Florida Association of Public Procurement Officials

MARCH 2016 NEWSLETTER

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Happy March FAPPO!

Time sure is flying by. The 49th Annual conference and Tradeshows kicks off on Sunday May 22nd with Conference Registration open from 1:00 – 4:00 p.m. and a Special Event that you won’t want to miss at 6:00 p.m. If you are a FAPPO First Timer (the first FAPPO Annual Conference that you have attended), we will be having a First Timer Orientation session moderated by Carrie Woodell, MPA, CFPCM, CPPO, C.P.M., CFCM on Monday, May 23rd from 7:00-8:00 a.m. Carrie will have a great gift for all of the first time conference attendees from FAPPO. If you are getting close to recertifying for your CPPB, CPPO or C.P.M. or any other certification, the Annual Conference is a great way to get hours that are needed to recertify. Each educational session or workshop that you attend will give you credit hours.

I am currently working on the committee list for 2016-2017. If you are interested in volunteering, please contact me to find out what committees still need volunteers.

Get your 49th Annual Conference and Tradeshows registration in now! Look forward to seeing you all there!

Diane Wetherington, CPPB, FCCM
FAPPO Vice President
Happy Purchasing Month Friends & Colleagues:

Hope everyone is enjoying the cooler weather and staying busy. The 2016 FAPPO Conference & Tradeshows is at the beautiful Rosen Centre Hotel Orlando again this year. Classy and very customer service friendly. As you are aware the conference is just around the corner and will come quickly. If you haven’t reserved your room yet, please be encouraged to do so quickly!! The conference is coming together and sounds very exciting!

We currently have 13 volunteers signed up to work the registration desk and would like to see some more volunteers come forward in case we need some back-up.

Registration will be open starting Sunday, May 22nd from 1:00 p.m. to 4:00 p.m., Monday, May 23rd from 7:30 a.m. to 11:00 a.m., Tuesday, May 24th from 7:30 a.m. to 4:00 p.m. and Wednesday, May 25th from 7:30 a.m. to 11:30 a.m.

Hope to see a great turn-out for the 49th Annual FAPPO Conference & Tradeshow!

Remember to praise your team for their hard work and dedication and reward them where & when you can.

Laurie Victory, CPPB
FAPPO Secretary
"If you're not involved in what you want out of something, you can't complain about the outcome."

— Laurie A. Victory
The Social Responsive Committee has completed its search and is pleased to announce that Give Kids The World, Inc. has been selected as the charitable organization for the Association to support in 2016.

Give Kids The World Village is a 79 acre resort located in Kissimmee, Florida that has welcomed more than 143,000 families from all 50 states and 75 countries. Give Kids The World, Inc. provides weeklong, cost-free vacations to children with life-threatening illnesses and their families. The village and its community partners provide children and their families accommodations in fully-furnished villas, transportation, tickets to theme parks, meals, daily entertainment, and much more.

Information on how you can contribute to this year’s social awareness campaign will be made available at the conference.

Perry Davis – Social Responsive Committee Chair
Definition: Money earned via service to the Association. FAPPO Bucks/MPC can only be used to cover expenses for attending the Annual Conference. FB/MPC was established to financially assist members to attend the Annual Conference.

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

Members who volunteer to work a minimum of four (4) hours at the Annual Conference will earn $50 in Member Participation Credits that can be used to offset conference registration fees or hotel costs.

Bucks earned during this Fiscal Year (July 2015 – April 2016) MUST BE USED for the 49th Annual Conference held May 22-25, 2016, in Orlando, Florida. Credits do not rollover to the next year. Members may not transfer credits earned to other members.

To use your earned FAPPO Bucks or Member Participation Credit, submit your redemption form to the FAPPO Bucks Committee Chair shown below. The redemption form is available on the Website, along with a log of which members currently have FAPPO Bucks to use.

Additional information about earning and redeeming FAPPO Bucks & Member Participation Credit is available in the Policies and Procedures Manual which is posted on the website.

Please visit the FAPPO website at [http://www.fappo.org](http://www.fappo.org) or contact your FAPPO Committee for more information.

**Jaime T. Locklear**  
FAPPO Bucks Committee Chair  
jlocklear@sjcfl.us  
(904)-209-0158

**Wendy Cox**  
FAPPO Bucks Committee Member  
wcox@sjrwmd.com  
(386)-329-4118
“New Rates - April 1, 2016”

2016-2017 Agency Membership Structure

The membership structure for this current year is based on individual membership. However, if the membership is paid by the AGENCY the membership belongs to the AGENCY. The new membership structure, which begins on July 1, 2016, will be an Agency Group based structure.

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<thead>
<tr>
<th>Tier</th>
<th># of Members</th>
<th>Annual Fee</th>
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<tbody>
<tr>
<td>1</td>
<td>1—2</td>
<td>$120.00</td>
</tr>
<tr>
<td>2</td>
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<td>$275.00</td>
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<tr>
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<td>$2,000.00</td>
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FAPPO allows agencies to transfer membership among staff to address turn-over in staff.

Who qualifies for FAPPO membership?

⇒ All employees of a FLORIDA governmental agency
⇒ Retired procurement professional who previously belonged to a public procurement association

What are the benefits to agencies employees outside of the procurement office?

⇒ Educational and networking opportunities for a better understanding of the procurement process, guidance with procurement activities and share ideas to promote effective and efficient teams to reach common goals in projects.
⇒ Are you a small agency with no in-house procurement expertise? A major member benefit is a direct link to over 800 procurement professionals who are willing to mentor and consult with you on your
Membership FAQ’s

◆ When does my membership expire?

◇ Memberships not renewed and paid by September 1st are expired

◆ Why am I considered a “new member” when I have been a previous member?

◇ Those whose membership expire for a full fiscal year will be considered a “new member” the next time they register for membership

◆ What are the negative impacts of not renewing a FAPPO membership?

◇ FAPPO benefits are forfeited if a member does not pay their dues by September 1 for the current year.

◇ The Scholarship programs require that you must be a current member in good standing for 1 year prior to submitting for a scholarship. This would also include scholarship requests for NIGP classes.

◇ FAPPO Bucks – Membership must have paid their dues for the current year by September 1st to qualify for redeeming FAPPO Bucks.

◇ If a member renews and pays for membership after September 1st and was offered a transfer of FAPPO Bucks by another member they would not be qualify to use the transferred FAPPO Bucks.

Check out the NEW Membership Guide at [https://www.fappo.org/docs/MemberGuide0415.pdf](https://www.fappo.org/docs/MemberGuide0415.pdf) for member benefits and information.

Please contact your membership chair, Marian Pace, if you have any questions about your FAPPO Membership at [mpace@pgorda.us](mailto:mpace@pgorda.us) or 941-575-3348.
The Florida Legislative Regular Sessions began on January 12, 2016 and will through March 11, 2016. Several procurement related House and Senate Bills that may affect local government procurement are under review. Issues related to General Procurement, Construction, Public-Private Partnerships (P-3’s), Public Records, Trade Secrets and Small Business Participation in State contracting have been put forth for consideration.

The FAPPO Legislative Committee has been monitoring these items and will continue to do so throughout the 2016-Session. To see a copy of the current summary and information available please visit the FAPPO website Legislative Update page at: [http://www.fappo.org/LegislativeUpdate/List](http://www.fappo.org/LegislativeUpdate/List)

Bobbye Marsala, CPPO, CPPB, C.P.M., FCPM, FCPA
It’s National Procurement Month and time to give yourself a pat on the back and celebrate you and your colleagues for your hard work and dedication to the public procurement profession.

According to the National Institute of Governmental Purchasing: 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 admirable work you perform every day.

We encourage everyone to take some time to celebrate our month; Find a colleague and thank them for their service and dedication to the values and principles of public procurement, take a team photo that shows the professionals who make-up your procurement office, or write to our FAPPO secretary, Laurie Victory at lvictory@cityftmyers.com, and tell us what being a professional in public procurement means to you.

In honor of National Procurement Month, we highlight one of our values in public procurement, Transparency, with the following article from Principles and Practices of Public Procurement.
Public Procurement Practice

TRANSPARENCY IN PUBLIC PROCUREMENT

STANDARD

Public procurement should, to the greatest extent practicable, be transparent in its practices, processes, policies and relationships with all stakeholders, while ensuring protection of confidential information.

Definition

Transparency can be defined as timely, easily understood access to information. Transparency assists in ensuring that any deviations from fair and equal treatment are detected very early, and makes such deviations less likely to occur. It protects the integrity of the process and the interest of the organization, stakeholders, and the public.

Element 1.1: Integration of Technology to Achieve Transparency

Ease of public access to government-generated data greatly depends on the jurisdiction’s use of technology-oriented operations. Procurement should integrate and utilize technology systems to enhance transparency. Steps to accomplish this may include:

- Establish a Web-based reporting tool for entity data that includes at minimum, current bid opportunities, bid results, current contracts, and solicitation schedules.
- Establish a recommended raw data format (such as .txt, .csv, .xml) for statistical data.
- Establish a Public-Procurement Liaison link on the government procurement site that provides contact information for an identified procurement professional who can assist in providing data that is not immediately available through the Website.
- Establish and post Terms of Use on the government procurement site to discourage fraud and misuse of information.
- Establish and post an entity statement of commitment to a Code of Ethics on the government procurement site.

Element 1.2: Access to Information

Procurement should provide access to reliable information about the activities of the procurement organization. This is a key safeguard against corruption and aids in the improvement of competition, and the relationships between procurement and stakeholders. This should be done by:

- Creating and publishing annual reports of procurement activities and spending in a format that is accessible and easy to understand.
- Providing stakeholders and the public access to current, up-to-date information about procurement processes, procedures and policies.
- Providing stakeholders and the public access to information pertaining to proposed changes in the procurement processes, procedures, and policies.
- Providing all bidders, offerors, and the public with easy and timely access to information about.
Public Procurement Practice

**TRANSPARENCY IN PUBLIC PROCUREMENT (cont.)**

- solicitation/ tender opportunities
- selection criteria
- the evaluation process
- rules governing the award
- the award decision and its justification
- the terms and conditions of the contract and any amendments
- contract administration
- the role of intermediaries and agents
- protest and dispute-settlement mechanisms and procedures
- Providing equivalent information for all procurement transactions and contracts (direct, limited bidding, formal, informal) and making sure that the information is accessible to the public
- Limiting confidentiality to legally protected information only

**Element 1.3: Transparency and Supplier Relationships**

Procurement should strengthen relationships with the supplier community through transparent practices. These practices should include, but are not limited to:

- Clearly expressed, readily available regulations, policies, and procedures (See Element 1.2)
- Complete, timely, and accurate information
- Equal access and opportunity to all qualified suppliers
  - There should be no “insiders” when it comes to accessing public procurement information or the opportunity to do business with government
  - Ensuring that specifications do not limit competition
  - Under no circumstances should a competing vendor be allowed to write the specifications for a procurement
- Open and frequent communication between procurement and the supplier community
- Education opportunities for vendors/ suppliers at regularly held information sessions or expos
- Standardization of procurement documents including: bids, quotes, proposals and registration documents. Documents should include:
  - specific details regarding the procurement method being used
  - specifications of the required goods, works or services
  - required time frame for bid submissions
  - the closing date
  - date and time for receiving and opening bids
  - any appropriate fees required to be paid to receive bid documents

**Element 1.4: Transparency and the Procurement Professional**

Procurement professionals must adhere to a code of ethics and declare conflicts of interests as soon as they become apparent and disqualify themselves if there is a conflict or the appearance of a conflict, such as:

- Holding a bias or prejudice towards a particular vendor in a procurement
- Have (or appear to have) a direct personal interest in the outcome of the procurement

**Element 1.5: Transparency and the Procurement Organization**

Procurement organizations must provide adequate resources and accurate information to employees in order to achieve a sustainable transparent procurement process. This process may include the following steps:

- Identify proposed legislation, regulations, and/ or international agreements that will guide and/or affect transparency-related requirements for the organization
Public Procurement Practice

TRANSPARENCY IN PUBLIC PROCUREMENT (cont.)

- Complying with existing legislation, regulations, and/or international agreements that guide transparency-related requirements for the organization
- Allocating the financial and human resources necessary to undertake an assessment of the procurement organization’s “transparency friendliness”
- Identifying and requesting the financial and human resources necessary to establish a systems solution that supports transparency
- Developing policies and procedures for staff to declare any outside employment
- Requiring disclosure of conflicts of interest from anybody in the procurement process, including both internal and external staff or consultants

Background

Transparency in public procurement is critical. The manner in which government conducts itself in its business transactions immediately affects public opinion and the public’s trust in government. In addition to encouraging the public’s good will and strengthened trust, the more practical business benefits of transparency are increased competition and better value for goods, services, and construction.

Standardization of processes, simplified access to information that is easy to understand, and availability of information, all make doing business with government much more appealing to the supplier community and strengthen the public’s trust.

With the size and scope of government spending activity it is critical that all stakeholders have confidence in the public procurement process®. A transparent and informative public procurement process encourages this confidence through the free and open exchange of information, enhanced knowledge, improved efficiency, and reduction of the potential for corruption and waste.

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Norma M. Showley Memorial Scholarship Fund

Additional information is available at:
- Norma Showley Scholarship Fund general information
- Norma Showley History
- Scholarship Fund Donation Form
- Application

“There are those who give with joy, and that joy is their reward.”
- Kahlil Gibran

The Procurement Funnies

...so you need us to slow time, break the law and perform three miracles... by next Tuesday. You need to dial extension 101 and ask for the Wizard of Oz!

I need a $1,600 handheld bar code scanner to finish my lab tests.

Okay. Apply for a capital budget variance. Prepare an RFP, get three bids. Form a team to evaluate the bids, then prepare a purchase order.

Never mind. I'll just learn how to read bar codes by sight.

Quitter.

“What do you mean you didn’t see the RFP? I tweeted it out!”
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.

Don’t forget to visit our website at:

www.fappo.org

Calendar of Events:

www.fappo.org/CalendarEvent/List

Career Opportunities:

www.fappo.org/CareerOpportunity/List