

**AWARD OF EXCELLENCE IN PUBLIC PROCUREMENT  
AND/OR  
BEST PRACTICE AWARD APPLICATION**

**Section III. Application**

This application should be completed and mailed to Keith K. Glatz, CPPO, Purchasing & Contracts Manager, City of Tamarac, 7525 NW 88<sup>th</sup> Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: [keithg@tamarac.org](mailto:keithg@tamarac.org) no later than 5:00 P.M. on March 10, 2011 with all requested attachments. This application, attachments and any other correspondence will be submitted to the Entity Award Committee for evaluation. The official submitting the application will be advised of the decision upon completion of the review process.

Name of Entity and Procurement Unit  
Seminole County Health Department

(As it will appear on the certificate)

Fiscal Year Ended (month, day, year) 06/30/11

Official submitting the application (receives notification of results).

Name: Tammy Hodgkins Title: Purchasing Agent

Street Address: (required): 400 W Airport Blvd

P.O. Box (is applicable): \_\_\_\_\_

City/State/Zip: Sanford FL 32773

Phone/Fax/E-mail: Phone-407-665-3254/Fax-407-665-3259/Tamara\_Hodgkins@doh.state.fl.us

If desired, to whom (mayor, board chairman, city manager, etc) would the entity prefer that FAPPO mail the formal announcement of the Award?

Name: Michael J. Napier Title: Administrator

Street Address: (required): 400 W Airport Blvd

P.O. Box (is applicable): \_\_\_\_\_

City/State/Zip: Sanford FL 32773

Phone/Fax/E-mail: Phone-407-665-3200/Fax 407-665-3259/Michael\_Napier@doh.state.fl.us

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CITY OF TAMARAC  
PURCHASING DEPARTMENT



# **Project Overview Statement**

## **Executive Summary**

### **Regional Purchasing Agents Consortium Initiative**

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**Project Name: Regional Purchasing Agents Consortium**

**Department: Business Office and Facility Operations**

**Last Updated: January 20, 2011**

**Author: Tammy Hodgkins, CPPB, FCPA**

**Project Manager: Denise Lipscomb**

**Project Supervisor: John Meyers**

**Executive Sponsor: Phil Spence**

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#### **Dilemma**

Due to budget reductions and travel restrictions, communication on purchasing issues had diminished to next to nothing during a time when we really should have increased our communication to address these budget issues as a team. Consortiums have been used in other functions of the Department of Health but never for purchasing at the agency level.

#### **Project Objective**

Desire to implement more communication among regional county health department purchasing agents while learning new technologies, market developments, cost saving initiatives and ultimately, demonstrating our worth as purchasing professionals.

#### **Project Decision Process**

- Email was sent to our Administrative Services Director and was approved
- Email was sent to 6 neighboring counties with an overwhelming response of interest
- It was agreed that all meetings would be in person rather than virtually. All agencies must commit to allowing travel for this purpose on a quarterly basis. No overnight

**Confidential**

PAWS PROJECT OVERVIEW (2)

Last printed 1/21/2011 8:05:00 AM

travel is involved

- Meetings would be held in a different location quarterly either at the local CHD or outside location, restaurant, or other as decided by the hosting county
- Team Charter was developed and was in the beginning stages
- Ideas for Team Name were discussed and agreed upon
- First meeting was set and conducted by the Seminole County Health Department on August 17, 2010
- Hosting county is responsible for the agenda
- Minutes are taken and forwarded to the members
- One Outlook Email Address was assigned to the group for ease of communication

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### **Project Benefits**

- Meeting face to face and discussing each County Health Department's challenges
- Learning how each agency conducts business
- Round table discussions of new rule implementations and how those rules are working among each CHD
- Sharing information on suppliers and minority businesses
- Learning cost saving initiatives implemented by each CHD
- Leveraging expertise in functional areas and pooling knowledge on products/services
- Sharing training tools for staff using PCard or MFMP
- Reduction of workload which leads to reduction of transaction costs
- With a team of knowledgeable purchasing agents readily available, email is used to reach out for knowledge of its members to identify the best potential supplier, products, and services to meet respective agency needs. This is a huge demonstration of our worth as purchasing professionals.

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### **Project Concern**

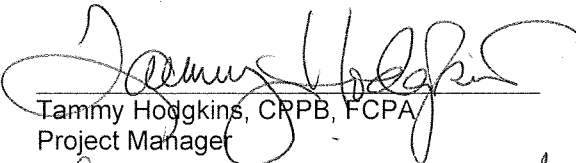
- Further travel restrictions could possibly prevent the quarterly meetings
- Requests to have the meeting via conference call

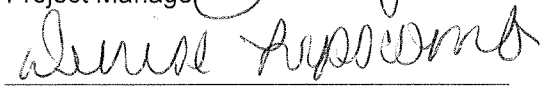
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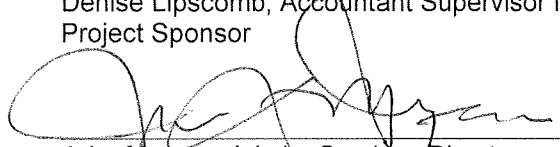
### **Milestones**

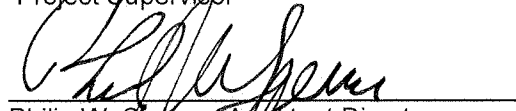
- Other counties, specifically Citrus, requested to join our group and attend our quarterly meetings.
- Overwhelming response by all counties on how beneficial these meetings are to them
- First meeting held in Seminole County, second meeting held in St. Johns County, and the third meeting is scheduled at Volusia County Health Department on March 8, 2011
- Increase in emails among the group for advice and information

**APPROVALS**

Prepared By   
Tammy Hodgkins, CRPB, FCPA  
Project Manager

Approved By   
Denise Lipscomb, Accountant Supervisor II  
Project Sponsor

  
John Meyers, Admin, Services Director  
Project Supervisor

  
Philip W. Spencer, Assistant Director  
Executive Sponsor



# Quarterly Purchasing Meeting Team Charter

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**Team Name:** PAWS-Purchasing Agents Working for Success  
**Department:** Department of Health  
**Last Updated:** 07/30/10  
**Author:** Seminole CHD

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## Team Charter

### Team Overview

To meet quarterly to share best practices, discuss updated policies, identify mutual issues and find ways to resolve, consolidate purchasing power and share money saving ideas

- Will meet at agreed upon location each quarter
- Agenda will be prepared by County who is hosting the meeting
- Speakers maybe invited if team deems warranted

### Business Issue/Opportunity

The team will have the opportunity to expand strategic sourcing and work together to possibly consolidate purchasing power and create efficiencies in the purchasing process

- To achieve better pricing
- To develop better training tools for our staff in the field who work within the system
- To share negotiating tips or ways get leverage with our vendors

### Team Business Meetings

Tasks may be assigned to team members otherwise all are encouraged to participate in discussion

- Will meet once per quarter
- Communicate on a informal, non-decision making basis to discuss industry trends
- Share ideas on initiatives and best practices
- Discuss areas to improve the efficiency and effectiveness of the procurement function

## Project Events

### Meetings, Associations and Tradeshows

Due to cuts in travel; this will allow the team to be kept abreast of items of importance

- Team will share information gathered from local trainings or association meetings
- Team will keep each other informed of local tradeshows and/or MBE events