Message from the President

Can you believe it? 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 posted in this newsletter and on the FAPPO website, and Joe Benjamin has done an outstanding job scheduling the sessions as well as some amazing keynote speakers, including Mr. Simon Bailey who is a nationally renowned motivational speaker! More details about Mr. Bailey can be found in this newsletter. 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. Speaking of which, the trade show committee has really got the creative juices flowing for this year’s show. You’ll find show details in next month’s newsletter and we encourage all attendees to plan on visiting each booth and participate in the show related activities.

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 apply for a subsidy to defray the cost of hotel or registration. You need to use your FAPPO Bucks by June 30th of this year.

I encourage you to visit our Facebook Fan Page or follow us on Twitter @FAPPO_Inc to keep up to date on all news related to the Annual Conference. We will be encouraging our attendees to post and tweet throughout the conference using our official hashtag #FAPPO2015. There will also be giveaways for those who are active on our social media sites throughout the Conference. Stay tuned for more details! The deadline to take advantage of the Rosen Centre special rates 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 sunny Orlando!

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

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

The 48th Annual Conference and Tradeshow kicks off on Sunday, May 17th with Conference registration from 1:00 – 4:00 p.m. You don’t want to miss the Member/Vendor Educational Counterpoint where vendors and members are invited to attend a collaborative networking session. This session is being moderated by Professional Purchasing practitioners,

1. Chris Rewis, CPPO, CPPB, FCCM
2. Rhonda Ulmer C.P.M. CPPO, FCCN
3. Fatima Calkins, CPPO, CPPB, FCCM, FCPM, FCPA.

The session is Sunday May 17th from 2:00—3:30 p.m.

If you are FAPPO “First Timer” (this is the first FAPPO Annual Conference you have attended), we have a First Timer Orientation session moderated by Wendy Geltch, C.P.M., CPPO, CPPB, A.P.P., FCCM, FCPM, FCPA. The First Timer Orientation is on Sunday, May 17th from 3:30 – 4:30. Wendy has a great gift for all of our first time conference attendees from FAPPO.

The first night of our conference is wrapped up with a special event casino night, that looks to be a great time for all. Hope to see all of you there!”

Joe Benjamin, CPPO, CPPB, FCCM
FAPPO Vice President / Annual Conference Program Chairman
Message from the Treasurer

Happy Spring FAPPO,

Time sure is flying by as we gear up for the Annual Conference. I am getting so excited for the conference and hope that each of you are as well. We have some really great keynote speakers this year that you won't want to miss!!! Along with the classes that you will be able to attend, you will meet people from other agencies from all over Florida, which gives you great networking opportunities. First Timers to the Conference will have a great introduction session and have a chance to win free registration for the 2016 Conference. The Trade Show is going to be amazing this year and you won't want to miss it. Make your reservation now for the conference!

Hope to see you there!

Diane Wetherington, CPPB, FCCM
FAPPO Treasurer

Message from the Secretary

FAPPO will have two openings for officers (Treasurer and Secretary) at the May Conference. Are you ready to step up and be a leader of the best statewide public procurement association in the country? You CAN do it! Serving as an officer of FAPPO is truly is rewarding. Contact Joe Benjamin for additional information.

There are currently multiple upcoming seminars offered for your professional development. They are posted to our website. Click here for more information.

Have you booked your hotel room at the beautiful Rosen Centre Hotel for the Conference yet? If not, click here to make your reservation. Have you sent in your registration form to our Executive Director, Craig Rowley? If not, the form is included in this Newsletter on page 9. Come join us for some wonderful educational sessions and great keynote speakers. We are the best value!

If you are interested in earning $50.00 in FAPPO bucks towards attending the FAPPO Annual Conference in Orlando (May 17 - 20), 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) at the Conference!!!

Wendy Geltch, C.P.M., CPPO, CPPB, A.P.P., FCCM, FCPM, FCPA
FAPPO Secretary

Visit Our Website at www.fappo.org
Cliff Chroust

Cliff has been a FAPPO member since 2011. He has earned a BA in Business Economics, an MBA in Business Administration, and a PMP. He is pulling together the paperwork for his CPPB now. The year he joined FAPPO is also the year he moved his family to Florida and joined the Florida Department of Management Services to support data analysis and procurement activities. He worked on a statewide gap analysis for the Procurement Transformation Initiative and was recognized for his efforts in his new position by Governor Rick Scott.

Since joining the public sector he has focused on developing metrics and working on procurements that meet the needs of the agency’s customers, namely other State Agencies, Cities, Counties, School Boards, and other governmental subdivisions. Recently he’s worked on procurements from insurance to procurement card services, towing, and auction services.

Cliff has a long history working in procurement before coming to FAPPO and the state of Florida. After working a tech startup out of college, that paired financial databases and motor vehicle purchasing, he then went overseas to build infrastructure in an operations role for two American companies. While in Europe he was responsible for local raw materials procurement in addition to inbound and outbound logistics. One of his more interesting procurement experiences was as a consultant for the Egyptian Ministry of Hotels and Tourism. His work on the development of bid documents found him standing at the door to the great pyramids. Procurement can take you anywhere.

He is also an avid learner and instructor. Professionally he has taught data analytics at the Department of Management services, presented on Scorecard Methodologies at the FAPPO fall workshop and NASPO southern Region Conference, and Taught “Doing business with the State” at successive FAPPO Annual conferences. He also continues to serve as Finance Chair for FAPPO.

When asked about his most memorable FAPPO event he offers that it is easily the first annual conference he attended. “I was able to see a great group of people come together, share knowledge, and build camaraderie. It was also powerful as a first timer to be able to contribute my experience by giving a presentation,” says Cliff.

Recreationally Cliff is a Private Pilot, First Aid instructor, and SCUBA instructor. He gives back to his hobbies as both a CPR volunteer and at Experimental Aircraft Association’s Young Eagles events, for EAA chapter 455, where they introduce school age children to the joys of Aviation.

At the end of the day Cliff will tell you it’s all about Family and People. Great procurement makes resources available for entities to focus on their core mission. If we do our job well the maximum amount of resources go where they are needed.

Cliff lives in Tallahassee FL, with his wife Jana, and children Christopher and Elizabeth.
### CALENDAR OF EVENTS

<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 17-20, 2015</td>
<td>FAPPO Annual Conference</td>
<td>Rosen Center, Orlando</td>
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</tbody>
</table>

### CAREER OPPORTUNITIES

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ENTITY</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement Specialist</td>
<td>Southwest Florida Water Management District</td>
<td>March 8, 2015</td>
</tr>
<tr>
<td>Budget Analyst</td>
<td>Southwest Florida Water Management District</td>
<td>March 8, 2015</td>
</tr>
<tr>
<td>Contracts and Procurement Manager</td>
<td>Tampa-Hillsborough County Expressway Authority</td>
<td>March 13, 2015</td>
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<tr>
<td>Sr. Purchasing Agent</td>
<td>Greater Orlando Aviation Authority</td>
<td>March 30, 2015</td>
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<tr>
<td>Construction Purchasing Agent</td>
<td>School Board of Broward County</td>
<td>May 31, 2015</td>
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</tbody>
</table>

For additional information go to www.FAPPO.org
### SUNDAY - MAY 17, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>General Description</th>
<th>Speaker</th>
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</thead>
<tbody>
<tr>
<td>1:00 - 4:00</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>2:00 - 3:30</td>
<td>Member/Vendor Educational Counterpoint (Members and Vendors Invited)</td>
<td>Chris Rewis, CPPO, CPPB, FCCM, Rhonda Ulmer, C.P.M., CPPO, FCCN, Fatima Calkins, CPPO, CPPB, FCCM, FCPM, FCPA, FCPA, FCPA, FCPA, FCPA</td>
</tr>
<tr>
<td>3:30 - 4:30</td>
<td>First Timers Orientation</td>
<td>Wendy Geltch, C.P.M., CPPO, CPPB, FCCM, FCPM, FCPA, A.P.P.</td>
</tr>
<tr>
<td>6:00 - 10:00</td>
<td>Special Event Reception</td>
<td></td>
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### MONDAY - MAY 18, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>General Description</th>
<th>Speaker</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 11:00</td>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>7:30 - 8:30</td>
<td>President's Welcome and Breakfast</td>
<td>Carrie Woodell, CPPO, CFCCM, FCPM, FCPA</td>
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<tr>
<td>8:30 - 10:00</td>
<td>Keynote Speaker - Shift Your Brilliance</td>
<td>Simon T. Bailey</td>
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<tr>
<td>10:00 - 10:15</td>
<td>Break</td>
<td></td>
</tr>
<tr>
<td>10:15 - 11:15</td>
<td>FAPPO Best Practices/Entity Awards</td>
<td>Keith Glatz, CPPO, FCPM, Cheryl Olson, C.P.M., CPPO</td>
</tr>
<tr>
<td>11:30 - 1:00</td>
<td>Member/Vendor Lunch - Panel Discussion: “We No Bid and We'll tell You Why”</td>
<td>Keith Glatz, CPPO, FCPM - NIGP Business Council, Greg Spearman, CPPO, FCCM - Moderator, Denise Schneider, CPPO, C.P.M., CPPB - Panelist, Alan Weaver, CPPO, CPPB, FCCN, FCPM, FCPM - Panelist, Theresa Webb, CPPO, C.P.M., CPPB, FCCM, FCPM, Panelist</td>
</tr>
<tr>
<td>1:00 - 4:30</td>
<td>FAPPO Annual Trade Show</td>
<td></td>
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### TUESDAY - MAY 19, 2015

<table>
<thead>
<tr>
<th>Time</th>
<th>General Description</th>
<th>Speaker</th>
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<tbody>
<tr>
<td>7:30 - 4:00</td>
<td>Registration</td>
<td></td>
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<tr>
<td>7:30 - 8:30</td>
<td>Member Networking Session and Continental Breakfast</td>
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<tr>
<td>8:00 - 8:30</td>
<td>Nathaniel's Hope: Social Awareness Campaign</td>
<td>Marie Kuck, Executive Director of Nathaniel's Hope</td>
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<tr>
<td>8:30 - 9:45</td>
<td>Keynote Speaker - Risen from the Ashes</td>
<td>Mark McHugh - Gatorland CEO</td>
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<tr>
<td>9:45 - 10:00</td>
<td>Break</td>
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<tr>
<td>10:00 - 11:30</td>
<td>Local Preference - The Pros and Cons</td>
<td>Greg Spearman, CPPO, FCCM</td>
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<tr>
<td>10:00 - 11:30</td>
<td>The Truth, The Whole Truth and Nothing but the Truth about Electronic Sourcing</td>
<td>Chris Rewis, CPPO, CPPB, FCCM</td>
</tr>
<tr>
<td>10:00 - 11:30</td>
<td>Uniform Administration Requirements for Grants 2CFR (New Reform)</td>
<td>Rhonda Ulmer, C.P.M., CPPO, FCCN</td>
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<tr>
<td>11:30 - 1:00</td>
<td>Lunch</td>
<td></td>
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<tr>
<td>1:00 - 2:30</td>
<td>From Advertisement to Award - The Legal Pitfalls in Between</td>
<td>Mark J. Stempler &amp; William J. Cea of Becker &amp; Poliakoff, P.A.</td>
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<tr>
<td>1:00 - 2:30</td>
<td>Taking your team to the Winners Circle</td>
<td>Tammy Rimes - Tammy Rimes Consulting</td>
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<td>1:00 - 2:30</td>
<td>Forging Ahead from Failure</td>
<td>David Nash, CPPO, CPPB</td>
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<tr>
<td>2:30 - 3:00</td>
<td>Break</td>
<td></td>
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<tr>
<td>3:00 - 4:30</td>
<td>Public/Private Partnerships and the Public Procurement Process</td>
<td>Roman Martinez, CPPO, CPPB</td>
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<td>3:00 - 4:30</td>
<td>The Scoop on Scopes and Specifications</td>
<td>Theresa Webb, CPPO, CPPB, C.P.M., FCCM</td>
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<tr>
<td>3:00 - 4:30</td>
<td>The Invitation to Negotiate (ITN) Process</td>
<td>Wendy Geltch, C.P.M., CPPO, CPPB, FCCM, FCPM, FCPA, A.P.P.</td>
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<tr>
<td>6:00 - 9:00</td>
<td>Presidential Banquet</td>
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<tr>
<td>Time</td>
<td>General Description</td>
<td>Speaker</td>
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<tr>
<td>7:30 - 11:30</td>
<td>Registration</td>
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<tr>
<td>7:30 - 8:30</td>
<td>Member Networking Session and Continental Breakfast</td>
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<tr>
<td>8:30 - 9:00</td>
<td>NIGP Update</td>
<td>Rick Grimm, CPPO, CPPB CEO National Institute of Governmental Purchasing</td>
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<tr>
<td>9:00- 10:30</td>
<td>Can You Do That? The Ethical Issues Involved in Public Procurement From Your Local Government Employees</td>
<td>Suzanne D'Agresta, PA, Brown, Garganese, Weiss &amp; D'Agresta</td>
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<tr>
<td>10:30 - 10:45</td>
<td>Break</td>
<td></td>
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<tr>
<td>10:45 - 12:00</td>
<td>State of Florida Update</td>
<td>State of Florida DMS</td>
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<tr>
<td>12:00 - 1:00</td>
<td>Lunch</td>
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<tr>
<td>1:00 - 2:30</td>
<td>The New Paradigms in Procurement</td>
<td>Althea Pemsel, MA, C.P.M., A.P.P.</td>
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<td>Information Technology Procurement: Purchasing Software Solutions</td>
<td>Tabitha Freedman, CPPO, CPPB</td>
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<td></td>
<td>Financial Statement and Ratio Analysis</td>
<td>Daniel O'Keefe, CPA, MBA, CFE - Moore, Stephens, Lovelace, P.A.</td>
</tr>
<tr>
<td>2:30 - 2:45</td>
<td>Break</td>
<td></td>
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<tr>
<td>2:45 - 4:15</td>
<td>Negotiations in the Public Sector</td>
<td>Warren Geltch, C.P.M., CPPO, CPCM</td>
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<td></td>
<td>Successful M/WBE Programs: They Start with You.</td>
<td>Wendy Geltch, C.P.M., CPPO, CPPB, FCCM, FCPM, FCPA, A.P.P.</td>
</tr>
<tr>
<td></td>
<td>Enterprise Resource Planning (ERP) Don't get rattled</td>
<td>Errick Young, MBE Manager</td>
</tr>
<tr>
<td>4:15 - 4:30</td>
<td>Closing Session</td>
<td>Roman Martinez, CPPO, CPPB</td>
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</table>
Simon T. Bailey, MA, CSP and Principal and Lead Consultant

As the driving force behind global business consultancy powerhouse, the Brilliance Institute, founder and CEO, Simon T. Bailey innovates and inspires organizational transformation among the world’s largest corporations. A compelling business thought leader, Simon teaches audiences how to achieve the perfect balance of leadership and organizational success by connecting the dots between individual and organizational brilliance. He challenges and teaches businesses and organizations to clear obstacles to brilliance in their cultures, processes, and people, thereby achieving higher levels of engagement, retention, productivity and a brilliant bottom line.

Simon solidified his position as a recognized sales and marketing director in experiential learning for business professionals across the globe during his leadership tenure at the world-renowned Disney Institute based at the Walt Disney World Resort. In less than ten years, his tireless pursuit to remain a step ahead of the perpetual trends and innovations of the organizational space has led to Meetings and Conventions magazine’s designation as “One of the best keynote speakers ever heard or used,” putting him in the same category as Bill Gates, General Colin Powell and Tony Robbins.

Simon has impacted the lives of more than 1 million people with his counsel and coaching from the C-Suite to the front lines for clients including Verizon, Microsoft, Wells Fargo, Met-Life, Omni Hotels & Resorts, Procter and Gamble, and Tupperware Brands Corporation through his forward-thinking, practical interactive sessions and action-oriented programs.

A bestselling author of seven books, Simon T. Bailey’s breakout masterpiece, Release Your Brilliance, published by HarperCollins, was ranked number 17 of the Top 100 books being read by Corporate America, according to 800CEORead.com. Currently it is available in English, Spanish and Portuguese, and will soon be available in other languages. His highly anticipated new book, Shift Your Brilliance – Harness the Power of You, Inc., invites readers to shift their thinking, creating a disruption from the norm that ignites creativity, drives productivity and increases accountability and profitability.

Simon holds a Master’s Degree from Faith Christian University and was inducted as an honorary member of the University of Central Florida Golden Key International Honor Society. He is a graduate of Rollins College Executive Management Certificate Program, one of the top 25 best private graduate business schools in the USA. Simon is a Certified Speaking Professional, the highest earned designation from the National Speakers Association and International Federation of Professional Speakers.
I love blackjack. But I'm not addicted to gambling. I'm addicted to sitting in a semi-circle.

Mitch Hedberg quotes
President Carrie Woodell cordially invites you to the Presidential Banquet to be held Tuesday, May 19, 6:00 pm – 9:00 pm. The theme of the banquet is “Elegant Simplicity.” Attire is business casual, the colors for the night are red, white, and black. Reception is 6:00 pm – 6:30 pm; doors will open promptly at 6:30 pm with dinner being served at 7:00 pm.

Entertainment will be enjoyed, the cash bar will be open and pouring your heart’s content, and the meal will be served to you restaurant style. Come enjoy a heartfelt thank you from your FAPPO Officers!
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.
**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.
FAPPO BUCKS 2015

***IMPORTANT THINGS TO REMEMBER***

- Still time to obtain a special number for your Agency and send a blast e-mailing the application to your vendors. For more information, please email: execdirector@fappo.org

- Congratulations to the following FAPPO Bucks winners of the February, 2015 Drawing:

  Nicholas Dickerson  Genell McMann  Cheri Alexander
  Mirnellie Nido     Rachel Jones    Betty Doyle
  William Garviso    Barbara Fason   Jason Josephs
  Steven Long        Debbie Moore    Karen Pappas
  Max Sagesse        Thomas Simms    Susan Trewyn
  Maureen Straughn   Toni Zills      Yahaira De Jesus
  Luis Ciferno       Christine Roney

- FBucks earned for this Fiscal Year MUST BE USED for the 48th Annual Conference in Orlando. FBucks will not rollover to the next year.

- Members receiving the Subsidy will be required to volunteer four (4) hours at the Conference. Deadline for Subsidy Request is April 3, 2015.

- For more information about FAPPO Bucks, please visit the website: http://www.fappo.org/Content/Professional%20Development

Your FAPPO Bucks Committee,

Fatima F Calkins  Lanaee Gilmore
FCalkins@goaa.org  lgilmore@melbourneflorida.org
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?

Click here to go 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
Introduction:

The Florida Association of Public Purchasing Officers, Incorporated (FAPPO) understands that public entities are continually challenged to do more with less, while maintaining a professional trained and certified staff.

FAPPO has established the Norma M. Showley Memorial Scholarship Fund. Recipients will be chosen by their demonstration the skills and values of the FAPPO organization as demonstrated by Mrs. Norma Showley, one of FAPPO’s most cherished and supportive members.

Purpose:

The purpose of the fund is to provide FAPPO members with flexible training option to pursue other training that is beneficial for continued professional growth, but may not be degree-seeking or core NIGP classes.

Intent:

It is the intent of the FAPPO organization to provide a new funding opportunity for its members who are interested in furthering the development of their procurement skills and professionalism.

The organization plans to consider up to five (5) recipients each fiscal year for a maximum fund disbursement of $500 each.

Note: Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships.

Application Process:

All applications for Norma M. Showley Memorial Scholarship Fund shall be submitted to the Scholarship Program Administrator at least forty-five (45) days in advance of the scheduled event. The Scholarship Program Administrator shall review the applications received and ensure that they are complete.

Before distributing applications to the Educational Committee, the Scholarship Program Administrator will share the list of applicant names with the Committee to determine if any conflicts of interest exist. The Scholarship Program Administrator will then remove any identifying information about the applicant from the applications and distribute them to the members of the Educational Committee for evaluation and recommendations.
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.

Fund recipients will be announced as soon as practical after each selection. The announcement will identify the recipients and will be posted on the FAPPO website with a copy of the approved application will be mailed to the recipient(s).

**SELECTION CRITERIA**

The Committee will review all scholarship requests and award a scholarship based on the applicant’s submittal.

**Payment Process:**

The Educational Committee will review the application & receipts for reimbursement. If a reimbursement is denied the applicant will be notified with an explanation of the denial.

**Submittal Requirements:**

See the FAPPO website for the most current version of the Scholarship Program Application for submittal requirements.

**Program Guidelines for Donations to the Fund:**

1. FAPPO members can donate to a separate fund in order to increase the amount of funds available to all members for training opportunities.

2. Suggested minimum individual donation is $5.00, and these donations can be made at any time to the Scholarship Program Administrator.

3. These donations are requested from individuals; no agency donations would be solicited or accepted.
**FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICERS, INC.**  
**NORMA M. SHOWLEY SCHOLARSHIP FUND**

<table>
<thead>
<tr>
<th>Name and Title of Applicant:</th>
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<tbody>
<tr>
<td>Name of Agency:</td>
<td>Date:</td>
</tr>
<tr>
<td>Office Address:</td>
<td>City, State, Zip:</td>
</tr>
<tr>
<td>FAPPO Membership Since:</td>
<td>Telephone Number:</td>
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<tr>
<td>Email Address:</td>
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</table>

**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
Submittals:

1) A written statement from the Chief Purchasing Official or Human Resources Director whether your entity will reimburse the costs associated with this course, and details thereof.

2) Provide a complete description and cost of the workshop/seminar the applicant is applying for (See Page 1).

3) Current resume, which reflects professional experience, education and other affiliations.

4) Is the applicant a member in good standing with FAPPO?

5) Documentation verifying applicant is currently employed in the public purchasing profession and has been in a governmental purchasing atmosphere for a minimum of two (2) years.

6) Financial Needs Statement: The request shall provide a statement of the financial need for financial assistance. The statement should state that the requestor or their entity, due to lack of funding, is unable to pay for the costs of attendance to the requested workshop.

7) Provide a one page summary that lists your goals in procurement profession, how you see the membership helping you obtain your goals, the value that this training will provide to your entity and for your professional development.

8) Does this request qualify for certification or recertification points?

9) Provide a complete list of all professional development courses, which you have completed.

10) Contributions to procurement organizations. The request should contain information that shows contributions the individual has made to the procurement profession.

   Examples of these contributions are, but not limited to the following:
   • Serving on task forces or committee related to public procurement;
   • Writing policies or procedures for effective and efficient public procurement;
   • Writing and sharing of training materials;
   • Development of websites for posting public contract opportunities;
   • Serves as speaker at a purchasing related function.

NOTE: If you do not receive a written notice of approval within three (3) weeks after submission, contact the Professional Development Chairperson. Reimbursement approval is required from the FAPPO Professional Development Chairperson BEFORE THE COURSE BEGINS. FAPPO members are eligible for reimbursement each fiscal year (June 1 – May 31) as determined by the Board of Directors.
The Norma M. 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 $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 Inc., or credit card information to:

FAPPO
8875 Hidden River Parkway
Suite 300 #3059
Tampa, FL 33637
Fax #813-333-1767

Credit Card Information

Name on Card: __________________________________________________________________________
Type: ☐ Visa ☐ MasterCard ☐ Amex
Card # ___________________________
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:

Year   Committee   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)
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.
1. Members regard public service as a trust and support the professional principles of public purchasing.

2. Members believe in the dignity of their office, the importance of the purchasing profession to their public agencies, and give first consideration and loyalty to their respective agencies.

3. Members are always guided in their actions by integrity and honor to merit the respect and inspire the confidence of the agency and the public which they serve.

4. Members accept full responsibility and accountability for their actions related to the purchase and supply functions.

5. Members believe that character is the greatest asset in their profession and therefore will not accept gifts or other things of value from vendors, where the intent is to influence the purchaser. Members shall comply with all current laws and statutes pertaining to acceptance of gifts and gratuities.

6. Members keep their agency fully informed of purchasing issues and progress toward resolving such issues through appropriate channels by emphasizing the facts without personal aggrandizement.

7. Members do not allow political considerations or other conflicting outside influences to enter their relationships with vendors or with employees. Personnel administration is based upon a merit basis without regard to political, religious, gender, or racial considerations.

8. Members shall not engage in unscrupulous practices and misrepresentations; recognizing that mutually profitable business relations are based upon honesty and fair dealings.

9. Members will be courteous, considerate, prompt and businesslike with those whom they deal, including their employers, employees, vendors, the media and the public.

10. Members subscribe to and support the Mission, Vision, Core Values, and Strategic Priorities of the Association.

11. Members shall endeavor to increase their knowledge of the profession through education, organizational memberships, and participation with professional associations where possible.

12. Members shall strive to continually increase competition in vendor selection and shall endeavor to prevent any collusive activities among vendors.
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.

**Conference Registration**  $300.00*

**Hotel rate (single/double)**  $149.00 plus hotel tax (if applicable)

**Self-Parking Rate**  FREE

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.

“Like” the FAPPO fan page on Facebook to see how others are discussing, teaching and sharing procurement news.

Join the FAPPO group on LinkedIn to participate in procurement discussions and information exchange opportunities.

Join the FAPPO group on GovLoop for additional interaction with government procurement professionals.

Subscribe to the official FAPPO Blog for access to procurement articles and updates or to submit a listserv inquiry.
Officers

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

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

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

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

Annual Conference

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

Legend:
 Chair
   Committee Member

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