Message from the President

Happy New Year FAPPO family!

We are just a few short months away from the 48th Annual Conference and Trade Show. Your Board has been working diligently to ensure that all delegates have a great Conference experience in Orlando. The Conference schedule is taking shape, and Joe Benjamin has done an outstanding job scheduling the sessions. In addition to the sessions, we have secured three amazing Keynote Speakers who are eager to inspire our delegates! Craig Rowley has been hard at work coordinating with our registered exhibitors, who are excited to be a part of this Conference and look forward to meeting our members at the Trade Show.

It’s not too late to earn FAPPO Bucks to use toward attending the Conference. You can request an ID number from Craig Rowley at execdirector@fappo.org for sending Trade Show information out to your vendor base. You can also earn Bucks by applying for a FAPPO Best Practice or Agency award. You need to use your FAPPO Bucks by June 30th of this year.

The deadline to take advantage of the Rosen Centre Hotel special rate for the conference is April 17th. The rooms are on a first come, first serve basis so register as soon as you can to take advantage of the special rate of $139/night. I hope you can make plans to join us in Orlando!

Interested in serving as a FAPPO Officer? Included in this issue of the newsletter is a Nomination application for the Treasurer and Secretary positions for 2015-2016. Please consider getting involved...it is a very rewarding experience!

I’d like to take a moment to personally congratulate all FAPPO members who were successful in obtaining their CPPB or CPPO certification from the UPPCC during the last exam cycle. Obtaining professional certification is a huge accomplishment and I commend you all on your dedication and passion for the procurement profession!

Regards,

Carrie

Carrie Woodell, MPA, CFCM, CPPO, C.P.M., FCPM
FAPPO President
Message from the Vice President

Greetings!

As the dates for our 48th Annual Conference and Trade Show rapidly approach, I can’t help but get excited about the networking and educational opportunities we have lined up for the conference. I am amazed by the amount of work that goes into putting this annual conference together each year and awed by the volunteers that give of their time willingly to make it all happen. Without them it would not be possible. We have some awesome keynote and workshop speakers lined up and a Tradeshow to rival any that you’ve ever attended. Governmental Purchasing is evolving with technology advances and strategic partnering with the vendor community and FAPPO is leading the way. Make sure to be a part of this year’s conference!

Reminders:

1. The deadline for entering one or both of our annual essay contests is **February 20, 2015**. Essays entries must be emailed to Joe Benjamin, FAPPO Vice President at JBenjamin@PlantCityGov.com. Essays will be judged by the current FAPPO Officers based on originality, message, content focus, clarity and grammar. The winner and runners-up will be announced at the 48th Annual FAPPO Conference, May 17-20, 2015 in Orlando, FL. The winning author will receive $300 in FAPPO Bucks and runner ups will receive $25.00 in FAPPO Bucks. FAPPO Bucks may be used to help defray the costs for registration and lodging at the official host hotel for the current year’s conference. FAPPO will reimburse the agency or member, who has made the payment for the awarded amount in the event your registration and/or official host hotel lodging has been paid for prior to receiving award notice. **GOOD LUCK**!

2. The deadline for nominations for FAPPO Officer is March 13th. A candidate for office must be a Regular member, in good standing, for a minimum of three (3) of the last five (5) 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 must have served as Chair for one of the following FAPPO Committees: FAPPO Bucks, Finance, Professional Development, Special Event/Banquet, Trade Show. 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!

Joe Benjamin, CPPO, CPPB, FCCM
FAPPO Vice President
Message from the Treasurer

Happy New Year FAPPO!!

I hope everyone had a wonderful holiday and that this new year will be awesome for you. As we all reflect and make plans for this year keep in mind that the 2015 48th Annual Conference and Trade Show is fast approaching. It’s time to start planning to attend. It is a very rewarding conference and there are so many benefits for attending. You get a chance to meet and network with peers from all over the State of Florida. There will be educational opportunities for everyone, and a special time set aside for First Timers that you won’t want to miss. The Trade Show committee has been working very hard to give us and our user departments a great opportunity to learn more about services and products from vendors. Make your plans now to attend the 2015 48th Annual Conference and Trade Show.

Hope to see you there!

Diane Wetherington, CPPB, FCCM
FAPPO Treasurer

Message from the Secretary

Happy New Year!

I simply can’t wait for our upcoming conference in exciting Orlando. Joe is planning an extraordinary program for you, and Chris Rewis is working hard to ensure memorable evening events. John Schmidt and his committee will keep you busy and well fed in the Hospitality Suite. Zulay Millan and “crew” will make our next trade show the best we’ve ever had! Please join us!

If you are interested in earning $50 FAPPO Bucks towards attending the Annual Conference, please contact me at wgeltch@hotmail.com and volunteer to work at the Registration Desk. What a great way to network (and meet new friends).

As Carrie stated, we will have two opportunities for our members to serve as officers. The election will be during our Annual Conference. We encourage you to consider serving your professional association as an officer. Contact any officer or Past President if you have any questions.

Great news: Coming in the very near future is a new dues structure to enable agency membership. Stay tuned!

See you in Orlando!

Wendy Geltch
FAPPO Secretary, C.P.M., CPPO, CPPB, A.P.P., FCCM, FCPM, FCPA
Mandatory Pre-Bids: The Not So Obvious Downsides

Many in the public procurement profession have likely heard staff from an end-user department say, “We want a mandatory pre-bid conference so all bidders really understand what’s needed for this bid.” On the surface this request may not seem too unreasonable. However, there are many factors that should be considered in the decision to make a pre-bid conference mandatory for bidders.

As described by the National Institute of Governmental Purchasing, Inc. (NIGP), a pre-bid conference is a meeting held with prospective bidders during the solicitation process to review the bid documents and provide an opportunity for all bidders to have a common basis of understanding regarding the materials or services required. NIGP recommends the use of non-mandatory pre-bid conferences wherever possible to maximize competition and there are many reasons to support this position.

While pre-bid meetings are more practical for construction bids it can apply to bids for commodities and services as well. There are a few specific conditions that would warrant a pre-bid conference to be mandatory for bidders to attend. Limited or restricted access to the worksite is an obvious condition to warrant mandatory bidder attendance. Where work is to be performed inside a secured or monitored facility, such as a courthouse or a correctional facility, access may not be feasible for interested bidders to view the worksite at an alternate time or at their convenience. Another instance in support of a mandatory pre-bid may be justified when a physical demonstration of some integral component or aspect of the project is necessary to describe the work that otherwise cannot feasibly be described in the specifications or plans. Aside from these two types of circumstances, unless perhaps only under emergency procurement conditions where time is of the essence, a mandatory pre-bid meeting would not likely be justified.

While the situations and conditions to support holding a mandatory pre-bid conference are few, reasons to set the pre-bid conference as non-mandatory are numerous and may not be initially apparent to the end-user department or customer. Many may not realize that setting the pre-bid conference as mandatory is the most conspicuous restrictor to open competition. Based solely on bidders attendance at a meeting causes a de-facto determination of responsibility to occur even before the evaluation of that bidder’s experience and adherence to technical specifications. Basic scheduling conflicts can detrimentally affect attendance, and there are numerous reasons an interested bidder may not be able to attend a pre-bid conference and be therefore prohibited from competing for the bid. For example, if the bidder’s intended representative were to be ill that day, or delayed due to an automobile accident, or any other similar unexpected occurrence, they would miss the pre-bid and be ineligible to submit a bid. Weather conditions also can be a prohibitive factor for those who may travel a significant distance to attend the meeting. Furthermore, requiring that bidders be represented at a pre-bid conference does not dictate who attends. Any bidder’s employee attending the meeting, be it a project manager, staff secretary or a human resources clerk, would officially satisfy this requirement.

In regards to the advertising of a formal solicitation, the success of any pre-bid conference is often predicated on potential bidders being aware of the meeting in the first place so bidders are able to make arrangements to attend the event. Even though many public entities utilize some form of email or web-based bid notification tool, interested bidders who may otherwise become aware of a solicitation after the pre-bid conference occurs are eliminated from the opportunity if the pre-bid was mandatory. Without accurate and timely notice, interested and potentially qualified bidders become ineligible to compete for a bid they otherwise would have the option to do so. Although the advertisement of bids is not directly related to the decision of mandatory pre-bid conferences, without effective notice, the pool of potential bidders could only be further minimized if the pre-bid is set as mandatory.
The consideration of a mandatory pre-bid conference has downsides from a competitive perspective as well. All bidders attending the mandatory meeting are immediately aware of the finite number of eligible competitors. For example, if there were only three firms represented at a mandatory pre-bid, each would have certain inherent advantages in knowing the strengths and limitations of those eligible companies competing on the bid and may use that knowledge to their advantage against those others eligible. Advantages could be gained through pricing structure, sub/supplier selection, labor and equipment resource planning, or any other aspect a given bidder may feel is an advantage over the known competitors. If a bidder is not aware of the eligible competition, being due to the pre-bid conference not set as mandatory, it is more difficult gain an edge over other bidders.

There are more serious concerns related to a mandatory pre-bid beyond those where a bidder may take steps on its own to gain an advantage over known competition. Solely due to a small number of bidders attending a mandatory pre-bid meeting can increase the potential for bidder collusion. Instead of a bidder acting independently to gain a competitive advantage, a bidder may collude with one or more other bidders for contracts. The U.S. Department of Justice Anti-Trust Division (referenced via a study by the Nineteenth Statewide Grand Jury, State of Florida Case No. SC-09-1910, dated December 17, 2010) denotes the four basic bid rigging schemes are Bid Suppression, Complementary Bidding, Bid Rotation, and Customer/Market Allocation. While bid tampering or collusion are not directly related to mandatory pre-bids, the mere existence of a mandatory pre-bid meeting raises the possibility of such illegal activities because of the known and finite number of eligible bidders.

Although bid collusion may rarely occur, bidders in attendance may directly or indirectly bully or intimidate other bidders in ways to improve their competitive position. For instance, a bidder in attendance at a mandatory pre-bid voicing that he has an abundance of equipment and manpower readily available may cause another bidder who has limited resources to rethink the likelihood for success of award and may in turn cause the bidder to opt out of bidding altogether. Such intimidation techniques aren’t necessarily only limited to bidders. At a mandatory pre-bid conference, user department staff also may be inclined to use a form of intimidation to assert a level of control and authority in advance of the award, due to knowing that the bidder to be awarded the contract must be in attendance.

While a mandatory pre-bid conference is an absolute limiter of bidders eligible to compete, it has no effect whatsoever in assuring that bidders submit a bid. On the contrary, it’s feasible that a bidder attending the mandatory meeting and who in turn is aware of the eligible competitors, may choose to not submit a bid based solely on the expectation or perception that they would not be competitive versus other bidders present at the pre-bid. This may be more of an example of indirect bidder intimidation but would be less likely to occur if the pre-bid was voluntary and more bidders opted to compete, whether or not they attended the meeting.

As procurement professionals we are well aware of the need to convey to all parties that only what is specifically stated in the bid documents is binding. Nothing said, shown or discussed at a pre-bid meeting is binding, and therefore relatively few instances can be found where a pre-bid conference is warranted to be mandatory. There are many reasons to avoid setting pre-bid meetings as mandatory, many should be fairly obvious but other downsides are more subtle or less known. Although the determination in establishing a pre-bid conference to be mandatory or not is only a small component within the entire bid process, it does provide a clear example of the importance and value in creating an open-minded and positive environment to foster a collaborative relationship among end-user departments, potential bidders, and the public procurement professional for the benefit of all.

John E. Schmidt, CPPB
Sr. Contract Administrator
Procurement Division
Orange County Government
Member Spotlight

Chris, as she is affectionately known, has been a very active member of FAPPO since 2003. She has served as:

- College Education Reimbursement (CER) Committee member, 2008
- Professional Development Chair, 2009, 2010
- Trade Show Chair, 2011, 2013
- Special Event Chair, 2014
- Banquet Chair, 2014

Chris has solicited a wide variety of goods and/or services; from feral hogs to landfill expansions, Courthouse cafeteria services, new water and wastewater facilities, and expansion to roadways. She is proficient in the Construction Manager at Risk process as well as the Best Value Procurement process. She crafted a solicitation as the Lead Agency through the Florida Association of Counties (FAC) for a recruiting firm that resulted in yearly rebates to the agency.

Chris began her career in procurement in 2003 at Polk County Board of County Commissioners. After working with Procurement while in another department, she created a how-to manual for requisitioners that provided a basis for the final manual published to county-wide requisitioners. Because of this relationship, Chris decided to take a leap of faith and apply for one of the open positions. And thus began a true love-hate relationship that continues today. By the way, more love than hate J.

Chris considers several people instrumental in creating, assisting, and strengthening her involvement in FAPPO:

- **Bobbye Marsala** – she is the face of FAPPO for me, as my first conference was the year Bobbye was President;
- **Denise Schneider** – she is the first person to give me a shot at volunteering and continues to be a rock, always ready to lend an ear and offer advice;
- **Marian Pace** – she is the other half of the rock put in place by Denise as she too believed in me and taught me the true importance of volunteerism in FAPPO;
- **Warren and Wendy Geltch** – the unfailing belief and support from these two is beyond measure. One or both are always ready to help if I need to better myself in one way or another; they both are a gem beyond measure;
- **Mark Raiford** – he has taught me that it is ok and even to embrace things that are outside of my comfort zone and I shall be forever grateful for that nudge; it reinforces itself each time a new project comes up that I don’t know how to get started let alone complete;
- **Carrie Woodell** – she is truly my soul sister; a part of me that makes me strive to be a better person. She shoots straight and reminds me every day just how much my contribution means. I consider myself the luckiest girl to be able to call her friend.

As we go forward into the coming years, Chris hopes to make an even bigger mark on FAPPO as an officer. She wants to continue to look forward, enable changes that will continue to make a positive effect on the FAPPO membership. The world we live in has become such a fast-paced environment and she wants to be part of the on-going effort to, not only keep FAPPO relevant, but to increase the value of FAPPO membership farther and wider.
DIVERSITY ESSAY CONTEST 2015

“Diversity – Why is it Important?”

This contest is open to all Regular FAPPO members excluding current Officers.

FAPPO and its members have made a commitment to respect and to provide equitable treatment to all the procurement professionals, constituents, internal customers and external customers. FAPPO recognizes the range of differences among all those that procurement professionals have interaction including their value and contributions from each.

The winning Diversity Essay should address why inclusiveness and respect for diversity is important to the Public Procurement profession. What are the implications of diversity for the profession; in your office, entity, vendor relations and/or customer relations?

The essay should focus on this theme, but you are free to be as imaginative as you desire. I know there are some very interesting stories out there just waiting to fascinate our membership.

Contestants must submit a 900 – 1000 word essay that is double-spaced in an Adobe PDF or MS Word document. Please ensure that the essay includes the author’s name, entity address, phone number, email and a signed statement giving unrestricted publishing rights to FAPPO.

Essay entries must be emailed to Joe Benjamin, at JBenjamin@PlantCityGov.com by February 20, 2015. Please email any questions to Joe.

Essays will be judged by the current FAPPO Officers based on originality, message, content focus, clarity and grammar. The winner and runners-up will be announced at the 48th Annual FAPPO Conference, May 17-20, 2015 in Orlando, FL. The winning author will receive $300 in FAPPO Bucks and runner ups will receive $25.00 in FAPPO Bucks. FAPPO Bucks may be used to help defray the costs for registration and lodging at the official host hotel for the current year’s conference.

FAPPO will reimburse the agency or member, who has made the payment for the awarded amount in the event your registration and/or official host hotel lodging has been paid for prior to receiving award notice.

GOOD LUCK!
SEVENTH ANNUAL ESSAY CONTEST 2015
“Elevating our Professionalism”

This contest is open to all Regular FAPPO members excluding current Officers.

As in all professions, Public Procurement Officials want our industry members recognized and viewed as professionals at what we do. FAPPO as well as other Public Procurement Organizations have made great strides in promoting this effort in recent years. Moving forward, what should Public Procurement Officials be doing to make this a known reality? How should we, as public agency officials conduct ourselves within the profession? What should Public Procurement organizations be doing to “Elevate our Professionalism”?

The essay should focus on this theme and you are free to be as imaginative as you desire. I know there are some very interesting stories out there just waiting to fascinate our membership.

Contestants must submit a 900 – 1000 word essay that is double-spaced in an Adobe PDF or MS Word document. Please ensure that the essay includes the author’s name, entity address, phone number, email and a signed statement giving unrestricted publishing rights to FAPPO.

Essay entries must be emailed to Joe Benjamin, FAPPO Vice President at JBenjamin@PlantCityGov.com by February 20, 2015. Please email any questions to Joe Benjamin.

Essays will be judged by the current FAPPO Officers based on originality, message/content focus, clarity and grammar. The winner and runners-up will be announced at the 48th Annual FAPPO Conference, May 17-20, 2015 in Orlando, FL. The winning author will receive $300 in FAPPO Bucks and runner ups will receive $25.00 in FAPPO Bucks.

FAPPO Bucks may be used to help defray the costs for registration and lodging at the official host hotel for the current year’s conference. FAPPO will reimburse the agency or member who has made the payment, in the event your registration and/or official host hotel lodging has been paid for prior to receiving award notice.

GOOD LUCK!
### CALENDAR OF EVENTS

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<th>DATES</th>
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<tr>
<td>Feb. 6, 2015</td>
<td>FAPPO Board Meeting</td>
<td>Rosen Center, Orlando</td>
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<tr>
<td>May 17-20, 2015</td>
<td>FAPPO Annual Conference</td>
<td>Rosen Center, Orlando</td>
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### CAREER OPPORTUNITIES

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<td>School Board of Broward County</td>
<td>January 30, 2015</td>
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<td>City of Winter Park</td>
<td>January 31, 2015</td>
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<td>Senior Buyer</td>
<td>City of Deerfield Beach</td>
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<tr>
<td>Purchasing Manager</td>
<td>Pasco-Hernando State College</td>
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Upcoming Professional Development Opportunity

February 25-27, 2015

**Contract Administration**
Contact the Central Florida Chapter of NIGP
www.cfcnigp.org
REGISTRATION FORM
48th ANNUAL CONFERENCE AND TRADE SHOW
ROSEN CENTRE HOTEL • ORLANDO, FLORIDA • MAY 17 - 20, 2015

Name (last, first) _______________________________________________ Certification(s) ________________________________

Name to be printed on badge ____________________________________________________________________________________

Title ______________________________________  agency/Organization ______________________________________________

Mailing Address ______________________________________________________________________________________________

Phone ( _________ ) _____________________________________  Fax ( _________ ) _____________________________________

E-mail address _______________________________________________________________________________________________

☐ Any special dietary needs or special accommodations you may require? ______________________________________________

_________________________________________________________________________________________________________

Is this your first FaPPO Conference?  ☐ Yes  ☐ No

FULL REGISTRATION: Conference Program, Trade Show, Special Event and Banquet

*Cancellation requests for refund shall be received by FaPPO no later than APRIL 3, 2015. NO REFUNDS WILL BE ISSUED AFTER THIS DATE.

Early Bird Registration Fee  Fee if Received

*Prior to 4/3/2015  after 4/3/2015

☐ FAPPO Member.................................$300.00........................$350.00........................  $ __________

☐ FAPPO Bucks (Deduct) ........................................................................................................................................  $ __________

☐ Non-member fee.................................$475.00........................$500.00 .......................  $ __________

ONE DAY REGISTRATIONS: Includes any meals and events scheduled for that day.

FAPPO Members  ☐ Sunday ($50)  ☐ Monday (Free)  ☐ Tuesday ($175)  ☐ Wednesday ($175)

Non-Members  ☐ Sunday ($50)  ☐ Monday (Free)  ☐ Tuesday ($250)  ☐ Wednesday ($250)

TOTAL: ........................................  $ __________

PAYMENT INFORMATION

*Payment shall be POSTMARKED (if mailed) or RECEIVED (if credit card) prior to the EARLY BIRD REGISTRATION DATE to receive the discounted rate. FAPPO FEIN: 59-2615678

PAYMENT BY CHECK:

☐ Enclosed is my check or money order, payable to FAPPO, Inc. in the amount of $ __________________________

CHECK PAYABLE TO: FAPPO, Inc.

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

PAYMENT BY CREDIT CARD:

Charge my ☐ VISA   ☐ MASTERCARD   ☐ AMERICAN EXPRESS

Amount Authorized: __________________ Card Number: ___________________ Exp. Date: ____________

Name on Card: ___________________ Signature: ___________________

EMAIL COMPLETED FORM TO
execdirector@fappo.org or FAX: 813.333.1767

Attendee Participation Acknowledgement

Registering for the FAPPO Annual Conference and Trade Show indicates acknowledgement of participating in FAPPO events and activities at the attendee’s own free will and intentional act. Attendees should be aware that possible physical injury could occur as a result of participation in these events. Attendees acknowledge freely and knowingly and that they are able to participate in FAPPO events and hereby assume responsibility for their own well-being. Attendees also agree not to allow any other individual to participate in their place without written notification to FAPPO.

FAPPO plans to take photographs at the Annual Conference and Trade Show and reproduce them in FAPPO educational, news or promotional material, whether in print, electronic or other media, including the FAPPO website. By participating in the Annual Conference and Trade Show, you grant FAPPO the right to use your name, photograph and biography for such purposes. All postings become the property of FAPPO. Postings may be displayed, distributed or used by FAPPO for any purpose.
FAPPO Bucks

**Definition:** Money earned via service to the Association. They can only be used to cover expenses for attending the Annual Conference. FAPPO Bucks (bucks) were established to financially assist members to attend the Annual Conference.

**Earn your way to the FAPPO Annual Conference & Tradeshow**

Volunteers who work a minimum of four (4) hours at the Annual Conference will earn $100 bucks. Each time you serve on a committee earns you $50 bucks!

Registration forms are available on our website. The deadline to register as a volunteer is **March 1, 2015**.

Bucks earned for this Fiscal Year MUST BE USED for the 48th Annual Conference in Orlando, Florida. Bucks do not rollover to the next year.

For more information about FAPPO Bucks, please visit the website. Submit your request to your FAPPO Bucks Committee members:

Fatima F. Calkins
FAPPO Bucks Chair
fcalkins@goaa.org
407-825-2044

Lanaee Gilmore
FAPPO Bucks Co-Chair
lgilmore@melbourneflorida.org
321-608-7065

Additional information is available in our Policies and Procedures Manual.
If your agency is interested in hosting a FAPPO sponsored seminar, this document will provide you with the process guidelines.

In exchange for serving as the site coordinator and performing all aforementioned duties, FAPPO will pay the cost of registration for that designee. The site coordinator is eligible to attend one (1) seminar per year.

Requirements

You must be a current FAPPO member to host a FAPPO sponsored seminar and serve as site coordinator. A local agency or NIGP chapter is eligible to host one (1) class per fiscal year.

Responsibilities

1. Provide a seminar facility, at no cost to FAPPO, which will accommodate up to 30 attendees, as well as any equipment that is required by the instructor (i.e. easel pad, markers, projector, screen, etc.).

2. Submit request to host in writing to the FAPPO ProD Chair. Provide the seminar dates in the request. Each seminar requires a minimum of 8 attendees for the seminar to be held. Plan seminar dates accordingly to allow enough time to reach minimum requirements. Host requests should be submitted a minimum of sixty (60) days prior to seminar date(s).

3. Provide a completed Seminar Logistics Form to the FAPPO ProD Chair when requested. This form will provide details on local hotel including address, contact number, rates and proximity to the nearest airport.

4. Correspond with assigned instructor and ProD Chair to ensure proper flow of information to all parties.

5. Provide light refreshments each morning and afternoon for the duration of the seminar. FAPPO will generate a check in the amount of $200.00 to the site coordinator to cover the cost.

6. Receive and secure all books and materials for the seminar. Upon receipt of shipments, confirm receipt of correct materials and communicate that to ProD Chair. Receive NIGP toolkit and provide to instructor at start of seminar.

7. Distribute required forms each seminar day, including registration forms, sign in sheets (each morning and afternoon), and evaluation sheets.

8. Provide attendees with a listing of nearby restaurants and be available to assist with any inquiries to ensure a positive training experience.

9. At the end of the seminar, ship the unused materials back to NIGP within 2 days; you may use portion of funds provided by FAPPO. Return required forms ONLY in pre-paid UPS envelope. Mail all receipts and unused funds back to FAPPO’s Executive Director for reconciliation.
“Anyone who stops learning is old, whether at twenty or eighty. Anyone who keeps learning stays young.” — Henry Ford

Did you know that each year FAPPO appropriates thousands of dollars to increase the knowledge of its membership?

The links below will take you to the professional development program descriptions along with a brief summary of the benefits.

**College Education Reimbursement (CER) Program**

Any regular member who has paid their membership dues for the current year and the immediate past year is eligible for this program. The CER Program may reimburse educational costs up to $750 for undergraduate and graduate coursework leading to a degree in business administration, public administration or other degree directly related to purchasing. Educational costs may include tuition, books, and materials. See program description for full program guidelines.

**Scholarship Program**

Any regular member whose dues are current and have been a member for 1 year prior to scholarship submittal is eligible for this program. The Scholarship Program may reimburse up to $300 for member to attend an NIGP course sponsored by FAPPO or other FAPPO sponsored course. See program description for full program guidelines.

Submitted by:
Kristy Rumping, CPPO, CPPB, FCCM - CER and Scholarship Coordinator
Who is Norma M. Showley, C.P.M.?

Norma was the most gracious lady we’ve ever met. She never said a harsh word to, or about, anyone. Everyone loved Norma, and Norma loved everyone. Especially FAPPO.

Norma was the heart and sole of the Association for many years. She served as President on two separate occasions. Her second term was due to the abrupt resignation of the President Elect immediately before the 1994 Annual Conference. She served us as President in 1987-88 and 1994-95. Norma was unanimously elected to fill the vacancy. Norma passed in July 2003 after a long fight with cancer. We honor her with naming this important scholarship fund for her.

Why was the fund created?

The Norma M. 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.

Can I donate to the fund?

If you’re interested in contributing to this worthwhile cause, please be sure to make your check out to FAPPO using the form on the website. Your generosity is greatly appreciated.

How much is currently in the scholarship fund?

Currently we have a new balance of $8,102.00!!

How do I request a scholarship from the fund?

Complete and submit an Application, along with all required documentation.

Additional information is available at:
- Norma Showley Scholarship Fund general information
- Norma Showley History
- Scholarship Fund Donation Form
- Application
**FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICERS, INC.**  
**NORMA M. SHOWLEY SCHOLARSHIP FUND**

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<th>Telephone Number:</th>
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<th>Email Address:</th>
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Applicants will be measured on their demonstrated commitment to the Core Values of FAPPO’s Leadership for the areas of ethics, integrity, professionalism, diversity, education, growth and commitment to customer service.

I request approval of an educational reimbursement for ________________

(Course Title)

Beginning on ________________ as follows:

Tuition: $________  Books: $________  Materials: $________  Total: $________

The reason for enrolling in this course of study (check one):

- Prerequisite towards earning a degree in ________________________________

- College Level Courses – to enhance my skills for my present position.

- Other (specify):

I have read, understand, and agree to comply with the provisions of the Florida Association of Public Purchasing Officers (FAPPO) Norma M. Showley Scholarship Fund. I specifically understand and agree that if I receive an educational reimbursement through other sources or programs, FAPPO will refund only those costs not funded by said other programs, provided I receive a grade of “C” or better on undergraduate work or grade “B” or better on post graduate work. I further certify that I am paid member in good standing and have been such for at least one year prior to the date of this application.

Signature ________________________________

Norma Showley Scholarship Application 07/12
The Norma M. Showley Memorial Scholarship Fund was created by the Board of Directions 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 $3,102.00 in memory of Norma!

Thank you for all your generous support! 😊

Cheri

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

☐ $10
☐ $25
☐ $50
☐ $100
☐ Other $___________

FAPPO reserves the right to publish your name as a donor.  ☐ Please check here if you prefer not to have your name published.

Name:  __________________________________________________________________________

Entity:  __________________________________________________________________________

Address:  __________________________________________________________________________

State:  _______ Zip: _______ Email: ___________________________________

Phone:   _________________________________ Fax:  ____________________________

Send this form with your check, made payable to FAPPO In., or credit card information to:

FAPPO  Credit Card Information
8875 Hidden River Parkway  Name on Card: _____________________________
Suite 300 #3059  Type:  ☐ Visa ☐ MasterCard ☐ Amex
Tampa, FL 33637  Card # _____________________________
Fax #813-333-1767  Expiration Date: _____________________________
Signature:  _____________________________
Are you planning to sit for the CPPB or CPPO exams in the near future? There are a number of ways to prepare for these challenging tests. Here are a few ways to prepare:

⇒ Take LEAP courses
⇒ Obtain the PREP Guides from the NIGP bookstore
⇒ Participate in a study group or reviewing the material on your own

For those of you who would like a little day-to-day inspiration and interaction right at your desktop, one of our members, Past President David Nash, sends out a question of the day by email. The questions come from a variety of sources and are about half multiple choice and half essay. Each person responds directly to David and no one’s answers are ever shared with anyone else. And best of all, there is no charge to participate.

If you are interested in receiving these daily questions, just go to the website www.qoftheday.net for complete information on the program and to register your contact information. If you have any questions after visiting the website, feel free to contact David by phone at 954-829-0421.
NOMINATION FOR OFFICER

A candidate for office must be a Regular member, in good standing, for a minimum of three (3) of the last five (5) 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 must have served as Chair for one of the following FAPPO Committees: FAPPO Bucks, Finance, Professional Development, Special Event/Banquet, Trade Show. 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
____   ____________________________   ____   ____________________________
____   ____________________________   ____   ____________________________

Describe the professional accomplishments of member:
_______________________________________________________________________________________
_______________________________________________________________________________________
_______________________________________________________________________________________

He/she has attained the following professional procurement certification(s):

☐ CPPO   ☐ CPPB   ☐ C.P.M.   ☐ A.P.P.   ☐ CFCM   ☐ Other __________________________

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. The deadline for submitting is March 13, 2015.

Email or mail nomination form to: Joe Benjamin, CPPO, CPPB, FCCM c/o City of Plant City
302 W. Reynolds Street, Plant City, FL  33563 ~ E-Mail: jbenjamin@plantcitygov.com

Get Involved! It’s So Rewarding
CANDIDATE CERTIFICATION

I certify that all statements made in this application are true and complete.

I further certify that I meet all of the eligibility requirements as outlined in the Nomination for Officer Form.

I further certify that I agree to comply with all requirements to fulfill the position of Officer for the Florida Association of Public Procurement Officials, Inc. (FAPPO), as outlined in the Bylaws, Officers and Committees Manual, and Policies and Procedures Manual.

I further certify and acknowledge, through my signature below, that I am responsible for all expenses related to my service as a FAPPO Officer, for the entire duration of my tenure.

Name of Candidate: ______________________________________________

Signature of Candidate: ____________________________ Date: _____________

(Candidate certification must be completed and submitted with the Nomination for Office Form)
New UPPCC Certifications in Florida

Our congratulations to:

**CPPO**
- Joel Wasserman
- Carmen Gomez
- Jennifer Slusarz
- Amy Flack
- Peter Boers

**CPPB**
- Deborah Merrill
- Tanya Zan Fedorak
- Giuliana Scott
- Yolan Allicon Todd
- Roslyn Alic-Batson
- Jorge Alexander Bombino
- Jacqueline Buitrago
- Leticia Smith
- Marcel Martinez
- Kim Meeks
- Brian Sargent
- Debi Edwards
- Renee Hayes
Nathaniel’s Hope

Nathaniel’s Hope is dedicated to sharing hope with kids with special needs (VIP kids) and their families.

- Contributions/Donations will be accepted at the registration desk each morning. There are a number of ways to give a tax deductible gift on their website by either Personal or business checking account, Visa, MasterCard, Discover, PayPal or American Express. You can also mail your check or money order (made out to Nathaniel’s Hope) to: Nathaniel’s Hope 2300 Jetport Drive Orlando, FL 32809.

- Make sure you notate “FAPPO 2015” on your check or credit card donation so we can track the Agency total. If you would like to designate your donation to a particular program, please include the program name (i.e. Buddy Break, Make ‘m Smile, etc.) in the memo line.

- Are they seeking things other than monetary donations? Yes, you may volunteer to do caroling for kids at hospitals and/or sign up to be a Buddy for a VIP kid at BuddyBreak.org. To register, select “I want to be a Buddy.” Volunteers can also visit the buddy break events every month (Info@NathanielsHope.org).

- A Nathaniel’s Hope Coordinator will be speaking about their program on Tuesday May 19th during the morning breakfast and right before our keynote speaker.
49th Annual FAPPO Conference and Trade Show
May 22-25, 2016
Orlando, Florida

It’s never too early to begin planning! The 49th Annual FAPPO Conference and Trade Show will be held at the Rosen Centre, Orlando on May 22-25, 2016.

As you begin the budget process for next fiscal year, the following rate schedule should be used for calculating conference attendance expenses.

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference Registration</td>
<td>$300.00*</td>
</tr>
<tr>
<td>Hotel rate (single/double)</td>
<td>$149.00 plus hotel tax (if applicable)</td>
</tr>
<tr>
<td>Self-Parking Rate</td>
<td>FREE</td>
</tr>
</tbody>
</table>

Please be sure to include your conference registration fee in your budget. We cannot guarantee that a subsidy will be available for you to utilize at the Conference.

*Subject to Board approval in May 2015.
Get Connected!

Here's how **YOU** can join the conversation:

Follow [@FAPPO_Inc](https://twitter.com/FAPPO_Inc) for news, resources and updates about FAPPO and engage in the conference discussion using [#FAPPOConf](https://twitter.com/hashtag/FAPPOConf).

"Like" the [FAPPO](https://www.facebook.com/FAPPO) fan page on Facebook to see how others are discussing, teaching and sharing procurement news.

Join the [FAPPO](https://www.linkedin.com/groups/) group on LinkedIn to participate in procurement discussions and information exchange opportunities.

Join the [FAPPO](https://govloop.com/groups/fappo/) group on GovLoop for additional interaction with government procurement professionals.

Subscribe to the official [FAPPO Blog](https://www.fappo.org/blog) for access to procurement articles and updates or to submit a list serve inquiry.
Officers

President - Carrie Woodell, MPA, CFACM, CPPO
Administrator
Orange County Procurement Division
carrie.woodell@ocfl.net
Phone: 407.836.5664

Vice President - Joe Benjamin, CPPO, CPPB, FCCM
Purchasing Manager
City of Plant City
jbenjamin@plantcitygov.com
Phone: 813.659.4270

Treasurer - Diane Wetherington, CPPB, FCCM
Purchasing Agent III
City of Orlando
diane.wetherington@cityoforlando.net
Phone: 407.246.3633

Secretary – Wendy Geltch, C.P.M., CPPO, FCPM, FCCM
Director of Purchasing, Retired
Polk State College
wendygeltch@gmail.com
Phone: 407.963.6510

Committees

Advertising/Sponsor
rompt
Craig Rowley
Advocacy Committee
rompt
Bobbye Marsala
• Gregory Spearman
• Neil Appel
AEP Awards
• Joe Benjamin
• Barbara Grilli
Appointment/Entity Awards
rompt
Cheryl Olson
Blog Liaison
rompt
Zulay Millan
FAPPO Awards
rompt
Keith Glatz
By-Laws
rompt
Cheryl Shanaberger
Education/Pro-D
rompt
Tara Walls
Executive Director
rompt
Craig Rowley
Fall Workshop Program
rompt
Cheryl Olson
FAPPO Bucks
prompt
Fatima Calkins
• Lanaee Gilmore
Finance
prompt
Cliff Chroust
Historian
prompt
Wendy Geltch
Immediate Past President
prompt
Cheryl Shanaberger
Meeting Coordinator
prompt
Zulay Millan
Membership Outreach
prompt
Marian Pace
• Chelsey Rogers
• Patricia Guthrie
NCPPC Representative
prompt
Cheri Alexander
Nominating
prompt
Joe Benjamin
Parliamentarian
prompt
Rhonda Ulmer
Presidential Advisors
prompt
Marian Pace
• Johnny Richardson
• Denise Schneider
Procedural Oversight
prompt
Marian Pace
• Mike Pershing
• Anne Heinen
Resolutions/Awards
prompt
David Nash
Scholarship
prompt
Kristy Rumping
Sergeant-at-Arms
prompt
Ed Parker
Social Media Liaison
prompt
Carrie Woodell
Social Responsibility
prompt
Diane Reed
• Anthony Maldonado
State Purchasing Liaison
prompt
Cliff Chroust
Strategic Planning Coordinator
prompt
Denise Schneider
Survey/Research
prompt
Kelly Loll
Technology / Website
prompt
Zulay Millan
Tuition Reimbursement
prompt
Kristy Rumping
UPPCC Representatives
• Wendy Geltch (CPPO)
• Linda Balcombe (CPPB)

Annual Conference

Audio Visual/Technology
prompt
Anthony McGee
Banquet
prompt
Chris Rewis
• Joe Marody
• Dorothy Gordon
First Timers
prompt
Wendy Geltch
Hospitality
prompt
John Schmidt
• Marsha Musseri
Photography
prompt
Susan Blair
Program
prompt
Joe Benjamin
Special Event
prompt
Chris Rewis
• Joe Marody
• Dorothy Gordon
Trade Show
prompt
Zulay Millan
• Ivette Rosario
• Brenda Leo
• Mark Shuman
VIP Coordinator
prompt
Cheri Alexander

Legend:
prompt
Chair
Committee Member

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