



# Florida Association of Public Purchasing Officers

May 2011

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## Message From the President

Message from the President

May 5, 2011

As my final message to you as your president, I simply want to thank you for honoring me with your trust and respect during the past year. My service as your president has been one of the highlights of my long career in public procurement.

Based on the feedback I've received, you really enjoyed our 44<sup>th</sup> Annual Conference and Trade Show. Also, you should have received a survey and I urge you to participate in this important assessment. We need your participation to ensure that we fully consider your concerns, criticisms and suggestions to improve our future conferences.

Speaking of the future, what a great group of incoming presidents we have. With Mark, Carrie, Cheryl and David, you've got the best of the best! I cannot leave without mentioning our executive director, Craig Rowley. He is the right person at the right time for our organization. I've had a wonderful time with working with all of them. In the military, we called it camaraderie. It's an apt word for the close friendship we developed. With such a positive and cohesive group, every challenge we faced was much easier to resolve. I am thankful to each of them for their friendship and support.

I can't say enough about our committee members who work tirelessly for the organization each year to prepare and support our conference and trade show. They are a super group with a "Can Do" spirit who always rises to the occasion.

I'm hoping you and your families are having the best spring and are awaiting a fantastic summer. Thank you FAPPO!

Johnny Richardson  
FAPPO President 2010/2011

## FAPPO OFFICERS

Johnny Richardson—President Mark Raiford—Vice President  
Carrie Woodell—Treasurer Cheryl Shanaberger—Secretary

## ***Message From the Vice President***

Hello FAPPO, which by the way, now stands for Florida Association of Public Procurement Officers, Inc.! Great job Carrie! And thanks to the membership for their votes in aligning the name of our organization to what we truly are: **Procurement Officers**.

What a great Annual Conference and Trade Show! I want to personally thank our keynote speakers and all of our conference presenters who gave of their time and talent to help increase our knowledge and professional development...thank you so very much! I give much appreciation and thanks to all of our committee chairs and committee members who helped in each of their respective capacities in making not only the conference a great one, but the entire year in FAPPO great! And of course, much thanks to our exhibitors who made the Trade Show a great success and to the membership for your concentrated efforts in meeting all of our vendors, suppliers and contractors during the event.

Congratulations to David Bennett for his successful election to Secretary of our esteemed organization, and so much thanks to Carrie and Cheryl for the continuous hard work and effort as Treasurer and Secretary and soon-to-be new duties as Vice President and Treasurer. And to Craig Rowley, our Executive Director, words cannot express the appreciation for what you do for FAPPO, above and beyond what many FAPPO members may see.

And lastly, Rich, it has been an honor and privilege to serve under your Presidential leadership this past year. You have truly set a high standard for the rest of us to strive for, and you clearly led by example in remaining committed to integrity and professionalism. So enjoy your upcoming role as Immediate Past President, but don't get too comfortable... J

FAPPO, I really look forward to serving as you President this next year, and if there is anything that you would like to us do differently for the betterment of YOUR experience as well as for the experience of others, do not hesitate to contact me.

Best regards to all,

*Mark*

## ***Message From the Treasurer***

It was wonderful seeing so many FAPPO members at the 44<sup>th</sup> annual Conference and Trade Show! What a great opportunity to network with members throughout the state, meet new vendors and learn about the business solutions they offer, hear from prominent keynote speakers each morning, and attend workshops that reinforce the importance of the procurement function that we perform on a daily basis. Congratulations to our Essay Winner as well as all of the agencies that received FAPPO awards this year.

During the Conference, an exciting change was voted on as well. The membership approved a name change for FAPPO. We are now officially named the Florida Association of Public Procurement Officials, Inc. We have already begun the process of initiating the official name change with the State of Florida Division of Corporations and the Internal Revenue Service. I expect that all the necessary paperwork and filing will be complete within 4-6 weeks.

On a personal note, it has been a pleasure to work with my fellow officers this year and wish Johnny Richardson the best of luck as he transitions into his Past President role. Congratulations go out to David Bennett who was elected to serve as Secretary for the upcoming year. I look forward to transitioning into the role of Vice President and working on a fantastic program for the 2012 Conference!

*Carrie Woodell, CFCM, CPPO, C.P.M., FCPM*

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## ***Message From the Secretary***

What an exciting and educational conference!! The keynote speakers were exceptional and their topics were in sync with our conference title that reflects the issues each of us our facing every day. I think that President Richardson, Vice-President Mark Raiford and Treasurer Carrie Woodell should all be commended for producing such a top notch conference and also with FAPPO Bucks a conference that was affordable and allowed many members to attend.

I also want to thank all the hard working committee members that help to make this conference so special. FAPPO is lucky to have so many members willing to volunteer and work hard to create such a quality conference. I especially want to thank the superstars of the delegate registration desk Linda Carson, Diane Wetherington and Connie Royer. I would not have made it without their tireless help. I also want to thank David Bennett, Neil Appel and Mark Lovell for helping to set up the registration desk and Gina Jolly and Robyn Holder for their assistance during the registration process.

I look forward to serving FAPPO as Treasurer and working with my fellow officers. I am excited about continuing working with President Richardson in his new Past President capacity. This year has really been an experience for me in team work and how many active volunteers FAPPO has available to get things accomplished. I feel very blessed to be a part of this organization and even more so for the opportunity to serve as an officer.

I reach out to all our first timers and those that have not had the opportunity to serve in the past. I guarantee that you will gain more than you give and someone will always be there to guide and help out. So, don't hesitate to join a committee and get involved!!!

*Cheryl Shanaberger*

Dear FAPPO members,

THANK YOU AGAIN!! I am extremely honored to have been elected the Secretary of FAPPO and to accept the responsibilities that you have entrusted to me. I am grateful for all of the support I received at this year's conference and can hardly wait to start serving FAPPO's members.

In my work as Secretary, I pledge to serve all members with a servant's heart. I pledge to be an active voice for FAPPO's members and will present all issues and ideas that are brought to my attention to FAPPO's Board. I also pledge to abide by FAPPO's By Laws and the professional code of conduct our profession demands.

Also, I would encourage every member to involve themselves in FAPPO. Your involvement will not only strengthen and benefit the organization but will benefit and strengthen you professionally and personally as well. Trust me, your involvement will provide a tremendous return on investment!

I am proud to have received your trust and I will justify it to the best of my ability.

Respectfully,

David A, Bennett

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## **Congratulations to This Year's Winners!**

By: Keith Glatz, CPPO, FCPM

The Excellence in Public Procurement and Best Practices Awards Program was established to recognize agencies that meet/exceed benchmarks and best practices in the Procurement Profession. Congratulations to this year's winners of the FAPPO Excellence in Public Procurement Award, which was awarded to twelve (12) entities, and to our three (3) winners of the Best Practices Award, as well as the four (4) entities recognized as achieving an honorable mention status for that award.

Congratulations to the following Winners!

Entity Award Winners:

- Broward County Board of County Commissioners Purchasing Division
- City of Boca Raton Purchasing Division
- City of Miami Gardens Purchasing Division
- Orange County Public Schools
- City of Orlando Purchasing & Materials Management Division
- The School District of Osceola County
- City of Port St. Lucie Office of Management & Budget
- Polk County Board of County Commissioners Purchasing Division
- Polk State College Purchasing Department
- School District of Volusia County Purchasing & Warehousing Services
- Seminole County Purchasing & Contracts Division
- South Florida Regional Transportation Authority

Best Practices Winners:

Innovation in the Purchasing Process:

Orange County Public Schools: "Claims & Warranty Management"

Cost Savings:

City of Punta Gorda: "Back to Basics Program for Office Supplies"

Contribution to the Advancement of Community, your Entity, or the Public Purchasing Profession

City of Orlando Purchasing & Materials Management Division: "e-Supplier and Contract Management"

Best Practices Honorable Mention:

- Orange County Public Schools: "Partner for Success" & "Building Savings: One Block at a Time"
- City of Punta Gorda: "My P-card Looked Like My Personal Credit Card"
- Seminole County Purchasing & Contracts Division: "Managing Fixed Assets through Radio Frequency Identification Device"
- Seminole County Health Department: "Regional Purchasing Agents Consortium Initiative"

Members interested in viewing the Best Practices Award will soon be able to view the Best Practices essays at the FAPPO web-site, <http://www.fappo.org/awards.asp>. We look forward to seeing even MORE entries next year!

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## FAPPO BUCKS 2011

The FAPPO BUCKS Program was a huge success again this year! FAPPO gave away approximately thirty-four thousand dollars for FAPPO members to attend the conference or help with hotel costs. Bucks were given away for Committee Participation, Trade Show recruitment, being a conference speaker, winning any of the FAPPO awards or volunteering at the Conference. Bucks used were pretty evenly distributed between Conference Registration and hotel. Approximately 45 members were able to attend the conference due to the FAPPO Bucks Program.

Next year we'll be in Tampa, so now is the time to volunteer to be on a Committee, put together a class for the Conference, start working on your award submittal or volunteer your services. We are currently updating the Bucks program to give you even more opportunities to earn FAPPO Bucks. Check out the 2012 Bucks Program information in this newsletter and feel free to contact any of your officers to volunteer.

Denise Schneider  
2011 FAPPO Bucks Chair

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## EARN YOUR WAY TO FAPPO EVENTS \$ FAPPO BUCKS 2012 \$

Starting on July 1, 2011, FAPPO members can “earn” their way to a FAPPO sponsored event. This includes the FAPPO Conference and Trade Show in May 2012, as well as any FAPPO sponsored class!! FAPPO has budgeted \$25,000 for the FAPPO BUCKS program, \$5000 for Conference Speakers and awards, and \$10,000 in scholarship BUCKS. This is how it works:

1. Send an email to the Executive Director to register: a new individual member or member(s) of an Agency who have had no previous FAPPO membership. Include the agency or member name, email and phone number.  
The Executive Director will contact that agency or member and you will receive **TWENTY-FIVE FAPPO Bucks** for each new member that joins and pays dues. Agency or member must be new to FAPPO and cannot have belonged within the past two years. (You cannot sign up anyone from your own agency, but we certainly encourage all of you to belong).
- 2a. Starting on August 24, 2011 contact the Executive Director if you would like to email “blast” your vendors the FAPPO Exhibitors Application. He will set up a special number for your agency on the application that you “blast” that will identify the Exhibitors Applications as they come in as being recruited by your agency for credit. Vendor applications that come in with your number will earn **ONE HUNDRED FAPPO BUCKS** or **10%** of their registration if they sign up as gold or platinum exhibitors for your Agency. (Applicable only to vendors who haven’t exhibited in the past two years).
- 2b. Vendors who signed up last year due to the Bucks Program and who sign up again to participate in the Trade Show will earn their recruiting Agency **FIFTY FAPPO BUCKS**.
3. Serve as a Committee Chairperson-**ONE HUNDRED FAPPO BUCKS**; serve on the Committee-**FIFTY FAPPO BUCKS**.
4. Submit an application for the FAPPO Awards (Best Practices) and win, receive **THREE HUNDRED FAPPO BUCKS**. Receive an honorable mention, win **Twenty Five FAPPO BUCKS**. One award per entity please!
5. Submit a FAPPO Award of Excellence application and receive the award, win **THREE HUNDRED FAPPO BUCKS**.

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6. Submit an Essay for the Essay Contest and win, receive **THREE HUNDRED FAPPO BUCKS**.
7. Instruct a class at the FAPPO Conference and receive **THREE HUNDRED FAPPO BUCKS** (divided among the instructors per class). Facilitate a networking session and receive **FIFTY FAPPO BUCKS**.
8. The President can assign BUCKS to those members that volunteer to help for duties not assigned to any committees.
9. Pay your dues by July 31<sup>st</sup>, 2011 and on August 15, we will draw 10 names who will each receive **\$300 FAPPO BUCKS** to use for 2012 Conference or Hotel! On November 15 we will hold one more drawing and 10 lucky members will each receive **\$300 FAPPO BUCKS** for 2012 Conference or Hotel. .

To be eligible you must have paid your dues for 2011/2012 by the posted deadline (Sept. 1, 2011). FAPPO Bucks are not redeemable for cash, can only be used towards FAPPO sponsored events including conference registration and hotel costs for the Conference and must be used by May 31, 2012. FAPPO Award winners (Award of Excellence, Best Practice, Essay) will be able to use their BUCKS in the current year or opt to use them in the year immediately following the Conference (2013- June 1, 2012 to May 31, 2013) . **Maximum amount that a FAPPO member can earn cumulative is \$1000.00 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](mailto:execdirector@fappo.org). Good Luck! Watch for additional opportunities in future newsletters to earn FAPPO Bucks. Questions? Call Fatima Calkins, FAPPO Bucks Chairman at 407-825-2044 or email [fcalkins@goaa.org](mailto:fcalkins@goaa.org).

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## Professional Development

Greetings FAPPO!

Your professional development committee has been hard at work, trying to schedule classes for the 2011 calendar year. Right now, the following courses are scheduled:

Introduction to Public Procurement: June 20-22, Orange Co BoCC

Strategic Procurement Planning: July 20-22, City of Homestead

Planning, Scheduling & Requirements Analysis: August 1-3, Marion County

Remember, registration fees are only \$300 for each of the classes and registration is completed on the NIGP website at <http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=SemSched>.

### Other opportunities available:

For those pursuing a college degree, the College Education Reimbursement program is designed for you! Tuition, books, and materials are eligible for reimbursement, up to \$750.00 per fiscal year, per member. Diane Wetherington, City of Winter Park, is the CER Coordinator; she will be glad to assist you in requesting reimbursement for college courses.

### And don't forget about the Scholarship Program!

The use of the FAPPO Bucks scholarship program was an amazing success! The Board has directed us to review and revise the entire Scholarship Program in order to continue this opportunity. Look for an update to the program on the FAPPO website soon!

Jane Dalrymple with the City of Punta Gorda is the Scholarship Program Coordinator and is available to answer any questions you may have prior to submitting your application for scholarship.

I want to take this opportunity to thank the Board and the membership for the opportunity to serve as your Pro-D chair for the previous two years. It has been my honor and privilege to be able to serve. I know that my successor, Diane Wetherington, will do an even better job of providing professional development opportunities!

All the best,

The Professional Development Committee

Pro-D Chair:

Chris Rewis, CPPB, FCCM, Polk County BoCC, [chrisrewis@polk-county.net](mailto:chrisrewis@polk-county.net)

Scholarship Program Coordinator:

Jane Dalrymple, CPPB, City of Punta Gorda, [jdalrymple@ci.punta-gorda.fl.us](mailto:jdalrymple@ci.punta-gorda.fl.us)

College Education Reimbursement Coordinator:

Diane Wetherington, CPPB, City of Orlando, [diane.wetherington@cityoforlando.net](mailto:diane.wetherington@cityoforlando.net)

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# LOOK AHEAD

DATES	EVENT	DESCRIPTION
May 25-26	State of Florida Advanced Negotiation \$450.00	contact Jennifer Prime at (850) 488-8366 or <a href="mailto:jennifer.prime@dms.myflorida.com">jennifer.prime@dms.myflorida.com</a> . <a href="http://dms.myflorida.com/upcoming_procurement_training">http://dms.myflorida.com/upcoming_procurement_training</a>
June 20, 2011	State of Florida Advanced Contract Management Workshop (virtual class) \$250.00	contact Jennifer Prime at (850) 488-8366 or <a href="mailto:jennifer.prime@dms.myflorida.com">jennifer.prime@dms.myflorida.com</a> . <a href="http://dms.myflorida.com/upcoming_procurement_training">http://dms.myflorida.com/upcoming_procurement_training</a>
June 21, 2011	State of Florida Advanced Purchasing Workshop (virtual class) \$250.00	contact Jennifer Prime at (850) 488-8366 or <a href="mailto:jennifer.prime@dms.myflorida.com">jennifer.prime@dms.myflorida.com</a> . <a href="http://dms.myflorida.com/upcoming_procurement_training">http://dms.myflorida.com/upcoming_procurement_training</a>
August 1-3, 2011	Planning, Scheduling & Requirement Analysis	Marion County, Ocala Florida
Oct 17-19 2011	UPPCC Exams	CPPB, CPPO, Register by Sept, 12, 2011

# CAREER OPPORTUNITIES

TITLE	ENTITY	CLOSNG
Purchasing Manager	City of Deerfield Beach, Deerfield Beach, FL Apply online: <a href="http://www.deerfield-beach.com">www.deerfield-beach.com</a> or contact Human Resources Dept. at <a href="mailto:web.hr@deerfield-beach.com">web.hr@deerfield-beach.com</a> .	Until filled

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Additional Event Information**



## Membership Application/Dues Invoice

### June 1, 2011 through May 31, 2012

Please complete this form and return with your check **payable to** Florida Association of Public Purchasing Officers, Inc. (FAPPO Inc.) **or** enter your credit card information and signature for processing.

Name: \_\_\_\_\_  
Last First M.I.

Previous Last Name, if any: \_\_\_\_\_

Certification:  CPPO  CPPB  C.P.M.  A.P.P.  Other: \_\_\_\_\_

Title: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, FL Zip+4: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

*Include Entity's Purchasing Home Page, if applicable*

**Check all that apply:**

Renewal  New Member

**Type of Membership: \$50.00 (Reg/Assoc)**

Regular  Associate  Honorary

**Credit Card Information**

Name on Card: \_\_\_\_\_

Type:  Visa  MasterCard  Amex

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

*Your annual copy of the Membership Directory will be available in December from the FAPPO website as a downloadable PDF file.*

**Payment for membership fees must be received prior to September 1, 2011 for your information to be included in the membership directory.**

**www.fappo.org - FAPPO's FEIN: 59-2615678**

**MAIL CHECK AND APPLICATION TO:**

FAPPO  
 8875 Hidden River Parkway  
 Suite 300 #3059  
 Tampa, FL 33637

**OR FAX TO 813-333-1767**

Internal:  Entity Check  Personal Check - Check Number \_\_\_\_\_ Date Received \_\_\_\_\_

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The NCPPC is recognized as the collective voice for public procurement and contracting in North America. On Wednesday, October 27, 2010 the NCPPC Council met for one day during NPI's Annual Conference at which time discussion ensued regarding challenges in present day public procurement and contracts.

The call went out to all council members to gather and submit articles from their organizations for consideration if they can identify 3 key topics facing the public procurement profession today; develop a balanced position paper on the subject, and review at the next NCPPC Spring meeting in Memphis on April 7<sup>th</sup>, 2011. From there, NCPPC will endorse, publish and distribute to member associations and key stakeholders.

I'm pleased to say that Keith Glatz, our very own FAPPO member, rose to the challenge and submitted the article you see attached.

Happy Reading!

### **Meeting New Challenges to The Public Procurement Profession**

*By: Keith K. Glatz, CPPO, FCPM, FCPA,  
Purchasing & Contracts Manager  
City of Tamarac, FL*

As an active practitioner in the public procurement arena for well over 30 years, I've seen a number of changes in the profession over the years. It's been a long time since the day that I started my first job out of college as an entry level buyer for a state agency. The thing I remember most is the clatter of electric typewriters as clerks busily worked with multi-part purchase order and bid forms. Back in those days, we could only fit 6 bids on a form, and if we needed to send out seven bids, we had to type the bid twice, and pity the poor vendor who ended-up with the barely legible 6<sup>th</sup> carbon! That's back when the procurement function was more clerical than strategic. We've come a long way since then, and nowadays, we find ourselves with an entirely new set of challenges that, in some respects, are carry-overs from the days of the multi-part bid form.

Today, I see many major challenges to the profession, and three of the biggest ones are very closely related to the others. Today, public procurement is still faced with somewhat of an "identity crisis", as many of those in positions of power still see the function as clerical or technical in nature. Our challenge is to convince these individuals that procurement is a strategic function.

This issue has created a second, related challenge regarding the value of the contribution that public procurement is perceived to make to an entity. Many still look at us a bureaucratic dungeon, where requests go to die, or at least take several months to be processed. That is disturbing at best, since we are competing with our fire rescue and police operations for scarce resources that determine our ultimate survival. We are finding it more difficult to withstand the pressure of the "budget axe". And while most of these perceptions are false; our challenge is to make our superiors and elected officials understand that what we do is both strategic, and value-added. After all, as one of my superiors once told me, THEIR perceptions become OUR reality! We need to remember that as we move forward.

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These two challenges related to the true identity of our profession, and the value proposition that we bring to the table as public procurement professionals creates a third issue related to the “graying of our profession”. Younger generations are choosing professions that give them a sense of self-worth, rather than just economic benefit. The brightest and best of the younger generation may tend to pass over a profession that has trouble defining its own identity, and is perceived as more of a hindrance than a help to an organization. As more public procurement professionals retire, we are facing a real shortage in new talent to move the profession forward.

So, what is being done to try to battle these very pervasive issues in our profession? The **GOOD** news is that these perceptions are slowly starting to change, not only by the efforts that we have made as a profession, and as individuals to herald our successes; but more recently by the development of the new **Guiding Principles** by NIGP. The Guiding Principles are a set of six core values that literally guide our profession that include: **Accountability, Ethics, Impartiality, Professionalism, Service & Transparency** – all of which help us to uniquely define what we stand for as a profession. Well understood values and principles have been a cornerstone for the credibility in the public finance arena. The Generally Accepted Accounting Principles (GAAP) have become engrained in the minds and perceptions of public CEO’s and elected officials, and have greatly contributed to a high level of respect for that profession, as well a sense that the finance function is now a strategic part of government operations. NIGP is hoping that the Guiding Principles will have that same impact in the near future.

The **GREAT** news is that the new Guiding Principles, first introduced in 2010, have really started to take off within a very short timeframe! Since the release of the Guiding Principles, there have been at least 50 professional associations and local agencies that have enlisted as adopting or supporting organizations for the program. Besides organizations that represent the procurement profession such as NIGP, FAPPO, NCI and NASPO, the program has received support from organizations such as the National Association of Counties (NaCo), the National League of Cities (NLC), the International City/County Management Association (ICMA), and the U.S. Conference of Mayors. These are the organizations that our political and professional leaders belong to, and we are now in a unique position to take our case for public procurement professionalism directly to our leaders through their own professional affiliations with these organizations! While the change may start slowly, this exposure will surely filter down to our own leaders who will be learning about the value of public procurement from a top down approach, by their own peers instead of from us, which is a less effective bottom-up approach. Employing this strategy, using the Guiding Principles, we should soon be able to establish much greater credibility for our profession and for all of us as well!

Greater credibility with our leaders will yield greater understanding of the importance of what we do, why we do it, and the type of value that we add to the organization as a whole; which will mean that we have greater influence over our own destiny, and improve the probability that we become an even more important strategic part of our own organization. While we may not be quite as visible as police officers and firefighters, we can certainly improve our professional perception with our bosses, vendors and the public. Raising the bar of professionalism will give us that strategic edge, and allow us to add even greater value to our organization in the long run. When we raise that bar, we will also find that an ancillary benefit will be that more members of younger generations will be interested in what we contribute as a profession to society as a whole, and show a greater interest in becoming a part of our profession

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Currently, professional standards of practice are being developed to support the Guiding Principles. Your input is welcomed, and needed to make this project a success. Please provide your comments on the Guiding Principles Standards Development Project by going to [www.principlesandpractices.org](http://www.principlesandpractices.org), and clicking on the “PUBLIC COMMENT” link on the upper left-hand side of the page. Your input will be welcome, and you will have the satisfaction of knowing that you contributed to improving the destiny of your profession!

*Questions: Questions related to the Guiding Principles, and Standards Development Project may be forwarded to Candace Riddle at NIGP. Her e-mail is [CRiddle@nigp.org](mailto:CRiddle@nigp.org).*

## **Award of Excellence in Procurement**

May 2011

Cheryl Shanaberger, MPA, CPPO

David Nash, CPPO, CPPB

The deadline is fast approaching for this year’s submittal for the Award of Excellence in Procurement and we want to take this final opportunity to encourage any fence-sitters to take a look at the application and see if they qualify. As noted in previous articles here, there is a checklist at the end of the document that will allow any agency to quickly determine if they have sufficient points to apply.

This month’s tip relates to Item 11, Certification of Chief Procurement Officer & Staff and Item 12, Education of Chief Procurement Officer & Staff. Item 11 is worth 20 points and Item 12 is worth 10 points, which is a significant amount among the 19 possible categories available.

During last year’s AEP Committee review of applicants, there were a number of agencies who incorrectly documented the requirements for these categories. A copy of the appropriate certification document must be included in the application to verify the points being claimed. A screen shot of ISM’s or UPPCC’s listing of certification holders is also acceptable. Some agencies also failed to include an organizational chart indicating the status of the staff members who qualify for point consideration.

Similar errors were committed in documenting the proof of 4-year degrees earned by the Chief Procurement Officer and any staff. Copies of degrees or transcripts are required, as is the same organizational chart used in Item 11. Leaving these documents out of the application is a sure way to lose valuable points. Don’t let this happen to you.

For further information, go to <https://www.npicconnection.org/aep/instructions.asp>.

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## The Other Side of Vendor Relations

By Carrie Woodell, CFCM, CPPO, C.P.M, FCPM

One of the fundamental tasks of procurement professionals is to interact with vendors to procure the goods and services required of our respective agencies. Ensuring fair and open practices with our vendor community is a paramount function for which procurement is responsible. The key to establishing a mutually beneficial relationship is to communicate the expectations to vendors and the consequences of failing to fulfill those requirements. This can be accomplished by holding periodic orientation sessions to familiarize vendors with internal processes, from the beginning of the solicitation to the completion of the services.

The entity must be careful to explain in great detail the established procedures for dealing with unacceptable quality levels or the unfortunate occurrence of a contract breach. These procedures can include issuance of a cure notice, show cause notice and notice of termination for default. Additionally, we are trained to document any deficiencies in goods received or services being rendered.

Similar to our internal customers, procurement professionals are concerned with the level and quality of service we provide to our vendor base. Determining our level of effectiveness can be accomplished by issuing an External Customer Satisfaction Survey annually and comparing the results to established performance measures. In this process, it is important that feedback be obtained from our customers on the performance of both procurement and our vendors.

Engaging in practices described above has become standard throughout our profession. Is there more that could (or should) be done to promote positive vendor relations? Are we missing the other side of vendor relations? The answer is yes!

Communication must come full circle and that includes establishing a practice of not only recognizing but more importantly sharing positive results. Taking the opportunity to submit a letter of recognition for outstanding customer service requires very little time and goes a long way in communicating to your vendor that they are achieving (or exceeding) a level of response your agency has come to expect. We can be quick to pick up the phone or document inferior service, but it is equally as important to do the same for a positive experience.

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## Legislative Update (05/03 – 2011 Legislative Session)

Well, we're three days away from the end of the 2011 session, (May 6<sup>th</sup> is the sixty day of the session), and by state constitution is the last day of the regular session. With the significant turnover and changes in leadership, we're seeing that pretty much everything is on the table. Already, there have been close to 650 bills introduced into the House and Senate. However, so far there have not been a lot of bills introduced which would have a significant impact on our day to day activities. Below is a brief synopsis of bills of interest to procurement and their current status.

Remember that the legislature only has one thing they absolutely have to do; and that is pass a budget, and most bills never make out of committee. In the regular session of 2010, a total of 2113 general bills were introduced, and only 253 passed both chambers. A passing percentage of about 12%.

The last days of any session are a blizzard of activity, so although some of the bills below show little movement since March, it is not unusual for several hundred bills to make it to the full vote in the last day of the session.

As always, any questions, please do not hesitate to give send me an e-mail at [kbuffington@fortlauderdale.gov](mailto:kbuffington@fortlauderdale.gov)

### UPDATES ARE AS OF May 3, 2011

S452 – Police Dogs, Retried; veterinary services

Although not procurement related, you might want to make your police departments aware of this one. The bill if passed would require law enforcement agencies to provide veterinary care to their k-9 dogs after the dog is retired and through the remainder of the dog's life. The bill also specifically includes cremation services. This bill does not currently have a house version.

UPDATE – referred to committee – no related bill in House

5/03 still in committee (Criminal Justice) since March 8<sup>th</sup>, no vote history

S230 – Immigration status and verification

Would require contractors doing business and bidding on contracts for agency's which are required to follow 287.057, to be registered and participating in a federal work-authorization program. The bill also requires that the contractors ensure all sub-contractors register and participate in a federal work-authorization program. The contractor is required to certify in writing to the agency that they comply with this statute. There is a phased implementation from 2012, through 2014, depending on number of employees of the contractor.

This bill also includes requirements for county and municipal detention facilities to verify status of those being held in the detention facility, and that any person found to be in the U.S. unlawfully shall be reported to the Department of Homeland Security.

Further the bill requires verification of status of individuals who have applied for state or local public benefits.

This bill a filed house version (H271) UPDATE of house version – withdrawn prior to introduction

5/03 Referred to Criminal Justice / in committee 03/8 no vote history

S-386 - Preference to FL businesses

Entitled the "Buy Florida Act", this bill would require preference be given to printing contractors in the awarding of printing contract to vendors having a principle place of business in FL.

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This bill would apply to all political sub-divisions (schools, municipalities and counties)

Additionally the bill requires that any agency (including political sub-divisions) that are required to make purchases through a competitive solicitation process, a preferences **shall** be given to the bidders having a principle place of business in FL. This preference is stated at 5%, if the low bid of the out of state bidder is from a state which does not have a preference. If the low bid is from a bidder which resides in a state which does have a local vendor preference, than the preference given to the FL bidder shall be equal to that preference given by the state of the bidder which is the low bidder.

UPDATE 5/03 – the senate version has moved through several committees, and where voted upon has passed unanimously. Bill is now in its last two assigned committees, Budget, and Community Affairs as of April 26<sup>th</sup>.

H-1079 has not moved as quickly through committee assignments, and still is in three separate referred committees, with no vote history.

#### S-444 – Procedures for Procurement

This bill mandates a prohibition against contracting with any company which may be on the Scrutinized Companies with activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List for contracts exceeding \$1,000,000 in value. This bill applies to political sub-divisions. The bill does have some exceptions for renewing of contracts with companies that may be on the list, or if there was a public finding that the goods or services could not be obtained other than through one of these companies. Written certification is required by the contractor for contracts exceeding \$1,000,000. A company which is proven to submit a fraudulent certification is subject to a penalty of \$250,000 or twice the contract value, whichever is greater. This bill has a corresponding House bill.

UPDATE – this bill also has significant traction, moving through several committees (4) with votes in the affirmative. Currently placed on the calendar, which is a sign of moving toward an actual floor vote and compromise with the House version.

H-441 – has also been placed on calendar.

#### S-276 – Professional Services Contracts.

This bill allows compensation to be a considering factor during the competitive selection process for architectural, engineering, and other professional services. Authorizes the governmental agency or school board to reopen negotiations with any selected firm following termination of negotiations with other firms.

There is a corresponding House bill

UPDATE – assigned to three committees, but only one (Gov't Oversight) has taken a vote (10-3).

H- 135 – about the same lack of movement. Assigned to committees since 0308

#### S-672 – Uniform Traffic Control

Essentially repeals the red light traffic enforcement statutes passed last year.

UPDATE – assigned to two committees (Transportation / Community Affairs) Affirmative vote in transportation on 3/29. However, the bill has not been voted on in Community Affairs since it was introduced there on 3/30.

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## **Norma W. Showley Memorial Scholarship Fund**

Thank you for your support of the *Dining for Norma*, *Silent Auction*, *50/50* and *donations* during the annual conference:

50/50 \$461.50

Silent Auction \$500

Donations \$100

All together we have a new balance of \$3,102 ~ Way to go!!

FAPPO currently has a scholarship and tuition reimbursement fund of \$5000. The Norma W. Showley Memorial Scholarship Fund was created to provide members an opportunity to donate to a separate fund in order to increase the amount of available scholarships. We hope to double this amount through member donations. If you're interested in contributing to this worthwhile cause, please be sure to make your check out to FAPPO using the form enclosed. Your generosity is greatly appreciated.

Thank you very much,

Cheri Alexander

[cheri.alexander@srq-airport.com](mailto:cheri.alexander@srq-airport.com)



Left: Nora Laudermilk

Right: Norma Showley

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# Norma W. Showley Memorial Scholarship Fund Donation Form

The Norma W. Showley Memorial Scholarship Fund was created by the Board of Directors in 2007 in order to provide FAPPO members with an opportunity to contribute directly to the scholarship needs of others in the association. Every dollar contributed will be used to supplement the budgeted scholarship and tuition reimbursement funds so that as many members as possible will be allowed to further their education. So far, we have received over \$2,000.00 in memory of Norma!  
Thank YOU to all for your generous support,

Cheri

Please check one of the following boxes to indicate your level of support:

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