector Services to be held at the Tampa Port Authority, Sept. 22-23
Intro to Public Procurement to be scheduled in the fall

You will see surveys from the Chapter come out from time to time that request your input on such items as: topics for future classes, possible new fund raising opportunities, etc; please take a moment to respond to these because the Board is here to serve the membership and we need your input!

We are fast approaching two of our annual events: the Reverse Trade Show to be held on April 15th, and the Annual Golf Tournament scheduled for May 13th. I hope that you and your agencies will give of your time and participate.

Also, in an effort to make it easier for chapter members to renew their memberships and register for classes and events; and for suppliers to register for our Reverse Trade Show and Golf Tournament, online registration features that accept credit card payments have recently been added to your Chapter website. Check them out and tell a fellow member or two.

I look forward to both this year and to having been given an opportunity to serve.

Theresa Kempa, CPPO, CPPB
Chapter President



ISSUE 42
March 2011

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Reverse Trade Show Helps Achieve Best Value for Tax Dollar

The Tampa NIGP Chapter will host its 7th Annual Reverse Trade Show (RTS) on Friday, April 15, 2011 at the University Community Center. It's important that suppliers and member agencies participate in the RTS. The RTS is not just about raising funds for professional development for chapter members. It's much more than that. The RTS truly provides a neutral atmosphere where vendors and suppliers get an opportunity to meet with public purchasing officials to inform us about their product and service offerings as well as the opportunity for public purchasing officials to spend quality time with suppliers and vendors to give them an orientation about what our needs are for goods and services in a non-adversarial environment. In this setting, we are not holding vendors to the strict requirements of an Invitation To Bid or a Request for Proposal. We are not dealing with each other at "arms length" for fear of either side violating ethical and professional standards that we both must adhere to and mutually respect. In a setting out of the office where we don't have to worry about time sensitive projects and deadlines and the next fire that has to be quenched, we are able to have a real dialogue about some of the unique needs and challenges we face in solving our customer needs back in the office. Unlike a traditional trade show where the vendors hope that we stop by their booths to hear how they may be able to address our needs, the RTS offers suppliers the opportunity to have a captive audience with us because we are now on display regarding our needs and requirements. The supplier doesn't have to worry if you will stop by their booth because we, the agencies, are the audience to them.

Secondly, as public purchasers, we have a fiduciary duty and an obligation to maximize the expenditure of tax dollars for our employers. The economy is flat and funds and staff resources are scarce and 2012 looks bleak. These conditions require that public purchasers become even more knowledgeable and informed about what's in the marketplace to meet agency needs for good and services. It requires more partnering with our suppliers and creativity and ingenuity in the procurement process. We don't have all of the answers but as we collaborate with our suppliers to save tax dollars, implement new processes and streamline purchasing, we become even more valuable to our employers.

Lastly, the RTS also allows the opportunity for an open dialogue with our suppliers regarding the "How To Do Business Workshop" which occurs immediately following the RTS agency booth exhibits and luncheon. It's important that we get an opportunity to explain to suppliers what some of our challenges and frustrations are during the solicitation process, contract award and vendor performance monitoring, as well as to hear from suppliers about their concerns and suggestions. In this forum is where we begin to fully understand and respect both sides of the procurement process – the agency and supplier side – so that we collectively meet the needs of our internal customers and the expectations of our employers. We should strive to do all that we can to minimize bid protests, have good bid specs and requirements, become as knowledgeable as we can about suppliers in the marketplace, educate our suppliers regarding what our needs and expectations are and then to use our expertise to be the catalyst between all of our stakeholders to ensure a "win win" outcome for everyone.

And that's why everyone's participation and presence at the RTS is needed to achieve our goal as public purchasers to get the "Best Value for the Tax Dollar".

Greg Spearman, CPPO
Chairman, 2011 RTS



**New! Register Online by
credit card at
nigp-tampabay.org !**

2011 Purchasing Month Word Search

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

ADDENDUM

AWARD

BID

BOND

BUDGET

COLLUSION

COMPETITIVE

COOPERATIVE

CPPB

CPPO

DEBARMENT

EMERGENCY

EVALUATION

FAPPO

FORECAST

GREEN

INSURANCE

NEGOTIATE

NIGP

PIGGYBACK

PROPOSAL

PROTEST

QUOTE

RESPONSIBLE

RESPONSIVE

REVISION

SPECIFICATION

STATUTES

SUPPLIER

WARRANTY



Golf Tournament

It is hard to believe we are on the verge of sponsoring our **17th** annual golf tournament, where has the time gone? The venue has changed this year as it will be held at the Seven Springs Golf & Country Club. 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 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

When: **Friday May 13, 2010 8:00 AM**



Where: **Seven Springs Golf & Country Club**
3535 Trophy Blvd
New Port Richey, Florida
34655

Cost: **\$75 per person**

Registration Deadline is APRIL 29, 2011

New! Register Online by credit card at nigp-tampabay.org

TAMPA BAY AREA-NIGP GOLF TOURNAMENT
MAY 13, 2011

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@nigpfl.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 29, 2011

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

Registered By: Jay Jackus

Local Preference Policies: Good, Bad or Ugly?

“Over the centuries, the concept of competition has evolved as a basic fundamental of economic lift. The economic health of the United States appears to be conclusively related to the competitive freedom of trade and free enterprises” (NIGP, Intermediate Handbook). Legislation that arbitrarily and unreasonably restricts the freedom of competition will inevitably detract from the effectiveness of normal public purchasing programs; and, as such, will work against those it ultimately seeks to assist. Local preference laws, in my opinion, are politically motivated pieces of legislation that can result in controversy, confusion, and costs that far outweigh the intended goals.

Local preference laws and government regulations that impede competitive bidding prices strike at the basic principles of public purchasing: equity, impartiality, open competition and least cost to the taxpayer. The National Institute of Governmental Purchasing strongly opposes the use of preference policies because the essence of our economic system is based on free (full) competition and preference policies are restrictive and counterproductive.

Vendors like to say that a local preference policy will attract many new businesses into a community; and thereby, will increase the tax base. When vendors use this comment, it is just such an opportunity where you can educate and point out some of the disadvantages of having local preference policies:

The costs of goods or services are typically increased for all taxpayers when a percentage differential is allowed. This practice discourages outside firms that would normally compete and keep the local fellows “honest.” Local preference laws and policies have been considered a barrier to interstate commerce when tested in the courts of Illinois, California, New York, and Georgia. Local preference laws invite reciprocity. Federal regulations prohibit the granting of some federal funds to entities that have adopted a local preference as part of their bidding procedures (i.e., F.A.A., UDAG, CDBG). Preference given to local businesses by purchasers could easily be looked upon as a subsidy to a firm that is too weak in its own operations to compete on an even, equitable basis.

Another consideration that governmental purchasing departments must address when implementing local preference is “how do you define a local vendor?” It sounds simple; but the fact is, the definition and application of “local” is subject to legal challenge. So, it is imperative that due consideration be given to defining what will be considered local. For example, let’s say you are a county entity. In this case, your local preference policy at the very least should address the following:

Would a local vendor be one that is located anywhere within the county boundaries? Would a local vendor be a taxpayer living within the county but who owns a business located outside of the county boundaries? Must the business own property within the county’s boundaries? How long must a business be established within the county to qualify? What if a vendor from outside of the county’s boundaries “sets up shop” just to submit a bid? Does the home of a sales representative within the county boundaries qualify as a local vendor? Does making payment to a company’s remit-to address, that is outside of the county boundaries, disqualify them as a local vendor? Should ownership of a business be local to qualify? Should the business have to pay local county property taxes or other taxes to qualify? Should a warehouse, distribution center or a small branch office qualify as a local firm? Should an out-of-county vendor partner with an in-county vendor be considered an in-county vendor?

One of the suggestions that I gleaned from an article in Issues in Purchasing states “Arbitrary and overt favoritism at the point of award or contract ignores the realities of the market and the real need of the vendor. The time to aid, counsel and assist the interest of local business is before the bids or RFPs are issued.” Toward that end, here are some of the ideas that my department has implemented to encourage participation from local vendors:

Updated the departmental webpage to better inform suppliers, contractors, and consultants on how the District does business and how they can sign up to be on District bids. We have included construction projects outlining the Construction Managers and Architects contact information for each project, as well as dates those projects will begin.

(Local Preference continued from page 6)

Held regional meetings “after-hours” for large construction projects where the Construction Managers, Architects, and District staff provided detailed information on each project. Provided two half-day vendor-training sessions (usually in March as part of the Purchasing Month activities). Provided vendors an open house to meet key department contacts. Developed bids that were previously bundled, into smaller regional awards to encourage local participation.

Increased our p-card program’s participation to more end-users in order to allow employees the ability to conduct business with local merchants that would not normally accept purchase orders.

What was most surprising to us as we took the extra steps to increase our local participation, was the fact that most of the “complaining” local vendors truly did not understand the process or they really needed to have someone “hold their hand” in the application process.

Now, when we occasionally run into a local vendor who states “I’m a local taxpayer and I should get Pasco’s business,” I am able to outline all of the assistance we can provide to them to “get through the process.” If that doesn’t work and they are still “shouting” local vendor preference, I then ask them, “How much business do you conduct with the surrounding (Pasco) counties?” They usually respond along the lines of “It is quite a bit of business” or something to that affect. Then I ask them how they would feel if the other counties surrounding our district reciprocated their own local preference policy? How would they feel if they were put at a disadvantage, even if their prices were lower? That usually ends the conversation. It’s a little different (as you know) when the shoe is on the other foot.

In conclusion, it’s good that we, as procurement professionals, can take extra steps to assist our vendors and help them understand how they can compete equitably. It’s bad public policy when politicians adopt local preference initiatives that will ultimately put the very vendors they are trying to “protect” at risk or at a disadvantage when other agencies start to implement reciprocating local preference policies. It’s ugly when public funds are utilized to subsidize a few vendors at the expense of all taxpayers. Good, bad or ugly - procurement professionals must “rise” to the challenge of it all – and, we usually do!

By: *Kendra Goodman, CPPD, CPPB,*
Purchasing Agent
District School Board of Pasco County



Greening Cleaning Products: How Purchasing Can Lead the Charge

Many public entities have been tasked with greening their chemical buys and it can be a daunting task if the products are sourced internally (i.e. not provided as part of a contracted service) and you are starting with 32 flavors of every conceivable chemical, right down to all-purpose spray cleaner. Further, if your organization is involved in LEED (Leadership in Energy and Environmental Design) construction, use of green products is paramount in achieving and maintaining your certification. In this economy, few organizations can budget for full-time green guru. In some cases the role has gravitated to the procurement function as an additional responsibility of a full-time procurement professional. But fear not, it can be done! Here are some tips for getting procurement's arms around this tall order:

Be sure it is top down driven. There should be an executive order from your highest authority. This will greatly facilitate organizational "buy-in" and is a critical success factor. Create a "green team" of end users through this executive order that has cross departmental representation and is chaired by a procurement team leader. The chair will help determine the priorities of the group.

Start simple. The cleaning products buy is always a great place to start. Create a purchase history report of all cleaning supplies by requesting department. If you have detailed procurement reporting capabilities, your task will be much simpler. If you don't, request sales history reports from all suppliers providing these products in electronic format so you can merge. Arrange the list by product type (multi-purpose, glass, floor cleaner, stripper, sealer, bowl cleaner, disinfectant, odorcide etc.). Select a single product type from the group to start greening and standardizing. After you begin your review of the master list, don't be surprised if you see products that appear to duplicate each other, products that are stronger than they need to be, as well as products that are sold as cleaning products but you discover your end user is using for something completely unintended by the manufacturer! For instance, our purchase history reporting revealed use of ZEP, All-Star, Hill Mfg. and Simple Green all-purpose cleaners by as many different user departments. (Sidebar: Despite the name, and although it is a fine product, Simple Green is not "green." It contains a toxic ethylene glycol ether called butoxyethanol.) As another example, reporting revealed high use of a very caustic de-greaser that ended up being used to remove dried asphalt from road crew shovels. No green alternative on the planet will accomplish that task, so efforts toward greening that "degreaser" were put on hold. In addition, it was discovered that a powerful and toxic disinfectant was being used as an odorcide in the streets and alleys. A green odor eliminator was approved that was just as effective and did not add harmful chemicals to stormwater runoff.

Do your homework. What is green? Certainly there is a lot of "green washing" out there. Generally green products do not contain toxins or require personal protection when used, contribute to a safe health environment, may enable us to use less limited natural resources and energy, and leave no residual negative effects from their use. For a simple approach, take a look online at the spec sheets of the products that are currently used. Do they contain hazardous ingredients such as ethylene glycol, carcinogens or heavy metals? Also look online for tutorials on understanding MSDS sheets. In general, the lower the rating on health, reactivity and flammability the better (ideally all zeroes), as these safer products require no personal or environmental precautions. But be careful here too. A supplier proposed a certain powder concentrate that creates an effective green multi-purpose cleaner. The MSDS sheet provided with the sample indicated that the product was fairly safe when diluted as a solution. When asked to provide the MSDS of the concentrate, which would certainly be handled by workers during mixing, the sheet provided indicated that both gloves and eye protection were required. Even the current non-green cleaner was safer! One last tip, if a sanitizer is sufficient for an application, a disinfectant may not be cost-effective. Sanitizers reduce microorganisms to a safe level and contain a cleaning agent. Disinfectants destroy disease causing

(Green Cleaning continued from page 8)

bacteria within 10 minutes, as an environment such as a hospital or child care facility would dictate, and are generally priced higher than sanitizers. They also are usually not used primarily for cleaning, but as a supplement. You may also want to combine your general purpose cleaner requirements with your sanitizer requirements and buy a single sanitizer for both uses. Combining the volume of these two similar cleaning product types may save money while killing more germs. There are green versions of both sanitizers and disinfectants.

Concentrate! Another way to add green qualities to your cleaners is to choose concentrates. Ready to use (known as RTU) sprays are the least green as the container must be discarded (hopefully recycled) after use. Look for concentrates and invest in non-proprietary mixing stations and use refillable bottles wherever volume can justify it.

Proving it's Green. Does it need a third party certification to be green? Not necessarily. A peroxide based general purpose sanitizing cleaner that had been approved citywide had all 0 ratings on its MSDS sheet, no toxins and was registered as a sanitizer with the EPA. Our LEED certification team initially balked at including it on a new building's official green housekeeping plan as it was not GreenSeal approved and requested an additional product be qualified. The GreenSeal version was more expensive and had an identical formula. As it turns out, EPA could not register a product that had an existing third party certification so the only difference was the product name and label. Once the LEED team was convinced, the item was approved for the green housekeeping documentation, we saved money and standardization was preserved.

Get everyone on board! If you do not have a product evaluation process, create one and post the information to your internet for your suppliers. Providing specific instructions for on-going submissions and evaluation of samples will save lots of time during bid evaluation. Select top end users for submitted samples and provide them rating forms, samples and a deadline. Being included in the process will make acceptance of the new products much easier. We've all learned that after bid opening is the WORST time to determine if the pile of "or equal" items submitted with the bids are really equal. Going into the bid with at least three brands for each product type that have been previously approved and hopefully posted to your entity's official "Qualified Products List (QPL)" will put you way ahead of the game. Be patient as it may take one to three years to develop a basic QPL, depending on the volume of evaluations you process.

Last but not least, Leverage your suppliers. Your suppliers may be your best resource in qualifying and gaining universal usage of your new green cleaning products. Early in the process you identified a product type to "green". Who sold it? What can they offer as a green alternative under your multi-year agreement? What other suppliers do you have already under contract that can offer alternatives? Can you involve some small local businesses in providing samples? (Why not support two initiatives at once?!) Once the new products are approved and awarded or added to contracts, meet with your field sales rep. Provide names and locations of end users (supervisors and staff) and request that they call on each one and demo the product that was qualified *per your green executive order* to continue to get the word out. Have them provide the agency's contract number or warehouse item number to the end user to facilitate their ordering. If it is practical to do as a larger group training, reserve a room and get it on everyone's calendars. As the new product is used, direct all performance and quality questions, as well as remedial field training requirements to your sales rep. Believe me, they will cover a lot of ground for you. Your reward, beyond greening, is standardization and less contract leakage. Their reward is increased sales volume. Everybody wins!

By: *Barbara Grilli CPPO, CPPB, C.P.M., FCCM*

Purchasing Manager, City of St. Petersburg



PROFESSIONAL DEVELOPMENT NEWS

March 11: Protests and Disputes
\$30 for Members—Chapter Sponsored
7:30 –4 pm at the Rusty Pelican, Tampa

April 4-6: Contract Administration
\$250 for Members
8am—5 pm 3 days at PSTA

June 23: Effective Contract Writing
8 am—5 pm at the Tampa Port Authority



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 2011!

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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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—2011 Meeting Schedule**

- DECEMBER 3, 2010.....CHAPTER LUNCHEON (Holiday Program & Installation of Officers)
- JANUARY 28 , 2011.....CHAPTER LUNCHEON
- FEBRUARY 18, 2011.....Board Meeting @ Tampa International Airport @ 2:30 PM
- MARCH 11, 2011..... PRO-D Protests and Disputes 7am-4pm (Purchasing Month)
- APRIL 4-6,2011.....PRO-D Contract Administration, PSTA
- APRIL 15, 2011.....Reverse Trade Show
- MAY 13, 2011.....Golf Tournament and Chapter Luncheon
- JUNE 10, 2011.....CHAPTER LUNCHEON
- JULY 15, 2011.....Board Meeting @ Tampa International Airport @ 2:30 PM
- JUNE 23, 2011.....PRO-D Effective Contract Writing, Tampa Port Authority
- AUGUST 25-29, 2011.....National Forum
- SEPTEMBER 16, 2011..... CHAPTER LUNCHEON (Election of Officers)
- SEPTEMBER 22, 2011.....PRO-D Contracting for Public Sector Services, Tampa Port Authority
- OCTOBER 14, 2011..... Board Meeting @ Tampa International Airport @ 2:30 PM
- NOVEMBER 4, 2011.....Trade Show
- DECEMBER 9, 2011.....CHAPTER LUNCHEON (Holiday Program & Installation of Officers)

