



Florida Association of Public Purchasing Officers

January 2009

Message From the President

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Happy New Year to all of our members! Your Board met on January 9th and we have completed almost all of our tasks to make sure that you have a great Conference and Trade Show. The conference schedule is posted in this newsletter and on the FAPPO website and Marian Pace has done an outstanding job setting up informative classes for you to choose from. This year you can also attend a State of Florida Class (at an additional charge) and also take advantage of the networking, special event, banquet and trade show at the same time.

It's not too late to submit an essay and win \$300 FAPPO "bucks" which would pay for your conference registration. See the website for details. You can also submit potential vendors to our Executive Director and if they haven't exhibited in the last two years and they sign up for this year's tradeshow, you would also be eligible for \$100 FAPPO "bucks". The Executive Director's email is: execdiretor@fappo.org. You need to use your FAPPO "bucks" by May 31st of this year. An updated list of FAPPO "bucks" awardees is also listed in this newsletter.

The deadline to take advantage of the Peabody Hotel special rates for the conference is March 16th. The rooms are on a first come, first serve basis so register as soon as you can to take advantage of the special rate. For the first time, you can utilize a credit card to pay for the room right from the webpage.

The theme for the Special Event and the Trade Show is Cinco de Mayo and dress for the entire conference will be business casual. We have some special entertainment planned for you on Sunday evening, and at the Banquet on Tuesday evening, we will also be enjoying Casino Night with some special door prizes and entertainment as well. This promises to be a great conference, and we hope that you can join us!

Congratulations to Cheryl Shanaberger who was appointed to the AEP committee and to Cheri Alexander who was appointed to the NCPPC committee. They will both be great representatives from FAPPO.

See you in Orlando for the Conference!

Denise

FAPPO OFFICERS

**Denise Schneider—President Marian Howe Pace—Vice President
Johnny Richardson—Treasurer Mark Raiford—Secretary**

From your Vice-President

FAPPO Board is making every attempt to respond to our Member's requests and suggestions! Several proposed enhancements are being researched and the target implementation timeline is 2009/2010. The enhancements are also in support and in response to FAPPO's Strategic Plan. Following is a couple of the proposed enhancements:

- **Web Meetings**
Board Meetings – At least two (2) board meetings will be held via web meetings. Researching the possibility of conducting on-site meetings while allowing board/committee members unable to attend to participate through the web meeting.

Researching the possibility of LIVE STREAMING through the software to allow members to attend events through the web.
- A CPPB Review Class will be scheduled at the 43rd Annual Conference for May 1 through May 2, 2010. CPPB testing is scheduled for May 3, 2010 through May 8, 2010! Take the review, test and come to the conference to CELEBRATE!

The planning of the 2010 43rd Annual Conference is well underway. The conference information is included in this newsletter for preparing your budgets.

Regards,
Marian H. Pace, CPPO, CPPB

Junior AEP Representative Appointment

ANNOUNCEMENT – Recruitment for Junior AEP (NPI) Appointee to Awards Committee (four-year term)

Vice President, Marian Pace will be recruiting for a Junior AEP (NPI) Representative for appointment at the June 2009 Board Meeting. Barbara Kuhl, C.P.M. currently holds this position on the AEP (NPI) Awards Committee and her term will be successfully completed on July 31, 2009. The term of this appointment is three (3) years and will begin on August 1, 2009.

Members who are interested in being considered for this position must submit their Letter of Interest and Resume no later than May 15, 2009 to the attention of Marian Pace, CPPO, CPPB, City of Punta Gorda, 326 W Marion Avenue, Punta Gorda, Florida, 33950 or mhowe@ci.punta-gorda.fl.us. Please contact Marian at (941) 575-3348 with any questions.

Visit Our Website! www.fappo.org

GETTING CAUGHT UP ON CONGRATULATIONS! NEW CERTIFICATIONS FROM JUNE '08 TO PRESENT:



Donna L. Levensgood, CPPO, CPPB
Assistant Purchasing Manager
City of West Palm Beach

Linda Diane Bennett, CPPO, CPPB
Certified Assistant Purchasing Agent
Lake County School Board

Ruby Crenshaw-Johnson, CPPO
Compliance Manager
South Florida Water Management District

Ben Guida, CPPO
Procurement Manager
South Florida Regional Transportation Authority

Robert L. Hunter, CPPO, CPPB, C.P.M.
Senior Contracts Analyst
Seminole County

Jane E. Hurley, CPPO, C.P.M, CPPB
Procurement Manager
City of Ocala

Linda Jeethan, CPPO, CPPB
Purchasing Agent
City of Coconut Creek

Rebecca L. Jones, CPPO, CPPB
Contract Manager
Osceola County

Diane J. LeRay, CPPO, CPPB
Purchasing and Contracts Manager
City of Lauderdale Lakes

Mark D. Lovell, CPPO, CPPB, PMP, FCPM, FCPA
Purchasing Analyst, Team Lead
Florida Department of Management Services

Beth D. Minnix, CPPO, CPPB
Certified Purchasing Agent
Lake County School Board

Ellen R. Potts, CPPO, CPPB
Bureau Chief-Commodity Sourcing
Florida Department of Management Services

Audry Aroney Reeves, CPPO, CPPB
Contract Manager
Polk County Board of County Commission

Leigh M. Rion, CPPO, CPPB
Procurement Coordinator
St. Johns River Water Management District

Denise K. Schneider, CPPO, CPPB, C.P.M.
Assistant Director, Purchasing & Material Control
Greater Orlando Aviation Authority

Miriam Singer, CPPO
Director
Miami Dade County Department of Procurement Management

David L. Snyder, CPPO, CPCPM
General Manager II
Hillsborough County Public Works

Robert Johnson, CPPO
Buyer
Miami Dade School Board

Barbara A. Kuhl, CPPO, C.P.M.
Director Financial Services and Contracts
Pinellas County Department of Public Works



Fatima F. Calkins, CPPB
Senior Purchasing Agent
Greater Orlando Aviation Authority

Linda J. Johnson, CPPB
Senior Procurement Analyst
City of Tampa

Hawiane F Tidwell, CPPB
Buyer
Marion County

Maggie M. Turner, CPPB
Purchasing Specialist
City of Oakland Park

Tara T. Walls, CPPB
Purchasing Agent
City of Lakeland

Carrie F. Woodell, CPPB, CFCM, C.P.M., FCCN
Purchasing Manager
City of Winter Park

Steven J. Beamsderfer, CPPB, C.P.M.
Buyer
City of Tamarac

Peter A. Boers, CPPB, C.P.M.
Contract Specialist
City of Cape Coral

Earl R. Campos, CPPB
Purchasing Manager
Citizens Property Insurance

Merry E. Celeste, CPPB
Management Analyst
Pinellas County Department of Public Works

Sandra Kennedy, CPPB
Sr. Purchasing Agent
Lee County Port Authority

Randy R. Knoll, CPPB
Senior Purchasing Agent
Greater Orlando Aviation Authority

Lautasha D. Morten, CPPB, MPA
Senior Procurement Analyst
Osceola County

T. Min Nemoy, CPPB
Purchasing Methods Analyst
City of Tampa

Charles Patrick Rivera, CPPB
Procurement Coordinator
Orange County Fiscal/Admin.

Roxanne Sookdeo-Macias, CPPB
Purchasing Agent II
City of Coral Springs

Silent Auction at the 42nd Annual Conference

A Silent Auction will be held at the 42nd Annual Conference. Those members interested in donating an item for auction will need to submit the following information to the Vice President no later than March 6, 2009:

- Name of person or organization making donation
- Description of the donation
- Value of the donation

In addition to the items being donated, several pieces of computer equipment will be offered by FAPPO at the silent auction. These items include a laptop computer and printers.



In December 2008, FAPPO launched a group site on the social network Facebook. The group site will serve not only as a mechanism to introduce FAPPO to young people who may be interested in the field of public procurement, but also to allow members of FAPPO to network electronically with their peers. As an added bonus, the group site can be updated with information on events such as the upcoming 42nd Annual Conference; it provides capabilities to upload photos and allows for posting of discussion topics among members.

For those of you who are unfamiliar with Facebook, there is no cost involved with joining the site. It is as simple as creating a user name and password and updating your profile with as much (or as little) information as you feel comfortable with. You can upload a profile picture as well, but it is not required. Once your profile is created, just type in FAPPO in the search field and you will be directed to the FAPPO group site. Once on the group site, you can click the link to join the group.

I encourage you to take the opportunity to join the FAPPO group within Facebook!

Visit Our Website! www.fappo.org

CALENDAR OF CURRENT EVENTS

DATES	EVENT	DESCRIPTION/INFORMATION
4/5-8/2009	42nd Annual Conference and Trade Show	Orlando Peabody Hotel
4/6/2009	FAPPO Golf Tournament	Orange Tree Golf Club
4/8/2009	Trade Show	Orange County Convention Center
5/15/2009	Deadline to submit interest for Junior AEP Appointment	

LOOK AHEAD

DATES	EVENT	DESCRIPTION
6/26/2009	Board Meeting	Tentative Web Meeting
10/22/2009	Board Meeting	Punta Gorda, FL
10/22-23/2009	2-Day Pro-D Event (either a 2-day NIGP or State of Florida class)	Punta Gorda, FL
2/19/2010	Board Meeting	Tentative Web Meeting
5/2/2010	Board Meeting	Rosen Plaza Orlando, FL
5/2-5/2010	43rd Annual Conference and Trade Show	Rosen Plaza Orlando, FL
5/1-2/2010	CPPB Review	Rosen Plaza Orlando, FL

Visit Our Website! www.fappo.org for
Additional Event Information

VOLUNTEER!

The success of FAPPO depends on our members volunteering their expertise and services. Contact Pam Thompson, Volunteer Coordinator if you are interested in volunteering.

Pamila Thompson, CPPO, CPPB
pthompson@miamigardens-fl.gov
(305) 622-8000

Be a Volunteer!

CAREER OPPORTUNITIES

POSITION	ENTITY
Purchasing Agent	City of Plant City
Procurement Analyst	City of North Miami
Contract Coordinator II (2 Vacancies)	Citizens Property Insurance Corporation
Purchasing Agent I	Broward County
Contract Coordinator II/Contract Management Trainer	Citizens Property Insurance Corporation
Contract Analyst/Quality Assurance & Contract Monitor	Citizens Property Insurance Corporation
Procurement Manager	Palm Beach County Solid Waste Authority

Want to advertise a Career Opportunity for your Entity? Visit the [FAPPO Member Center](#) and log on using your User Name and Password. Please note that you will be responsible for updating and removing the postings.

CURRENT COMMITTEES LIST IS AVAILABLE AT
http://www.fappo.org/committee_directory.asp



NOMINATION FOR OFFICER

A candidate for office must be a Regular member, in good standing, for a minimum of three (3) consecutive years. A candidate for office must hold a professional procurement, contract administration, or materials management certification from a universally recognized professional association at the time of election to any office, and must retain said certification for the duration of any and all terms of office. A candidate for office must have at least an Associates Degree from an accredited college or university at the time of their election to office. Candidate must have their entity's support as evidenced by a letter from their supervisor included with the nomination form. You may nominate yourself or have someone nominate you!

Name: _____

Entity: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Number of Years with Entity: _____ Number of Years FAPPO member: _____

List the committees he/she has served on: _____ Attach additional sheets and documentation as necessary.

Year	Committee	Year	Committee
_____	_____	_____	_____
_____	_____	_____	_____

Describe the professional accomplishments of member:

He/she has attained the following professional purchasing certification(s):
 CPPO CPPB C.P.M. A.P.P. CPCM CACM

Has a minimum of an Associates Degree from an accredited college or university at the time of election.
 Yes No

He/she has been asked if they are interested in serving as an Officer, and replied: Yes No

Submitted By: _____ Date: _____

Candidate must have the support of their entity and a letter from their supervisor must be presented at the time of nomination submission.

Send nomination form to: Marian Howe-Pace, CPPO, CPPB, City of Punta Gorda, 326 W. Marion Avenue, Punta Gorda, FL 33950, Fax: (941) 575-3340, E-mail: mhowe@ci.punta-gorda.fl.us

Get Involved! It's So Rewarding

Visit Our Website! www.fappo.org

MESSAGE FROM THE PRO-D

Hello everyone. As you can see below, we've got a full schedule of seminars scheduled and I hope you will take advantage of those that are scheduled in your area. I've gotten several inquiries from agencies that are interested in serving as a host site for a seminar. As a result, I have created a document entitled "**How to Become a Host Site**" which is now posted on the Professional Development link of the website. If you are interested in hosting a seminar, I encourage you to review this document to learn about the process.

Course Title: INTRODUCTION TO PUBLIC PROCUREMENT

Dates: 3-DAYS – FEBRUARY 23- 25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

Course Title: DEVELOPING & MANAGING RFPs

Dates: 3-DAYS – FEBRUARY 25- 27, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential.

Course Title: SOURCING IN THE PUBLIC SECTOR

Dates: 3-DAYS – MARCH 4-6, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: This course provides the participant with a comprehensive overview of the sourcing process within the public sector.

Course Title: PLANNING, SCHEDULING & REQUIREMENT ANALYSIS

Dates: 3-DAYS – MARCH 23-25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: This course will cover strategic planning within an organization and the importance of its relationship to procurement planning.

Course Title: CONTRACT ADMINISTRATION

Dates: 3-DAYS – MARCH 23-25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: The class provides a framework for examining contract administration by focusing on essential elements of the discipline.

(Cont.)

Visit Our Website! www.fappo.org

(Cont.)

Course Title: CONTRACT ADMINISTRATION

Dates: 3-DAYS – MAY 11-13, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: The class provides a framework for examining contract administration by focusing on essential elements of the discipline.

Course Title: INTRODUCTION TO PUBLIC PROCUREMENT

Dates: 3-DAYS – MAY 20- 22, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description: This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

Course Title: DEVELOPING & MANAGING RFPs

Dates: 3-DAYS – JULY 20- 22, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

General Description:

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential.

The Professional Development Team

Pro-D Training Classes

Carrie Woodell, CFCM, CPPB C.P.M., A.P.P., FCPM, FCCM, FCCN

Telephone: 407-599-3434 & Fax: 407-599-3448

cwoodell@cityofwinterpark.org

Scholarship Program & Norma J. Showley Scholarship Fund

Jane Dalrymple, CPPB

Telephone: 941-575-3368 & Fax: 941-575-3340

jdalrymple@ci.punta-gorda.fl.us

College Education Reimbursement Program

Chris Rewis, CPPB, FCCM

Telephone: 863-534-5609 & Fax: 863-534-0055

ChrisRewis@polk-county.net

Visit Our Website! www.fappo.org



Florida Association of Public Purchasing Officers

PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Check Desired Course(s)	Instructor	Title	Location	Dates	Cost
	John Zeyer	Introduction to Public Procurement	Ocala, FL	February 23-25, 2009	M \$300.00 N \$550.00
	Ken Hayslette	Developing & Managing RFPs	Cape Canaveral, FL	February 25-27, 2009	M \$300.00 N \$550.00
	Myra Smith	Sourcing in the Public Sector	Homestead, FL	March 4-6, 2009	M \$300.00 N \$550.00
	Elene Fromanger	Planning, Scheduling & Requirements Analysis	Ocala, FL	March 23-25, 2009	M \$300.00 N \$550.00
	Roberta Bruce	Contract Administration	Viera, FL	March 23-25, 2009	M \$300.00 N \$550.00
	Mark D. Hutchison	Contract Administration	Ocala, FL	May 11-13, 2009	M \$300.00 N \$550.00
	D. Michael Clawson	Introduction to Public Procurement	Sarasota, FL	May 20-22, 2009	M \$300.00 N \$550.00
	Bobbye Marsala	Developing & Managing RFPs	Winter Park, FL	July 20-22, 2009	M \$300.00 N \$550.00

Please check one: M – Member N – Non-Member

Date: _____

Name: _____

Title: _____

Agency Name: _____

Address: _____

City: _____, FL Zip _____

Telephone: (_____) _____ Facsimile: (_____) _____

E-mail Address: _____

Seminar Title: _____

Credit Card Information:

Name on Card: _____

Card #: _____ Expiration Date: _____

Authorized Signature: _____

Or check payable to: **Florida Association of Public Purchasing Officers, Inc.**

REGISTRATION - INSTRUCTIONS & POLICY

Rates

Must be a current member of FAPPO at the time of registration to take advantage of membership rate. All non-FAPPO members will be subject to the non-member rate.

Payment

Please note that payment arrangements must be made in advance. FAPPO's Tax I.D. Number is #59-2615678. Payment can be made by credit card (Visa, Mastercard, American Express) or check.

Registration

Whenever possible, please submit your registration form as soon as possible to lock in your registration for the requested course. Registrants should submit the registration form (Page 1 only) via E-Mail (preferred) or Fax, and make arrangements to mail payment to the Pro-D Chair:

Carrie Woodell, CFCM, CPPB, C.P.M., A.P.P., FCPM
Purchasing Manager
City of Winter Park
401 Park Ave. South
Winter Park, FL 32789
Office (407) 599-3434
Fax (407) 599-3448
cwoodell@cityofwinterpark.org

Schedule

Our goal is to provide further information on actual course locations, site coordinators and hotel information at least 6 – 8 weeks prior to the date of the course. FAPPO will seek to establish semi-annual schedules for courses based on its fiscal year (i.e. 6/1 – 5/31). For more information, please visit our Website at: <http://www.fappo.org>.

Become a Host!

FAPPO is also seeking centralized host venues to increase the accessibility to training for its members. Courses available include:

Contract Administration
Developing and Managing RFPs
Introduction to Public Procurement
Legal Aspects of Public Purchasing
Planning, Scheduling and Requirement Analysis
Sourcing in the Public Sector

As a reminder, FAPPO will sponsor the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP training course, please contact FAPPO's Professional Development (Pro-D) Chair listed above for more details on this exciting opportunity!

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!

For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: INTRODUCTION TO PUBLIC PROCUREMENT

Dates: 3-DAYS – FEBRUARY 23-25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

Intended Audience:

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase good and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

Prerequisites:

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

DATE: FEBRUARY 23-25, 2009

LOCATION: Marion County BOCC
Purchasing Department
521 SE 26th Court
Ocala, FL 34771-9187

HOTEL: Holiday Inn Express
5360 E. Silver Springs Blvd.
Silver Springs, FL

PHONE: 352-629-7300

ROOM RATES: Call for rates

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: DEVELOPING & MANAGING RFPs

Dates: 3-DAYS – FEBRUARY 25-27, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process.

Intended Audience:

Designed for procurement professionals that are entrenched in the competitive process this in-depth study of RFPs, from development through evaluation, will be enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful public procurement should be encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving “best value” during this acquisition process should register.

Prerequisites:

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

DATE: FEBRUARY 25-27, 2009

LOCATION: Canaveral Port Authority
Maritime Center
445 Challenger Road
Cape Canaveral, FL 32920

HOTEL: Radisson Resort at the Port
8701 Astronaut Blvd.
Cape Canaveral, FL 32920

PHONE: 321-784-0000

ROOM RATES: Call for rates

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

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For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: SOURCING IN THE PUBLIC SECTOR

Dates: 3-DAYS – MARCH 4-6, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

This course provides the participant with a comprehensive overview of the sourcing process within the public sector. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes are explored. Determining the appropriate sourcing method, preparing the relevant sourcing invitation document, managing the acquisition process, evaluation of response submissions, and contract awards will also be explored. In addition, trends and technology developments and their effect of processes will be discussed.

Intended Audience:

Sourcing, by government organizations is a different and complex process, filled with rules, regulations, procedures, court decisions, conflict of interest prohibitions, and issues that can complicate and confound the lives of government officials charged with procurement responsibilities. This course is intended for those who want to learn how to navigate the process and increase their understanding of the critical issues that frame the concept of public sector sourcing and discusses future sourcing challenges. Procurement practitioners at all levels aspiring to public procurement professional certification, senior agency managers, suppliers, and internal customers who wish to understand their role in the public sector acquisition process are encouraged to attend.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

DATE: MARCH 4-6, 2009

LOCATION: City of Homestead Senior Center
Conference Room
675 N. Homestead Blvd.
Homestead, FL 33030

HOTEL: Holiday Inn Express
35200 S. Dixie Hwy.
Florida City, FL

PHONE: 888-897-0084

ROOM RATES: \$130.00

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: PLANNING, SCHEDULING & REQUIREMENTS ANALYSIS

Dates: 3-DAYS – MARCH 23-25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

This course will cover strategic planning within an organization and the importance of its relationship to procurement planning. Planning models will be discussed as will public sector budgeting. Developing key partnerships within the organization in requirements determination will be explored, as this will lead to the development of proper specifications. Pricing strategies employed in the public sector such as cost analysis and life cycle costing will also be covered.

Intended Audience:

This introduction to the strategic planning/procurement planning process will be valuable to all public procurement professionals who are interested in developing strategic working relationships with end users in their organizations. This course will be beneficial to every public procurement professional attempting to advance in the field and develop their knowledge, skills and abilities relative to procurement's strategic position within an organization. In light of the broad nature of the text, many of the concepts may be of special interest to the practicing public administrator and public procurement professionals.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have at least one year of public procurement experience prior to enrollment. Those without applicable experience may find this class more beneficial after having taken the NIGP Introduction to Public Purchasing.

DATE: MARCH 23-25, 2009

LOCATION: Marion County BOCC
Purchasing Department
521 SE 26th Court
Ocala, FL 34771-9187

HOTEL: Holiday Inn Express
5360 E. Silver Springs Blvd.
Silver Springs, FL 34488

PHONE: 352-304-6111

ROOM RATES: \$70.00 (government rate)

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: CONTRACT ADMINISTRATION

Dates: 3-DAYS – MARCH 23-25, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

Intended Audience:

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

DATE: MARCH 23-25, 2009

LOCATION: School Board of Brevard County
2700 Judge Fran Jamieson Way
Training Room 7
Viera, FL 32940

HOTEL: LaQuinta Inn & Suites
7200 George T. Edwards Drive
Melbourne, FL 32940

PHONE: 321-242-9400

ROOM RATE: Call for rates

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!

For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: CONTRACT ADMINISTRATION

Dates: 3-DAYS – MAY 11-13, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

Intended Audience:

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

Prerequisites:

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

DATE: MAY 11-13, 2009

LOCATION: Marion County BOCC
Purchasing Department
521 SE 26th Court
Ocala, FL 34471

HOTEL: Holiday Inn Express
5360 E. Silver Springs Blvd.
Silver Springs, FL 34488

PHONE: 352-304-6111

ROOM RATE: \$70.00 (government rate)

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!

For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

Course Title: INTRODUCTION TO PUBLIC PROCUREMENT

Dates: 3-DAYS – MAY 20-22, 2009

Times: 8:00 A.M. to 5:00 P.M. Daily

Contact hours: 24 hours

UPPCC* Re-Certification points: 3

CEU Units:** 2.25

General Description:

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

Intended Audience:

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase goods and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

Prerequisites:

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

DATE: MAY 20-22, 2009

LOCATION: Dan P. McClure Auditorium Board Room “DMA”
5900 Auditorium Lane
Sarasota, FL 34243

HOTEL: Hilton Garden Inn
8270 N. Tamiami Trail Lane
Sarasota, FL 34243

PHONE: 941-552-1100

ROOM RATES: \$189.00 king; \$169.00 double



EARN YOUR WAY TO FAPPO EVENTS

Starting on July 15, 2008, FAPPO members can “earn” their way to a FAPPO sponsored event. This includes the FAPPO Conference and Trade Show in April 2009, as well as any FAPPO sponsored class!! This is how it works:

1. Send an email to the Executive Director to sign up a new member or agency. Include the agency or member name, email and phone number. The Executive Director will contact that agency or member and you will receive **TWENTY FAPPO Bucks** for each new member that joins and pays dues. Agency or member must be new to FAPPO and can not have belonged within the past two years. Maximum amount to be earned is \$300.00. (You cannot sign up anyone from your own agency, but we certainly encourage all of you to belong).
2. Send an email to the Executive Director to sign up a Vendor for the 2009 Conference and Trade Show to be held on April 8, 2009 at the Orange County Convention Center. Include the Vendor name, contact name, telephone number, mailing address, fax number and email address. The Executive Director will Contact the Vendor and if the Vendor signs up and pays to participate in the 2009 Trade Show, you will receive **ONE HUNDRED FAPPO Bucks**. (Vendor cannot have participated in a FAPPO Trade Show within the past two years). Maximum amount that can be earned is \$300.00 and you can use your FAPPO Bucks for a FAPPO sponsored event, **or**, you can trade in your Bucks for Bucks, and use towards your stay at the Peabody Hotel for the 2009 Conference and Trade Show.
3. Serve as a Committee Chairperson-**FIFTY FAPPO Bucks**, serve on the Committee-**TWENTY-FIVE FAPPO Bucks**.

To be eligible you must have paid your dues for 2008/2009 by the posted deadline. FAPPO Bucks are not redeemable for cash, can only be used towards FAPPO sponsored events and must be used by April 30, 2009 (no exceptions). **Maximum amount that a FAPPO member can earn cumulative is \$450.00 and Officers are not eligible for FAPPO Bucks.** You can pass your FAPPO Bucks on to another FAPPO member, and the same rules will apply. First come, first serve on names, agencies or vendors submitted to the Executive Director. This will be tracked by email dates and times. The email address for the Executive Director is: execdirector@fappo.org. Good Luck! Watch for additional opportunities in future newsletters to earn FAPPO Bucks.

Visit Our Website! www.fappo.org

OFFICERS

President Denise Schneider, CPPO, CPPB, C.P.M., FCPM

Asst. Director— Purchasing & Material Control
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dschneider@goaa.org
Phone 407-825-3843 Fax 407-825-4020

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Secretary Mark Raiford, CPPB, FCPM, FCPA

Purchasing Manager
City of Lakeland
mark.raiford@lakelandgov.net
Phone 863-834-6780 Fax 863-834-6777

COMMITTEE MEMBERS

AEP Awards Com. Sr.

Bobbie Marsala, CPPO, C.P.M., CPPB

AEP Awards Com. Jr.

Barbara Kuhl, C.P.M.

AV COM. Chair (Audio Visual)

Mark Lovell, PMP, CPPB

Advert. / Sponsor Chair

Craig Rowley, Exec. Dir.

Banquet Com. Chair

Bobbi Palmer, CPPB

By-Laws Com. Chair

Wendy Geltch, C.P.M., CPPO

Credit Card Committee Chair

Nora Laudermilk, CPPB

Education Committee-

Chair Pro D-Carrie Woodell, CFCM, C.P.M., A.P.P., FCCN

Scholarship Coord. - Jane Dalrymple, CPPB

College Ed. Coord. - Chris Rewis, CPPB

Entity Awards

Co-Chair-Keith Glatz, CPPO

Co-Chair-Cheryl Olson, C.P.M., CPM

Fall Workshop Chair

Denise Schneider, C.P.M., CPPB

Finance Committee

Chair - John Klatt, C.P.M., CPPO, FCPM

Wendy Miller, CPPB

First Timers Com. Chair - Bobbye

Marsala, CPPO, C.P.M., CPPB

Food Service

Chair—Tammy Hodgkins, CPPB, FCPA

Denise Lipscomb

Golf Tournament Chair

Alan Weaver, CPPB, CPPO

Historian - Wendy Geltch, C.P.M. CPPO

Hospitality Committee

Chair - Ray Hooper, CPPB, CPCM Seminole Co. Purchasing Staff

Legislative Affairs Chair -

Kirk Buffington, C.P.M., CPPO, MBA

Membership Directory

Chair - Adana Lumsden

Membership Recruiting

Holly Raphaelson, CPPO, CPPB

Nominating Chair

Marian Howe-Pace, CPPO, CPPB

Parliamentarian - Warren Geltch, C.P.M., CPPO, CPCM

Past President - Cheri Alexander, C.P.M., CPPB

Photography Chair—Chris Rewis, CPPB

Presidential Advisors

Cheri Alexander, C.P.M., CPPB

Bobbie Marsala, CPPO, CPPB

Cheryl Olson, C.P.M., CPM

Rhonda Scott, CPPO, C.P.M.

Kirk Buffington, CPPO, C.P.M., MBA

Nora Laudermilk, CPPB

Program Chair

Marian Howe-Pace, CPPO, CPPB

Public Relations/Marketing Chair

Craig Rowley, Exec. Dir.

Resolution/Awards Chair

David Nash, CPPO, CPPB

Sergeant-at-Arms

Mike Rath, CPPO, CPPB

Special Events - Bobbi Palmer, CPPB

State Procurement/DMS Rep

David Bennett, MBA, CPPO, CPPB, PMP

Strategic Planning Coordinator

Warren Geltch, C.P.M., CPPO, CPCM

Trade Show Committee

Chair – Linda Smith, CPPB, FCPA

Ranae Smith

Baron Greenwade

Photographer-Holly Raphaelson,

C.P.M., CPPO

Transportation Chair - Vacant

UPPCC Committee Chair -

Rhonda Scott, C.P.M., CPPO

Volunteer Coordinator

Pamila Thompson, CPPO, CPPB

Website Liaison - Bruce Gant,

C.P.M., CPPB

Are you interested in serving on a committee?
Contact an Officer or Committee Member for information.



Florida Association of Public Purchasing Officers

“PROCUREMENT’S STRATEGIC EFFORTS FOR PRODUCING SAVINGS IN DEFICIENT TIMES” ESSAY CONTEST

FAPPO is proud to sponsor the 1ST Annual Essay Contest. **Regular** FAPPO members are eligible to participate in the contest. (Officers are not eligible).

Individuals who are interested in participating in this contest must submit a 1000-word essay that focuses on their personal views and Agency efforts in producing saving or deferring costs to their Agency. Five (5) typed double-spaced copies of the essay plus a disk copy in MS Word or WordPerfect (document protected) are required. The essay must have the author's name, address, phone number, and a signed statement giving FAPPO the right to publish the essay in FAPPO literature and on the website. The signed statement must appear on the essay's cover page.

Essay entries must be postmarked on or before February 20, 2009 and sent to Denise Schneider, FAPPO President, c/o the Greater Orlando Aviation Authority, 8652 Casa Verde Rd. Bldg 811, Orlando Florida 32827. Questions should be emailed to Denise Schneider at: dschneider@goaa.org

The current FAPPO Officers will judge the essays based on originality, message/content focus, clarity and grammar.

The winner and runners-up of the essay contest will be announced at the 42nd Annual FAPPO Conference, April 5th through April 8th, 2009 in Orlando, FL and via mail. The winning author will receive \$300 FAPPO BUCKS to attend the 42nd Annual Conference, which may be used for Registration or towards the hotel stay at the Peabody. The winning essay will be published in the FAPPO newsletter and reproduced on the FAPPO web site.

FAPPO 42nd ANNUAL CONFERENCE “Procurement Strategies to Overcome Deficiencies!”

Ed Hrs	Date	Day	Time	Session Description	Presenter
	4/5/2009	Sunday	8 - 12	Public Purchasing in Florida	State of Florida
	4/5/2009	Sunday	9 - 12	Board Meeting	
	4/5/2009	Sunday	12 - 3	Opening Session	
	4/5/2009	Sunday	12 - 1	Lunch	
	4/5/2009	Sunday	12:45 - 1:00	President's Welcome	Denise Schneider, CPPO, CPPB, C.P.M., FCPM, Greater Orlando Aviation Authority
1	4/5/2009	Sunday	1 - 2:00	TBD	Keynote Speaker
	4/5/2009	Sunday	2 - 2:15	Break	
0.5	4/5/2009	Sunday	2:15 - 2:45	FAPPO Updates	Marian H Pace, CPPO, CPPB, City of Punta Gorda
	4/5/2009	Sunday		Nominations	Marian H Pace, CPPO, CPPB, City of Punta Gorda
0.25	4/5/2009	Sunday	2:45 - 3:00	Awards	Denise Schneider, CPPO, CPPB, C.P.M., FCPM, Greater Orlando Aviation Authority
0.25	4/5/2009	Sunday	3 - 3:15	AEP Awards	Beth Fleming, C.P.M., CPPO, A.P.P., Denton County, Texas
0.25	4/5/2009	Sunday	3:15 - 3:30	NIGP Update	Rick Grimm, CPPO, CPPB, NIGP Executive Director
	4/5/2009	Sunday	3:30 - 3:45	Break	
1.25	4/5/2009	Sunday	3:45 - 5	Overview of the Antitrust Statutes and Bid Rigging Detection	Laura Daugherty and Lizabeth Leeds, Office of the Attorney General
	4/5/2009	Sunday	5 - 5:30	First Timers Welcome	Bobbie Marsala, CPPO, C.P.M., CPPB, City of Palm Bay
	4/5/2009	Sunday	6 - 10	Special Event	
3.5	ED Hrs				
	4/6/2009	Monday	7:30 - 8:30	Cont Breakfast	
	4/6/2009	Monday	8 - 5	Public Purchasing in Florida	State of Florida
1.5	4/6/2009	Monday	8:30 - 10	Networking - City/Cty	Dick Cummings, FNIGP, City of Sunrise
				Networking - Schools	Cheryl Olson, C.P.M., CPM, School District of Osceola County, & Wendy Geltch, C.P.M., CPPO, Polk Community College
				Networking - Spec Dist	John Klatt, C.P.M., CPPO, FCPM, St Johns River WMD & Chris Bross, CPPO, FCPM, S FL Regional Transportation Authority
				Networking - Special District	Charles Covington, CPPB, Director of State Purchasing & David Bennett, CPPO, CPPB, State Purchasing
	4/6/2009	Monday	10 - 10:15	Break	

FAPPO 42nd ANNUAL CONFERENCE "Procurement Strategies to Overcome Deficiencies!"

Ed Hrs	Date	Day	Time	Session Description	Presenter
1	4/6/2009	Monday	10:15 - 10:45	Are Your Achieving Success? Achievement in Excellences In Procurement Program (AEP)	Beth Fleming, C.P.M., CPPO, A.P.P., Denton County, Texas
				UPPCC Update	Cheryl Olson, CPPB, School Board of Osceola County
				Strategic Plan Update	Warren Geltch, C.P.M., CPPO, CPCM, Orange County FL
	4/6/2009	Monday	10:45 - 11	Break	
0.5	4/6/2009	Monday	11 - 11:45	Best Practices	WINNERS!!
	4/6/2009	Monday	12 - 1:15	Lunch	
2	4/6/2009	Monday	1:15 - 3:15	Performance-Based Contracting: "Who's Doing What Nationally"	Dr. Lawrence L. (Larry) Martin, Professor of Public Affairs, University of Central Florida
				CCNA Reform - What Purchasing Professional Can Do To Gain Leverage and Save Their Agencies Money	Steve Carnell, CPM, Collier County Board of County Commissioners
				Case Law Studies	Kirk Buffington, C.P.M., CPPO, MBA, City of Fort Lauderdale
	4/6/2009	Monday	3:15 - 3:30	Break	
1.5	4/6/2009	Monday	3:30 - 5:00	Consultant's Competitive Negotiations Act (CCNA)	Cheryl Shanaberger, CPPO, Deputy City of Port St Lucie
				Negotiation	Warren Geltch, C.P.M., CPPO, CPCM, Orange County FL
				Ethics and Procurement Integrity	Ray Hooper, CPCM, Seminole County Government
6.5	ED Hrs				
	4/7/2009	Tuesday	7:30 - 8	Cont Breakfast	
	4/7/2009	Tuesday	8 - 5	Public Purchasing in Florida	State of Florida
1.5	4/7/2009	Tuesday	8 - 9:30	Request for Proposals - The Two-Step Method	Bobbye Marsala, CPPO, C.P.M., CPPB, City of Palm Bay
				A Brief on Debriefing	Theresa Jordan, C.P.M., CPPB, City of St Petersburg
				Local Vendor Preference, The Debate Continues	Rhonda Scott, C.P.M., CPPO, Osceola County BOCC

FAPPO 42nd ANNUAL CONFERENCE “Procurement Strategies to Overcome Deficiencies!”

Ed Hrs	Date	Day	Time	Session Description	Presenter
	4/7/2009	Tuesday	9:30 - 9:45	Break	
1.5	4/7/2009	Tuesday	9:45 - 11:15	Evaluating Responsive Bids	Eileen Youens, UNC
				Luck is <u>NOT</u> a Four Letter Word	David E. Nash, CPPO, CPPB, Retired
				Public Scrutiny - Life in Purchasing When Everyone Really is Watching	Steve Carnell, CPM, Collier County Board of County Commissioners
	4/7/2009	Tuesday	11:15 - 11:30	Break	
	4/7/2009	Tuesday	11:30 - 1	Business Lunch	
1.5	4/7/2009	Tuesday	1:15 - 2:45	Life Cycle Costing - Principals & Applications	Keith Glatz, CPPO, City of Tamarac
				Navigating Bid Protests	Eileen Youens, UNC
				Florida Retirement System	Art Adams, Capital Insurance Agency, Inc.
	4/7/2009	Tuesday	2:45 - 3:00	Break	
2	4/7/2009	Tuesday	3:00 - 5:00	Best Value Procurement	Buddy Storey, CPPB, FCCM, Polk County BOCC
			3:00 - 4:30	Innovative Procurement Construction Methods	Rhonda Scott, C.P.M., CPPO, Osceola County and Cheryl Olson, C.P.M., CPM, School District of Osceola County
			3:00 - 5:00	Leadership: How to Say No and Still Keep Your Job and Case Studies in Leadership	Warren Geltch, C.P.M., CPPO, CPCM, Orange County FL
			4:30 - 5:15	Owner Direct Purchases	Chris Rewis & Audry Reeves, CPPB, CPPO, FCCM, CPM, Polk County BOCC
6.5	ED Hrs				
	4/8/2009	Wednesday	9 - 3	Tradeshow	
			3 - 4	Closing Session	
			8:00 - 12:00	Public Purchasing in Florida	State of Florida
	4/9/2009	Thursday	8:00 - 5:00	Public Purchasing in Florida	State of Florida
16.5	CONFERENCE TOTAL ED HOURS				

FAPPO 43rd Annual Conference

Leading the Way Through an Economic Storm

May 2— May 5, 2010
Rosen Plaza ~ Orlando, Florida



Conference Registration Fees: Conference Only—Early Bird Registration \$300.00 / Regular \$325.00
CPPB Review with Conference—TBD in March 2009

Hotel Accommodations: Single/Double Occupancy \$125.00 per night and includes free self parking
Triple Occupancy \$145.00 and includes free self parking
Overnight Valet Parking available at \$12.00 per day

FAPPO Group Rate Code will be released when issued

Schedule Summary: May 1, 2010 — CPPB Review Class (Day 1)
May 2, 2010 — CPPB Review Class (Day 2), Board Meeting, Golf Tournament and
RECEPTION AND SPECIAL EVENT
May 3, 2010— Opening Session & **TRADE SHOW**
May 4, 2010— Sessions & **BANQUET**
May 5, 2010— Sessions and Closing of Conference

Breakfast (Continental, Sit Down, or Buffet) will be provided Monday through Wednesday
Lunch will be provided Monday through Wednesday
Dinner will be provided at the Special Event and Banquet