



The Public Purchaser

The Newsletter of the Southeast Texas Association of Public Purchasing

A MESSAGE FROM OUR PRESIDENT

Greetings,

The new year started off with a bang for SETAPP with a new slate of officers and some challenges. Recently, the Board met on the campus of Texas Southern University to discuss these challenges and seek solutions. Here is a brief summary:

Education:

We realize that educational opportunities are limited to all of our agencies, primarily due to funding. We are negotiating with a company to provide us some sessions over the next year that we hope will be beneficial, both in cost and content. Please look for those announcements very soon.

Lone Star Conference:

Last year the chapter presidents in Texas agreed not to hold the Lone Star Conference in 2010 in order to avoid conflicts with the 2010 NIGP Annual Forum. SETAPP has officially requested permission to explore the possibility and potentially host the 2011 Lone Star Conference in our area! This would be a great opportunity for all of us to attend a local conference at a reasonable cost. Once again, I will let you know of our progress.

Chapter Meetings:

Our first Chapter Meeting of 2010 was held March 4, 2010 at Brady's Landing. We had a great turn-out and even had to bring in another table! Our speaker, Rachel Snell of the State Comptroller's Office, did a wonderful job discussing the state-wide HUB program and answering lots of questions. Please check-out our website (www.setapp.org) for our next meeting in June hosted in Brazoria County!

Thank you so much for your membership and I hope that your spring has sprung and you are planning for a great summer! Be safe and stay tuned.

Alan

SETAPP Meeting Dates

Join us at the 2nd quarterly meeting. There will be plenty of food, fun and fellowship!

Date: June 9, 2010

Time: 6:00 p.m. to 8:00 p.m.

Location: Brazoria County Museum
100 E. Cedar St.
Angleton, TX 77515

Menu: Italian Buffet catered by Giovanni's Italian Kitchen
Salad
Spaghetti with meat sauce
Asparagus Primavera
Cheese Manicotti
Tea and desert

Cost: \$15.00 per person



Future Meeting Dates

3rd quarterly meeting - August 5, 2010 - Brady's Landing

4th quarterly meeting— October 21, 2010 - Brady's Landing

Officer Installment Meeting— December 16, 2010 - Brady's Landing



2010 Approved SETAPP Budget

	2009 Actuals	2010 Proposed
Revenue:		
CPPO/CPB Review Session		
Chapter Meeting/Workshop Meals	\$1,920.00	\$2,500.00
Chapter Member Dues (Renewals and New - based on 80 members)	\$4,275.00	\$3,200.00
NIGP Seminar Registration	\$2,590.00	
Chapter Sponsored Seminars		\$4,000.00
Miscellaneous (Shirts, promotional items, etc.)		
Total	\$8,785.00	\$9,700.00
Expenses:		
Annual Awards (Purchasing Month and Year End)	\$400.00	\$400.00
Bank Fees	\$15.00	\$15.00
Certified Public Account	\$2,050.00	\$1,200.00
Chapter Meeting/Workshop Meals (includes chapter sponsored seminars - instructor)	\$2,846.60	\$2,700.00
Officer Installation Meal		\$660.00
Membership Pins		
NIGP Membership Assessment	\$490.00	\$384.00
NIGP National Conference (registration, mileage & hotel only)	\$6,307.33	\$4,585.00
NIGP Seminars	\$5,476.05	\$2,000.00
NIGP Forum 2010 (Each Tx chapter donated \$1500 to help promote Forum)	\$1,500.00	\$1,500.00
Office Supplies/Equipment		
Postage		
Post Office Box Rental	\$98.00	\$100.00
Promotional Items (National Conference and shirts)		\$360.00
Scholarship Fund (\$500/scholarship - 3, \$500 for manager yr, \$500 for buyer yr)		
Seminar/Review Refreshments		
Website	\$508.90	\$508.90
CPB/CPPO Review (Instructor and Materials)		
Internal Revenue Service (IRS)		
2009 Lonestar Conference Expense (hotel, food, printing, etc.)	\$16,961.06	
Total	\$36,652.94	\$14,412.90

U.S., Canada Sign Agreement on Government Procurement

United States Trade Representative Ron Kirk signed a U.S.-Canada agreement on government procurement. The agreement was signed in Canada by Canadian Minister of International Trade Peter Van Loan. The new procurement agreement provides for permanent U.S. access to Canadian provincial and territorial procurement contracts in accordance with the World Trade Organization (WTO) Government Procurement Agreement (GPA). In addition, the agreement enables American companies to compete for Canadian provincial and municipal construction contracts not covered by the GPA through September 2011. The United States will provide reciprocal access for Canadian companies to 37 states already covered by the GPA and a limited number of Recovery Act programs. Taken together, these provisions strengthen an already robust U.S.-Canada trade relationship.

"The U.S.-Canada trade relationship supports many good jobs on both sides of the border," said Ambassador Kirk. "This agreement resolves key outstanding U.S.-Canada government procurement issues and creates tens of billions of dollars worth of new job-supporting export opportunities for American companies and workers. From February 16, 2010, American exporters can rest assured that they will be able to compete on a fair and equal basis in a wide range of Canadian provincial, territorial, and municipal procurement contracts."

Canada is the United States' largest goods trading partner, with a total two way goods trade of more than \$430 billion in 2009. This agreement further cements the mutually beneficial U.S.-Canada trade relationship and provides American and Canadian businesses and workers alike with reliable opportunities for growth. Both countries agreed to continue a dialogue on mutually beneficial procurement opportunities.



4 Ways to Build Your Job Security in a Struggling Economy

It's official: The United States is in a recession. And, other nations' economies have also fallen significantly. As various agencies struggle to reduce expenses, some are closing their doors, merging, entering bankruptcy protection or downsizing.

All these events create an unstable employment environment that can hit anyone in the marketplace. As President Ronald Reagan once said, "Recession is when your neighbor loses his job. Depression is when you lose yours." Recessionary times, however, can actually provide supply management professionals with opportunities to progress in their careers. These four strategies can enhance your prospects for career progression, even during times like these:

1. Be visible. During times of organizational change, many people stop taking chances. They step back and move into wait-and-see mode, merely performing the core functions of their jobs. On the contrary, this is a perfect time to step forward with superior job performance. During staff downsizing, a smart manager will do everything he or she can do to retain top-producing staff members — those who continue to put "scores on the board."

As a supply management professional, a slow economy can present many opportunities for you to generate savings because the basic elements of supply and demand now work in your organization's favor. In most market segments, demand is significantly down, which moves market pricing downward, too. Customers are buying less in most segments, and suppliers are offering concessions not offered during times of growth. If the supply chain is stable in a particular spend category, this can be an ideal time to create savings through sourcing or renegotiations.

Keep track of your contributions, and make sure current management and potential employers understand your value. This is also the best way to market yourself for the next job — which, of course, is like walking a tightrope; it must be balanced with humility.

It is also important to keep existing points on the board. Unstable periods are not the time to show up late for work or take an extended leave. Try not to do anything that detracts from your reputation as a top producer.

2. No whining! During tough times, senior management wants employees who build morale. Attitude counts a lot. Happy workers are less likely to get laid off than people who seem to dislike what they do.

3. Start networking — now! Even in this world of online job applications, a large portion of hiring occurs through personal relationships. This is also true of promotions among existing employees within an organization.

4. Proactively prepare for change. Studies show that, on average, today's employees will change jobs seven times. During the typical career lifetime, that is a job change every six years. An old human resources rule of thumb says that a job seeker should expect to search for one month for every \$15,000 a year in salary he or she expects to earn. So, it never hurts to have too many employment options.

Regardless of your level of job security, these four techniques can help you stabilize your current employment situation. They can also be very helpful in positioning you for your next career opportunity.



Why Certify?

Recently, I read an article that pointed to a need for additional oversight and accountability to ensure taxpayers receive a fair return on their tax dollars. The article also pinpointed the need for certifying personnel and encouraging professional development.

In the current challenging economic climate, certification of procurement professionals is a critical tool for agencies all over the country as they watch every dollar and look to maximize value, which well-trained professionals are better-equipped to do. For procurement employees, certifications can provide an edge when applying for an open position or looking to be promoted. For the profession as a whole, certification boosts recognition of the specialized skills involved in procurement. If you have a certification, it proves you have the skill set, which is an edge over someone else applying for the position.

Many states build on the certification program of the UPPCC, which awards Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB) certifications to procurement professionals nationwide. UPPCC, was created from a partnership between the National Association of State Procurement Officers (NASPO) and the National Institute of Governmental Purchasing (NIGP), and is an independent council that administers the certification programs as a third party. A governing board oversees their work, and a separate board of examiners creates and oversees the testing. Certifications are awarded based on a combination of higher education, specific coursework related to the field and experience.

Below is an overview of various certifications available to procurement professionals.

Universal Public Purchasing Certification Council [UPPCC]

- * Certified Public Purchasing Officer (CPPO)
- * Certified Professional Public Buyer (CPPB)

National Contract Management Association [NCMA]

- * Certified Federal Contract Manager (CFCM)
- * Certified Professional Contract Manager (CPCM)
- * Certified Commercial Contract Manager (CCCM)

Institute for Supply Management (ISM)

- * Accredited Purchasing Practitioner (A.P.P.)
- * Certified Professional in Supply Management (CPSM)

APICS, The Association for Operations Management

- * Certified in Production and Inventory Management (CPIM)
- * Certified in Integrated Resource Management (CIRM)
- * Certified Fellow in Production and Inventory Management (CFPIM)

Construction Specifications Institute

- * Construction Document Technology (CDT)
- * Certified Construction Specifier (CCS)
- * Certified Construction Contract Administrator (CCCA)
- * Certified Construction Product Representative (CCPR)

American Contract Compliance Association

- * Certified Compliance Administrator (CCA)
- * Master Compliance Administrator (MCA)

Many entities have seen tangible benefits from certifying employees. They have seen fewer bid protests, higher degrees of savings and cost avoidance. Overall contract management has also improved.

Winning Buy-In

Gone are the days of simply commanding individuals and expecting them to snap to attention and follow orders. In today's business world, leaders at all levels have to woo and win people — their employees and colleagues as well as their clients and customers — to their way of thinking and acting.

To gain the cooperation and buy-in of your peers, you have to accomplish three tasks.

First, you have to win their attention. Whether they're attending a meeting, checking their e-mail or considering a proposal, they simply don't have the time to give you undivided attention. They skim and browse and multi-task.

They perform mental triage — deciding in seconds whether to give your idea more attention, table it or ignore it completely.

So, how do you get individuals to listen to you?

- **Be as focused as possible.** Do not waste people's most precious resource — their time. Get to the point without preamble or fanfare.
- **Project confidence.** If you look doubtful or hesitant, you're nonverbally telling the other person not to take you seriously.
- **Time your approach carefully.** There may only be one opportunity, so choose your approach carefully. Either schedule a specific time or meet first thing in the morning. Attentiveness is greatest during the morning hours. This provides a prime atmosphere for discussion and decision-making.

Second, you have to communicate your idea clearly. Everyone is a specialist these days, and they usually speak to specialists in other fields.

- **Start with an overview.** Provide a general idea of what you're talking about before plunging into details. There are no second opportunities for good first impressions.
- **Encourage questions.** Say just enough to let people know what you're talking about and to hook their interest. Then stop talking. If no one asks questions, ask an open-ended question yourself.

Finally, you have to move individuals to action. They can listen to you and understand you, and still not do what you want them to. Here's what you can do to get them from agreement to action:

- **Show them the benefit.** Tell them how doing what you want them to do — implementing your procedure — will help them solve a problem or achieve a goal that's important to them.
- **Make them feel the pain.** Show them how not doing what you want them to do will cost money or waste time.
- **Be specific and immediate.** Tell them clearly and unequivocally exactly what you want them to do. What's the next step? What can we do right now?

To succeed as a leader today, you have to be able to communicate what you know effectively to gain others' support, input and follow-through.

NIGP Forum Toolkit Helps You Nail Approval to Attend

2009 was certainly a difficult year for all of us, and with 2010 upon us, many of us are waiting to see the light at the end of the tunnel. In tough economic times, when many of us are doing more with less, it's more important than ever to stay current in the profession so that we can do our jobs more effectively.

There are certainly ways to stay abreast of the important issues facing our daily professional lives. However, there is just no substitute for face to face learning and networking whereby interacting with our peers provides us with support, validation, experience sharing and a wealth of knowledge.

We know that budgets have been slashed this year, particularly in the area of training and travel. To that end, NIGP has created some tools you may need to justify the expense of attending the Annual Forum, or any of our educational opportunities.

Keep these things in mind when seeking approval to attend the Forum:

- Focus on what you will bring back to your agency as return on the investment
- Offer to prepare a report for your supervisor on the things you learned
- Offer to deliver a presentation and Q & A to your colleagues to share what you learned so they benefit from the experience too. Handouts from the presentations will be provided to you as an attendee so presenting on the session you attend should be easy!
- If you are working toward earning a certification, such as the UPPCC CPPO or CPPB, or need educational credits for recertification, remind your supervisor that the Forum counts for nearly 30 contact hours
- Have a plan ready that shows who will cover you while you are out of the office or how you can stay connected to the office for urgent matters while attending
- Offer to share a room to save on hotel expenses by using the NIGP roommate finder service
- Review the many registration fee options available
- There are several registration packages available and discounts for early registration and first time attendees. Check out the registration fees to see if you qualify for any of these discounts, or if some of the lower priced registration packages would work for you.
- Offer to pay some expenses out of pocket, such as meals that are not included in the registration fee, or ancillary expenses associated with travel
- Carefully review the session topics and identify sessions you need to attend. Tell your supervisor what relevance the topics have to your agency and how your attendance can benefit your organization. Be sure to point out sessions that offer best practices that will provide immediate benefit.

Review the exhibitor list. Are there products and services your organization needs to learn more about?

While keeping these things in mind, use the [NIGP Forum Toolkit](#) to calculate the return on your agency's investment for attendance and hit the nail on the head!

If you have any questions, contact forum@nigp.org or call 800-367-6447 x227 or x242.



*What You've Heard Is True.
Live The Legend.*

The NIGP 65th Annual Forum and Products Exposition to be held in San Antonio, Texas is just around the corner! **It is scheduled for August 12-17, 2010!** This year the conference is sponsored by the **Texas** Chapters of NIGP and your help is required to make this the most successful conference ever!!!

You owe it to yourself and to your agency to attend! One innovative or new idea could save your agency thousands of dollars! Close the gap by attending pertinent educational sessions, networking with peers and finding the latest products and services in the products exposition. Take this opportunity to enhance your skills, expand your knowledge and develop leadership skills by networking with experts in your field. The NIGP Annual Forum and Products Exposition is the largest North American conference exclusively for individuals in Public Procurement and is NIGP's educational highlight of the year! Shouldn't you be there to get your share of new ideas and be the very best procurement professional you can be?

Volunteer today!! Volunteers are eligible for a special discounted registration rate and re-certification points. Specific duties will be assigned by the Host Committee. Get involved and join in on the fun!!

Contact Michalyn Rains via email at mrains@co.collin.tx.us or by phone (972)548-4113 for further information.



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