Message from the President

Planning for the 48th Annual Conference and Trade Show is in full swing and we couldn’t be more excited! We have an amazing program scheduled for our delegates, designed to Elevate Our Professionalism. I am thrilled to announce that Mr. Mark McHugh, CEO of Gatorland will be joining us on Tuesday morning to share his experience of Rising from the Ashes after a massive fire engulfed his park. Through Mark’s leadership and many lessons learned from the experience, he was able to bring the park back to life bigger and better than ever! You can read more about Mr. McHugh in this newsletter. Take advantage of our early bird conferences registration rate through April 3rd!

Our Trade Show is shaping up to be a fantastic event. Exhibitors and sponsors continue to sign up to be a part of this opportunity to meet procurement professional throughout the state and share products and solutions that can benefit your agency. There is no cost for any government employee to attend the Trade Show. I encourage you all to extend an invitation to your end user departments to join us on Monday from 1:00-4:30pm to walk the trade show floor and make connections. Government employees simply need to show their government issued identification or a business card for entry.

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 need to use your FAPPO Bucks by June 30th of this year. You can also apply for a conference subsidy to help defray the cost of hotel or registration. Full details about the subsidy program are included in this newsletter. The deadline to apply for a subsidy is April 17th.

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. Please remember that once our room block is sold out, we cannot guarantee availability at the hotel, so act fast!

Interested in serving as a FAPPO Officer? It’s not too late to submit your nomination to run for the Treasurer or Secretary positions for 2015-2016. Please consider getting involved…it is a very rewarding experience!

Regards,

Carrie

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

Message from the VP:

Are you nearing the time to recertify for your CPPO, CPPB, C.P.M. or another certification? Did you know that attending the Annual Conference is the perfect way to gain those final contact hours needed to recertify? Conference attendees who attend all of the keynote speakers, general educational sessions and a workshop during each session scheduled can receive credit for a maximum of 14.5 contact hours. An application for receiving these recertification contact hours will be posted to the FAPPO website following the Conference. Hope to see you there!

Joe Benjamin, CPPO, CPPB, FCCM  
FAPPO Vice President / Annual Conference Program Chairman

Call for Nominations

Are you interested in serving as a FAPPO Officer? We are seeking qualified candidates to run for the Secretary and Treasurer positions. Included in this issue of the newsletter is the Nomination Form for 2015-2016. Please consider getting involved…it is a very rewarding experience! The deadline for submitting nominations is April 15th.

Visit Our Website at www.fappo.org
Message from the Treasurer

Happy Spring FAPPO!!!! It's that time of the year to get your registration in for the FAPPO Annual Conference. You don’t want to miss it! The program is full of great classes and keynote speakers. Besides going to the classes, you will meet Procurement people from all over the State of FL and this gives you valuable networking opportunities. The Trade Show is going to be fantastic and fun. Register Now!!!

If you have ever thought about being an Officer for FAPPO, now is the time to look into it. It is very rewarding going through the chairs and it gives you a much better perspective on how the organization works. Volunteering on committees is another great opportunity to know more about the organization. All the Officers are available to talk to you about opportunities within FAPPO.

Hope to see you in May!

Diane Wetherington, CPPB, FCCM
FAPPO Treasurer

Message from the Secretary

Happy Purchasing Month!

I encourage you to read the enclosed essay written by Gregory Spearman. It is the best essay I’ve ever read about procurement! I have used this model for many years to explain our processes to non-procurement staff, and it works!

Have you considered serving as an officer of FAPPO, but think that you do not qualify because you have not yet served as Chairman of one of the “listed” committees? Well, we have good news for you! The Board has waived that requirement for the upcoming election (only). You CAN do it!

See you at the Rosen Centre!

Wendy Geltch, FAPPO Secretary
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.

<table>
<thead>
<tr>
<th></th>
<th>Early Bird Registration Fee</th>
<th>Fee if Received after 4/3/2015</th>
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<tbody>
<tr>
<td>FAPPO Member</td>
<td>$300.00</td>
<td>$350.00</td>
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<tr>
<td>FAPPO Bucks (Deduct)</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Non-member fee</td>
<td>$475.00</td>
<td>$500.00</td>
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ONE DAY REGISTRATIONS: Includes any meals and events scheduled for that day.

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<thead>
<tr>
<th></th>
<th>FAPPO Members</th>
<th>Non-Members</th>
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<tr>
<td>Sun</td>
<td>Sunday ($50)</td>
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<tr>
<td>Mon</td>
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<tr>
<td>Tue</td>
<td>Tuesday ($175)</td>
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<tr>
<td>Wed</td>
<td>Wednesday ($175)</td>
<td>Wednesday ($250)</td>
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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.
At the age of 36, McHugh took over the reins at Gatorland and has since introduced over 45 new attractions and exhibits at Orlando’s only theme park with bite and attitude. They range from one of the world’s largest collection of giant crocodiles to free-flying birds, new shows, animal encounters, Gator Gully Splashpark, White Gator Swamp, Panther Springs, and the all-new Screamin’ Gator Zip Line. The shows and exhibits reflect his personality: engaging, exciting, and most of all, entertaining.

McHugh’s goal is to provide an up-close, personalized experience for visitors. “Gatorland is a close family of employees, and our guests recognize and appreciate that old, Florida-style hospitality. We’re one of the few theme parks where visitors can watch an exciting show, then take a leisurely stroll on one of our beautiful nature walks where thousands of wild wading birds are raising their babies,” he says. “We want our guests to experience Florida’s natural beauty, just an arm’s length away.”

Before joining Gatorland, McHugh served as animal trainer, researcher and spokesperson for Sea World. During his twelve years there, he worked with 13 different species of marine mammals, including dolphins, sea lions, and killer whales. McHugh also performed in numerous popular shows for the attraction. He appeared in Sea World films and served as spokesperson for Shamu TV, an educational program for children airing on hundreds of network affiliated stations nationwide.

McHugh also wrote several scientific papers on the behavior and learning of marine mammals. He now uses his animal training techniques to develop safer and more entertaining interactions with alligators and crocodiles. “Whales and dolphins respond to a variety of rewards, but the only way to train alligators is with raw meat. They’re not big on hugging,” he says of his transition from marine mammals to reptiles.

McHugh holds a Master’s degree in Business Administration from the University of Central Florida. In addition, he has a Master’s degree in Marine Science from the University of Texas at Austin, and a Bachelor of Science degree in Marine Biology from Texas State University. While at the University of Texas, he conducted one of the state’s first formal, academic research projects on marine mammals. His Master’s thesis on the population dynamics of Atlantic bottlenose dolphins provides the foundation for current marine mammal research in Texas.

Today, McHugh volunteers on numerous industry and charity boards throughout the central Florida region, and was recently inducted into the Central Florida Tourism Hall of Fame. At Gatorland, he continues the unparalleled growth of this family owned business, known internationally as the “Alligator Capital of the World.” This one-of-a-kind theme park is always growing and always changing...so when you visit Gatorland, Expect the Unexpected.
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<thead>
<tr>
<th>Time</th>
<th>General Description</th>
<th>Speaker</th>
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<tr>
<td>1:00 - 4:00</td>
<td>Registration</td>
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<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, Marian Pace, CPPO, CPPB, FCCM, Fatima Calkins, CPPO, CPPB, FCCM, FCPM, FCPA</td>
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<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>
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<td>6:00 - 10:00</td>
<td>Special Event Reception</td>
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<td>7:30 - 11:00</td>
<td>President's Welcome and Breakfast</td>
<td>Carrie Woodell, CPPO, CFCM, FCPM,</td>
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<td>8:30 - 10:00</td>
<td>Keynote Speaker</td>
<td>Shift Your Brilliance Simon T. Bailey</td>
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<td>10:00 - 10:15</td>
<td>Break</td>
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<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>
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<tr>
<td>11:30 - 1:00</td>
<td>Member/Vendor Lunch - Panel Discussion: &quot;We No Bid and We'll tell You Why&quot;</td>
<td>Keith Glatz, CPPO, FCPM - NIGP Busines Council, Greg Spearman, CPPO, FCCM - Panelist, Denise Schneider, CPPO, C.P.M., CPPB - Panelist, Alan Weaver, CPPO, CPPB, FCCN, FCPM, FCCM - Panelist, Theresa Webb, CPPO, C.P.M., CPPB, FCCM, Panelist</td>
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<tr>
<td>1:00 - 4:30</td>
<td>FAPPO Annual Trade Show</td>
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<td>7:30 - 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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<td>8:30 - 9:45</td>
<td>Keynote Speaker</td>
<td>Risen from the Ashes Mark McHugh - Gatorland CEO</td>
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<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, Alan Weaver, CPPO, FCCN</td>
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<tr>
<td>11:30 - 12:30</td>
<td>Lunch - Business Meeting</td>
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<td>12:30 - 1:30</td>
<td>Winning Best Practices Presentations</td>
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<td>1:30 - 3:00</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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<td>1:30 - 3:15</td>
<td>Break</td>
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<td>6:00 - 9:00</td>
<td>Presidential Banquet</td>
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<td>Time</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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| 8:30 - 9:00 | NIGP Update                                                                         | Rick Grimm, CPPO, CPPB
CEO National Institute of Governmental Purchasing |
| 9:00- 10:30 | Can You Do That? The Ethical Issues Involved in Public Procurement From Your Local Government Employees | Suzanne D’Agresta, PA, Brown, Garganese, Weiss & D'Agresta |
| 10:30 - 10:45 | Break                                                                               |                                                                        |
| 10:45 - 12:00 | State of Florida Update                                                             | State of Florida DMS                                                     |
| 12:00 - 1:00 | Lunch                                                                               |                                                                        |
| 1:00 - 2:30 | The New Paradigms in Procurement                                                     | Althea Pemsel, MA, C.P.M., A.P.P.                                        |
|          | IT Licenses, Maintenance Agreements, Warranties, Risk, etc.                           | Tabatha Freedman, CPPO, CPPB                                             |
|          | Financial Statement and Ratio Analysis                                               | Daniel O’Keefe, CPA, MBA, CFE - Moore, Stephens, Lovelace, P.A.         |
| 2:30 - 2:45 | Break                                                                               |                                                                        |
| 2:45 - 4:15 | Negotiations in the Public Sector                                                    | Warren Geltch, C.P.M., CPPO, CPCM                                        |
|          | Successful M/WBE Programs: They Start with You.                                      | Wendy Geltch, C.P.M., CPPO, CPPB, FCCM, FCPM, FCPA, A.P.P.               |
|          | Enterprise Resource Planning (ERP) Don’t get rattled                                  | Errick Young, MBE Manager                                                |
| 4:15 - 4:30 | Closing Session                                                                      | Roman Martinez, CPPO, CPPB                                              |

WEDNESDAY - MAY 20, 2015
Greetings all! Your FAPPO Special Event Committee has been hard at work, coordinating a great Special Event for you!

Do you like to socialize with fellow practitioners? Would you like to listen to some great music? Perhaps try your hand at blackjack or 21 or slots? Then we have what you are looking for!

FAPPO Casino Night is scheduled for Sunday, May 17, from 6:00 p.m. to 10:00 p.m. Hors d’oeuvres and drinks will be available for your pleasure as will games of chance. Oh! And don’t forget the caricature artist – you just have to have a likeness drawn to hang in your office, right???

Great prizes, great fun, and great times will abound at Casino Night.........won’t you join us???
Won’t you join your FAPPO Officers at the 2015 Annual Conference Presidential Banquet to be held Tuesday, May 19, from 6:00 p.m. – 9:00 p.m.? Dress is business casual; the theme is “Elegant Simplicity”; colors are red, black, and white. Cash bar will be open at 6:00 and entertainment will be enjoyed 6:00 – 8:00. Come enjoy a great meal and socialize with your colleagues as a thank you from your Board of Directors.
Join us at FAPPO’s 48th Annual Trade Show!!

May 18th, 2015
1:00 PM - 4:30 PM

2015 TRADE SHOW

- Build your Supplier Network
- Explore New Products and Services
- Learn about Procurement Strategies
- Meet Colleagues
- Invite End-Users
- Invite Suppliers to Participate

- Have fun playing Monopoly Themed Games
- Compete for a free registration to FAPPO’s 49th Annual Conference!
- Compete to be our Hashtag Heavyweight and win a $25.00 gift card! #FAPPO2015 on TWITTER or INSTAGRAM!
- Suppliers will hold drawings throughout the show. Be sure to supply your Mobile Number. You must be present to win!
**FAPPO 2015 CONFERENCE ATTENDEES:**

**PARTICIPATE IN THE MONOPOLY MONEY QUEST FOR A CHANCE TO WIN A FREE REGISTRATION TO THE 2016 FAPPO CONFERENCE!**

Monopoly money will be scattered throughout the trade show floor. Visit all the vendor booths to obtain valuable information regarding products and services available for use in your organization. While you’re there, count all the monopoly money. After you’ve seen all vendors and counted all the money on the trade show floor, complete the Monopoly Money Game card which will be in your registration packet and drop in the designated hat at the FAPPO table. All entries with the correct dollar amount will be eligible for the drawing which will be held at 4:00pm prior to the close of the Trade Show at 4:30pm. You must be present to win. Good Luck!
Florida Association of Public Procurement Officials
48th Annual Trade Show

Rosen Center Hotel, Orlando
9840 International Drive,
Orlando, Florida 32819

Florida’s Premier public sector trade show.
FAPPO’s annual event engages the
vendor community, procurement professionals, and end users.
Visit www.fappo.org for additional information

Monday, May 18, 2015  1:00 P.M. - 4:30 P.M.

Do not pass go just come join
FAPPO Members and Exhibitors
At this Annual Event!

Bring this ticket and your government ID
for FREE ENTRY!!
Share with other employees at your Agency.
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 April 17, 2015.

Bucks earned for each Fiscal Year MUST BE USED for the that year’s Annual Conference. Bucks do not rollover to the next year.

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 SUBSIDY PROGRAM

DEADLINE TO SUBMIT SUBSIDY REQUEST IS APRIL 17, 2015

If you haven’t already done so, **now** is the time to submit requests for FAPPO Bucks Subsidies! FB Subsidies are available to financially assist members in attending the **2015 Conference**, and approved subsidies can only be used towards FAPPO Annual Conference registration and official host hotel costs. As a reminder, FAPPO Bucks are not redeemable for cash and they **must be used by May 20, 2015**.

Only two (2) subsidies will be awarded per Agency, and members must have paid their annual dues for the current year by 9/1/14 and must have been a member for a minimum of one (1) year. Please note that subsidy requests must include the completed Subsidy Form, a copy of Conference Registration and/or Hotel Confirmation, and a statement from the member’s Agency that it will not reimburse the member for conference registration or official host hotel accommodation expenses.

To learn more about the FAPPO Bucks Program and to obtain the required forms, please visit the FAPPO website:

[https://www.fappo.org/docs/FBucksSub0215.pdf](https://www.fappo.org/docs/FBucksSub0215.pdf)

If you have any additional questions, please feel free to contact us!

Thanks,

**Your FBucks Committee!**

Fatima F Calkins
[FCalkins@goaa.org](mailto:FCalkins@goaa.org)

Lanaee Gilmore
[lgilmore@melbourneflorida.org](mailto:lgilmore@melbourneflorida.org)
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 March 2015 Drawing!

  Joe Ann Adler       Rebecca Bishop       David Boswell
  John Spence        Cheryl Carbone       David Casey
  Daryl Crank        Leigh A. Daniels     Lisa Deal
  Nicholas Dickerson  Lanee Gilmore       Joel Wasserman
  Roxann Hesse       Debbie Kearns        Ginger Letellier
  Steven Long        Lucy Nowacki        Mike Pershing
  Cheryl Shanaberger  Walesca Siaca

• 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 (4) hours at the Conference. Deadline for Subsidy Requests is April 17, 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
FLORIDA ASSOCIATION OF PUBLIC PROCUREMENT OFFICIALS, INC.
FAPPO BUCKS SUBSIDY PROGRAM

DEADLINE TO SUBMIT SUBSIDY REQUEST IS APRIL 17, 2015

Eligibility Requirements:
A. Must be eligible to receive FAPPO Bucks
B. Only 2 subsidies awarded per Agency
C. Members will not qualify for a subsidy if their entity will reimburse registration or official host hotel accommodation expenses.
D. A written statement form the Chief Purchasing Official or Human Resources Director stating your Agency will not pay for nor reimburse the member for the cost associated with conference registration or official host hotel.
E. Subsidy may be utilized for either Conference Registration or hotel accommodations at the Official Host Hotel for the Conference.
F. Members receiving the Subsidy will be required to volunteer four (4) hours at the Conference.

Name and Title of Applicant:

Name of Agency: ____________________________ Date: ____________________________

Office Address: ____________________________ City, State, Zip: ____________________________

Telephone Number: ____________________________ Email Address: ____________________________

Subsidy in the amount of early-bird conference registration to be applied to:

[ ] Hotel Costs* in the amount of $____________ Confirmation # ______________
Check-In Date: ___________ Check-Out Date: ___________
[ ] I am sharing a room with: ____________________________

[ ] Conference Registration - Attending [ ] Full Conference or [ ] Daily (State Days): ____________________________

*Attach a copy of Conference Registration and/or Hotel Confirmation

Approval:

__________________________________________  ____________________________
FAPPO Bucks Chairperson  Date

Submit completed form & documentation to: Lanaee Gilmore – 321-608-7065
lgilmore@melbourneflorida.org
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 on one of the FAPPO Committees. Candidate must have their entity's support as evidenced by a letter from their supervisor included with the nomination form. A template of the letter of support is attached. 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.

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<thead>
<tr>
<th>Year</th>
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Describe the professional accomplishments of member:
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

He/she has attained the following professional procurement certification(s):
☐ CPPO  ☐ CPPB  ☐ C.P.M.  ☐ A.P.P.  ☐ CFM  ☐ 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 nominations is April 15, 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
August XX, 20XX

_____________, Vice President
Florida Association of Public Procurement Officials

Dear M_, __________,

As the supervisor of _________ it is my pleasure to nominate him/her for the office of _______________, with the Florida Association of Public Procurement Officials (FAPPO). _______________ has been working for our agency since _________. His/Her duties with the agency include:

• ___
• ___
• ___

We are aware of the extent of financial support and time that is required to hold office as a FAPPO Officer and our agency management staff is in total support of _______________, and will endeavor to facilitate HIS/HER responsibilities in this role. It is also understood that this is a 4 year commitment as _______________ will likely move through the other Officer positions that follow.

I understand and agree that _____ must attend all Board meetings, Annual Conferences, and Fall Workshops, and that he/she will receive numerous Emails and phone calls during the work day, and will attend a weekly teleconference with the other officers for the following four years.

______________ is experienced and committed to the ideals of FAPPO, and is receiving my highest recommendation for this nomination.

Sincerely,

SIGNATURE

____________________, __________
PRINTED NAME                TITLE
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)
Achieving Local Government “Buy In” of a Complex Purchasing Method

By

Gregory K. Spearman, CPPO, FCCM
Director, City of Tampa Purchasing Department

I recently made a presentation in Ft. Myers, FL titled “How to Do Business with The Government” to approximately 100 sales executives from all across the United States. Following the presentation, the common question asked by these executives: Why does a Local Unit of Government (LUG) or its governing board focus solely on one aspect of an RFP award, particularly cost?

I would offer that many governing boards lack an understanding of procurement methodologies and how each is deliberately applied based on the nature of the goods or services required. To be fair, LUGs or their governing boards are not typically involved in the day to day operation of procurement and so would not necessarily gain the detailed knowledge of each procurement practice, when it should be used, its merits and its potential shortcomings. Thus, LUG boards may struggle to award contracts to the companies recommended by virtue of the RFP process because they do not appreciate that, by definition, an RFP process is not utilized to identify best price so much as it is to derive best value.

Of course, there may be inherent danger in providing governing authorities with “too much information” about the purchasing process because the last thing procurement wants is a Board that is “too involved” in the purchasing process! However, the “well-informed” Board can have significant value within the approval process of recommendations for RFP award. Not capitalizing on opportunities to inform and educate governing boards on the mechanics of the RFP process can be a barrier to success.

LUGs and governing boards are no different than any other organizational leadership body. Connecting new information with something already known makes learning easier. A simple way to do this is to compare the RFP process to hiring a new employee. Almost everyone has had the experience of recruiting for a job vacancy or has hired someone. Table 1 compares the similarities in the steps between the RFP process and recruiting for a job vacancy.

When recruiting a new employee, the process begins by developing a job description that outlines the job duties, skills, responsibilities, educational requirements, training, experience and references required for the job. This parallels the scope of services contained in an RFP process. Once the job description is finalized, the job vacancy or open recruitment is published. This equates to the legal notice posted for the RFP process. A job posting contains a specific deadline for interested parties to submit applications. If no applications meet the position requirements, the application deadline may need to be extended. Likewise, a deadline for receipt of proposals is included in the RFP process. An RFP also has a required question and answer period. It may be necessary to issue an addendum that extends the proposal deadline. In both instances, once the deadline is closed, no other applications can be received.
Moving forward, after all of the job applications have been received, they are reviewed by Human Resources or the department manager to determine the number of qualified applications for consideration and for further review. In the RFP process, all proposals received are initially reviewed by procurement professionals to determine compliance with proposal requirements before submitting the responses to the Evaluation Committee for further review. As is the case in the review of submitted job applications, any RFP which does not meet the minimum requirements is set aside from further consideration.

In the case of hiring an employee, qualified job applications are submitted to the department manager for a review. The manager then selects the top three to five applications received from the pool of qualified applicants. Likewise, the RFP Evaluation Committee reviews all qualified RFP submittals and scores and ranks them to identify the top three to five proposals.

When hiring a new employee, the organization schedules separate interviews with the top ranked three to five job applicants. These interviews are often conducted by a committee. These interviews may change the rankings of the top job applicants. In the RFP process, the Evaluation Committee conducts interviews with the top three to five selected firms. In similar fashion, the committee’s ranking of the firms may change. The Evaluation Committee learns more about each firm through oral presentations. They learn how well each firm can demonstrate an understanding of the scope of the project and their ability to prove that they possess the requisite knowledge, skills and resources to successfully accomplish the project.

Finally, the next step in the hiring process is to negotiate salary and a start date with the top ranked job applicant. Similarly, during the RFP process, the Evaluation Committee would initiate the negotiations process on price and other contract terms with the top ranked proposer.

Both processes: (1) are lengthy, (2) require a defined set of requirements, (3) do not always result in the lowest cost, (4) are performed by committee and (5) yield the best end result in the vast majority of instances. In either case, the final selection is not based on one factor but on a collective set of criteria, price being only one of them. Using this very simplistic comparison to show LUGs and governing Boards the similarities between the RFP process and the job recruitment process should be helpful in improving the understanding of the RFP process for decision makers at the legislative level of government.

For Local Units of Government with governing boards who may have difficulty understanding the selection of a proposer for contract award using the RFP process, consider applying this simple, yet effective approach. After comparing the RFP award process to recruiting for a job vacancy, the recommendations taken before those Boards for approval have a higher probability of being understood, embraced and accepted by the administrative and legislative branches of the entity. Take the time to educate them. It will make a difference.
### Table 1

Similarities between the RFP Process and the Recruiting Process for a Job Vacancy

<table>
<thead>
<tr>
<th>Common Activity</th>
<th>Job Vacancy Recruiting Process</th>
<th>RFP Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Define Requirements</td>
<td>Begins with a Job Description</td>
<td>Begins with a Scope of Services</td>
</tr>
<tr>
<td>Advertise Opportunity</td>
<td>Publication of Job Announcement</td>
<td>RFP Legal Notice / Advertisement</td>
</tr>
<tr>
<td>Identify Due Date</td>
<td>Application Deadline</td>
<td>RFP Proposal Deadline</td>
</tr>
<tr>
<td>Identify Extended Due Date</td>
<td>Application Deadline Extension</td>
<td>RFP Deadline Extension (via addendum)</td>
</tr>
<tr>
<td>Discontinue Submission Acceptance</td>
<td>Job Application Deadline Closed. Applications Received.</td>
<td>RFP Process Closed.  RFP Responses Received.</td>
</tr>
<tr>
<td>Assess Submittal Against Requirements</td>
<td>HR Reviews to Determine Qualified Applicants</td>
<td>Purchasing Conducts RFP Responsiveness Review</td>
</tr>
<tr>
<td>Evaluate Qualified Submittals</td>
<td>Qualified Applicants Sent to Department</td>
<td>Qualified Proposals sent to Evaluation Committee (EC)</td>
</tr>
<tr>
<td>Identify Shortlist</td>
<td>Department Shortlists Applicants from Qualified Applicant Pool</td>
<td>EC Shortlists Proposals from Most Qualified Proposer Pool</td>
</tr>
<tr>
<td>Rank Shortlist</td>
<td>Applicant Shortlist Ranked</td>
<td>Proposals Scored and Ranked</td>
</tr>
<tr>
<td>Interview Shortlisted Submitters</td>
<td>Department Conducts Interviews</td>
<td>EC Conducts Proposer Interviews</td>
</tr>
<tr>
<td>Re-rank</td>
<td>Applicants May Be Re-ranked</td>
<td>EC May Rescore and Re-rank Shortlisted Proposers</td>
</tr>
<tr>
<td>Negotiate with Top Ranked Submitter</td>
<td>Negotiations Initiated with Top Ranked Applicant</td>
<td>Negotiations Begins with Top Ranked Proposer</td>
</tr>
<tr>
<td>Finalize Contract</td>
<td>Offer Finalized</td>
<td>Contract Negotiated</td>
</tr>
<tr>
<td>Background Check</td>
<td>HR Background Check on Top Candidate</td>
<td>Verification of Supplier Responsibility</td>
</tr>
</tbody>
</table>
March is Procurement Month. It’s a time to celebrate with pride the role of the public procurement profession. When we celebrate Procurement Month, we acknowledge an elite group of professionals that have made a difference in governmental efficiency and effectiveness. This month provides the opportunity to help educate elected officials, administrators, taxpayers and vendors about the procurement process and the admirable work you perform every day.

The underlying theme for all activities during Procurement Month is the promotion and recognition of the field of Public Procurement. Your colleagues have organized everything from official government resolutions to playful scavenger hunts, trivia games, networking games to a chocolate coined crash course in basic procurement.

www.NIGP.org
What's The Best Way To Prepare For the Exam?

### Certification Preparation Recommended Timeline

<table>
<thead>
<tr>
<th>MONTHS BEFORE TEST</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Body of Knowledge Review (UPPCC) NIGP Foundation courses &amp; texts</td>
</tr>
<tr>
<td>4</td>
<td>Study Group</td>
</tr>
<tr>
<td>3</td>
<td>NIGP Prep Classes (CPPO &amp; CPPB) NIGP Online Prep (CPPO &amp; CPPB) NIGP Online Assessment</td>
</tr>
<tr>
<td>2</td>
<td>Webinars Contact-on-Expert (NIGP Member-exclusive)</td>
</tr>
<tr>
<td></td>
<td>Personal Study</td>
</tr>
</tbody>
</table>

### UPPCC RECERTIFICATION at a Glance

CPPB and CPPO are certifications offered by the Universal Public Procurement Certification Council (UPPCC). This information is being provided to support NIGP members.

- Certificants must hold a valid current certification and must apply for recertification every five years. No examination is required.
- Current employment is not a prerequisite.
- There is a single Application for Recertification for CPPB, CPPO and Dual Recertification.
- All certificants must earn a minimum of 45 contact hours in at least two out of the three categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education – Accredited</td>
<td>Courses that meet a quality standard set by a 3rd party. Higher education courses that offer credit hours and NIGP courses that offer CEUs (approved by IACET)</td>
</tr>
<tr>
<td>Continuing Education – Non-Accredited</td>
<td>NIGP webinars, Educational workshops of NIGP Forum, NIGP courses that do not offer CEUs. Chapter educational events</td>
</tr>
<tr>
<td>Professional Contributions</td>
<td>Leadership roles in procurement organizations at the national and chapter level, authoring a published article, teaching (up to 20 contact hours)</td>
</tr>
</tbody>
</table>

Visit www.nigp.org for more details.
<table>
<thead>
<tr>
<th>DATES</th>
<th>EVENT</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 3, 2015</td>
<td>Deadline for Early Conf. Registration</td>
<td></td>
</tr>
<tr>
<td>April 15, 2015</td>
<td>Deadline for Nominations for Officer</td>
<td></td>
</tr>
<tr>
<td>April 17, 2015</td>
<td>Deadline for subsidy request</td>
<td></td>
</tr>
<tr>
<td>April 17, 2015</td>
<td>Deadline to make Rosen hotel reservations and to apply for a subsidy</td>
<td></td>
</tr>
<tr>
<td>May 17, 2015</td>
<td>Board of Directors Meeting</td>
<td>Rosen Centre, Orlando</td>
</tr>
<tr>
<td>May 17-20, 2015</td>
<td>FAPPO Annual Conference</td>
<td>Rosen Centre, Orlando</td>
</tr>
<tr>
<td>May 20, 2015</td>
<td>Deadline to use FAPPO Bucks</td>
<td></td>
</tr>
<tr>
<td>July 17, 2015</td>
<td>Board of Directors Meeting</td>
<td>Rosen Centre, Orlando</td>
</tr>
<tr>
<td>October 15, 2015</td>
<td>Board of Directors Meeting</td>
<td>Hilton Historic Bayfront, St. Augustine</td>
</tr>
<tr>
<td>October 16, 2015</td>
<td>Fall Workshop</td>
<td>Hilton Historic Bayfront, St Augustine</td>
</tr>
<tr>
<td>February 26, 2016</td>
<td>Board of Directors Meeting</td>
<td>Rosen Centre, Orlando</td>
</tr>
<tr>
<td>May 22, 2016</td>
<td>Board of Directors Meeting</td>
<td>Rosen Centre, Orlando</td>
</tr>
<tr>
<td>May 22-25, 2016</td>
<td>Annual Conference &amp; Trade Show</td>
<td>Rosen Centre, Orlando</td>
</tr>
</tbody>
</table>
## CAREER OPPORTUNITIES

<table>
<thead>
<tr>
<th>TITLE</th>
<th>ENTITY</th>
<th>CLOSING DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Agent II</td>
<td>Hernando County</td>
<td>March 20, 2015</td>
</tr>
<tr>
<td>Sr. Purchasing Agent</td>
<td>Greater Orlando Aviation Authority</td>
<td>March 20, 2015</td>
</tr>
<tr>
<td>Sr. Administrator, Procurement</td>
<td>School Board of Orange County</td>
<td>March 26, 2015</td>
</tr>
<tr>
<td>Procurement Analyst</td>
<td>Sarasota County Government</td>
<td>March 31, 2015</td>
</tr>
<tr>
<td>Purchasing Coordinator</td>
<td>City of Winter Park</td>
<td>April 30, 2015</td>
</tr>
<tr>
<td>Construction Purchasing Agent</td>
<td>School Board of Broward County</td>
<td>May 31, 2015</td>
</tr>
<tr>
<td>Strategic Sourcing Manager</td>
<td>School Board of Broward County</td>
<td>June 30, 2015</td>
</tr>
</tbody>
</table>

For additional information go to www.FAPPO.org
“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 soul 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.
<table>
<thead>
<tr>
<th>Name and Title of Applicant:</th>
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<table>
<thead>
<tr>
<th>Name of Agency:</th>
<th>Date:</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Office Address:</th>
<th>City, State, Zip:</th>
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</table>

<table>
<thead>
<tr>
<th>FAPPO Membership Since:</th>
<th>Telephone Number:</th>
</tr>
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<table>
<thead>
<tr>
<th>Email Address:</th>
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</tbody>
</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 ______________________________
**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 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 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: ________________________________
**Member Spotlight**

**Lynn Adams**

**Q & A**

What year did you join FAPPO? 2001. I accepted a position as a buyer for the School Board of Polk County.

How long have you been in the public procurement profession? About 20 years

When and what happened to make you realize you want to make procurement your profession (not just a job)? I don’t think there was a “defining” moment. I have had the good fortune to work with and for some really great leaders and mentors who’ve advised, supported and guided me throughout my career. Great leaders just inspire!

What professional certifications do you hold? CPP, CPPB and FCCN

What is your level of education earned? If applicable, where did you attend college? Highest degree earned is a Bachelor of Science degree from the State University of New York at Buffalo. I also have an Associate’s degree from the Community College of the Finger Lakes (now Finger Lakes Community College) in Canandaigua, New York.

What is your most memorable procurement transaction? My first RFP-I was a nervous wreck!

What is your most memorable FAPPO experience? Last year, our agency won the FAPPO Award for Excellence in Public Procurement. It was the first time we had applied. I am very proud of our procurement team and the support from our agency!

What other associations have you served as a leader, and what were your accomplishments? I have served with the Mid-Florida Chapter of NIGP since its Charter in 2005. I was the Charter Secretary (2006), Chapter Vice President (2007 and 2008), Chapter President (2009 and 2014). Our Chapter was named NIGP’s Small Chapter of the Year-2007 (I was Chapter Vice-President), 2009 (I was Chapter President) and 2011. I’ve also participated on various Forum committees (Tampa Bay, Orlando).

What are your future goals? I hope to continue to advance in my field, and to continue to contribute to the procurement profession in whatever ways I can.

Tell us one little known fact about yourself ………. Before embarking on my career in procurement, I was a licensed Registered Nurse (in New York State).
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.
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.
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](mailto: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.

![Nathaniel’s Hope logo](image)
The purpose of the Florida Association of Public Procurement Officials is to promote the achievement of excellence in public procurement and professional development through education, certification and networking of its membership.

To be the leading professional association promoting the best practices of public procurement.

Ethics
Professionalism
Diversity
Leadership
Continuing Education
Service to Stakeholders
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.
Get your dose of Vitamin NJPA.
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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.
Get Connected!

Here’s how YOU can join the conversation:

Follow @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 list serve inquiry.
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President - Carrie Woodell, MPA, CFPCM, 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
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Polk State College
wendygeltch@gmail.com
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Are you interested in serving on a committee?
Contact an Officer or Committee Chair for information.