



The Rocky Mountain Governmental Purchasing Association

Rocky Mountain High Notes

JAN-MAR, 2011



Colorado Honors Government Purchasing Month!

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Questions about the newsletter? Comments? Contact the editor at msieben@jeffco.us



Future Newsletter Article Deadlines for 2011:

- June 13
- October 3
- December 12

The Governor of the State of Colorado has issued the following proclamation:

WHEREAS, government purchasing organizations in the State of Colorado are committed to the highest ideals of honor and integrity in order to merit the respect and confidence of the state and the public which they serve; and

WHEREAS, Colorado provides an environment where all organizations are afforded an equal opportunity to compete for state business; and

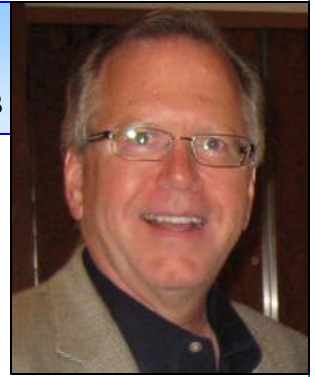
WHEREAS, governmental purchasing organizations are to be commended for their diligent pursuit of efficiency in the operation of state government through their commitment to seeking goods and services of the highest value in terms of quality and price to maximize the benefit provided to the citizens of this state;

Therefore, I, John Hickenlooper, Governor of the State of Colorado, do hereby proclaim March 2011, **GOVERNMENT PURCHASING MONTH.**



Letter from the President

Submitted by Jerel Nielsen, CPPO, CPPB



Greetings to all RMGPA members!

It is my honor and privilege to serve as your President for 2011, in RMGPA's 30th year! I am both proud and excited to work with the RMGPA Board of Directors who dedicate countless hours in making RMGPA the great chapter that it is!

As is our tradition, RMGPA's 30th year will include four conferences. The Spring conference was held in Boulder, where we learned the latest in sustainability management; the Summer in Vail where NIGP President *Kenneth B. Koester, CPPO, C.P.M., A.P.P.*, will be our special guest; the Fall Conference will be in Pueblo during the Pueblo Chile & Frijoles Festival; and the winter conference is planned to be held in the beautiful city of Fort Collins.

To enhance future Board member succession planning and to provide for clarity in committee processes, one of the Board's goals in 2011 will be to produce policies and procedures for each of the Officer and Chair positions. Additionally we will strengthen our Board by creating whistle blower and conflict of interest policies for Board members. The NIGP legal counsel strongly urges every NIGP Chapter to have these two policies in place.

Additionally we will focus our attention on our financial accountability by streamlining our account codes and will provide each Board member with quarterly financial reports. In the spirit of transparency, the Board will look at fresh ways of communicating our financial reporting to membership.

As our agencies collectively traverse down a slippery slope of economic challenges in 2011, the RMGPA budget is similarly challenged. We want to address Chapter revenue streams by utilizing our February study session to take a fresh and progressive review of Chapter revenues and the potential for new streams of revenue in 2011 and beyond. Our discussion and planning will be in addition to the RMGPA Reverse Vendor Trade Show, which for several years has been the cornerstone of our revenue generation path.

The Business Advisory Community Council will in 2011 provide the membership with a communication pathway to the vendor community which will provide ways to celebrate and promote the Public Procurement profession while at the same time provide valuable vendor perspectives as to the challenges they face in a difficult economic environment.

Many educational opportunities are already on the calendar for 2011 including both classes and webinars! Be sure to check the RMGPA and NIGP website to obtain a full list of available offerings.

As our four annual conferences are attended by between 15 and 20% of our total membership, it is critical that we maintain a robust website full of great news and information for our members. Additionally, our four newsletters, made available and distributed throughout the year to you, are a key tool in communicating Chapter news, award winners, conference news and photos, as well as educational opportunities for each member to consider. Please consider how you might contribute to the RMGPA website and newsletters by sharing your procurement experiences with fellow members!



RMGPA Buyer and Manager of the Year

Submitted by Marsha Peterson, CPPO, Awards Committee Chair

The Awards Committee is pleased to announce the Buyer and Manager of the Year! Congratulations to these outstanding members of the RMGPA community!

Manager of the Year

Danielle Hinz, CPPO, CPM, Purchasing & Contracts Manager, City of Longmont

Danielle has served as Purchasing and Contracts Manager for the City of Longmont since 2007 where she has had to deal with such interesting issues as establishing a Local Preference Policy. Danielle has served on several RMGPA committees, as well as having served as Vice President and President. Her current position is Past President. Danielle has also worked on establishing benchmarks in the area of purchasing to be used for a Colorado Performance Measurement Consortium coordinated by the International City Managers Association.



Buyer of the Year

Darlene Marrow, CPPB, Purchasing Agent, University of Colorado

Darlene has been with the University of Colorado since 2001. At the University she is responsible for a range of commodities called Official Function which encompasses contracts ranging from catering, and hotel stays to recruiting trips, fundraising events and instate and out of state conferences. Darlene also leads the RFP process for all strategic sourcing Procurements including IT hardware and travel services. Darlene previously worked for Scotts Liquid Gold as well as The University Corporation for Atmospheric Research (UCAR).



Congratulations to these outstanding members of the RMGPA community!

The Committee would also like to extend congratulations to the other nominees for their hard work and efforts in 2010: **Curt DeCapite**, City of Colorado Springs, **Jill Yellico**, Academy School District 20, and **Kim Myers**, Thompson School District R2-J.

The winning RMGPA Buyer and Manager of the Year applications will be submitted to the National Institute of Government Purchasing (NIGP) for consideration for NIGP's Buyer and Manager of the Year awards. In addition, the winners received both a commemorative award and a voucher for \$300 to be applied to registration for a NIGP or RMGPA class or event in the next year.)

Introducing Your New NIGP Regional Board Member—Keith Ashby—Arapahoe County



Several areas of focus Keith is committed to:

- Strategic planning for NIGP, including forecasting to ensure alignment of NIGP's goals and objectives to those of its members;
- Educational opportunities for all procurement and supply chain management professionals;
- Encouraging young professionals to join the procurement profession to allow for adequate succession planning.

CONGRATULATIONS ON WINNING THE ELECTION, KEITH!



NIGP's Values and Guiding Principles of Public Procurement

Submitted by Jerel Nielsen, CPPO, CPPB

After celebrating Governmental Purchasing Month in March, I want to now take this opportunity to thank you for your leadership and contributions to public procurement as we work together to develop, support and promote our profession and the Rocky Mountain Governmental Purchasing Association.

NIGP has engaged in a strategic initiative established by the NIGP Board of Directors in October 2009 to develop Values, Guiding Principles, and Standards of Practice for the profession. NIGP believes that three essential components must be in place in order to be recognized as a true profession:

- There needs to be a rigorous body of knowledge that defines a comprehensive, working knowledge of public procurement policies and practices (*as currently examined through the CPPO and CPPPB certifications issued by the UPPCC*);
- There needs to be an academic infrastructure where higher education embraces both applied research and curriculum as a means to prepare college students for a career in public service and public procurement (*for the past decade, NIGP's partnership with Florida Atlantic University and the Public Procurement Research Center has been focused on the objective.*);
- There needs to be generally accepted principles and standards of practice that emulate from values and guiding principles (*hence, this strategic initiative*).

The Values and Guiding Principles on the following page were developed, circulated, and adopted by the NIGP Board in October 2010. NIGP is now in the process of developing standards of practice to align with these values and principles – ten standards each year for the next three years.

As a supporting organization, RMGPA is simply stating that we support the concept of collaboratively developing standards of practice for the public procurement profession. Through our action we will join NIGP Chapter colleagues as well as the following nationally-based, prominent organizations that have also agreed to be a supporting organization:

- Association of Government Accountants (AGA)
- Association of School Business Officials International (ASBO)
- Canadian Public Procurement Council (CPPC)
- International City/County Managers Association (ICMA)
- National Association of Counties (NACo)
- National Association of Education Procurement (NAEP)
- National League of Cities (NLC)
- National Purchasing Institute (NPI)
- U.S. Conference of Mayors (USCM)

In closing, thanks again for all you do to advance the integrity of public procurement through RMGPA and the incredible value we bring to the bottom line of our public sector budgets.

Values and Guiding Principles of Public Procurement

Adopted by NIGP, October 23, 2010

Accountability

Taking ownership and being responsible to stakeholders for our actions...essential to preserve the public trust and protect the public interest.

Principles:

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic, and efficient acquisition.
- Support economic, social, and sustainable communities.
- Use procurement strategies to optimize value to stakeholders.

Ethics

Acting in a manner true to these values...essential to preserve the public's trust.

Principles:

- Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions.
- Meet the ethical standards of the profession.

Impartiality

Unbiased decision-making and action...essential to ensure fairness for the public good.

Principles:

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism

Upholding high standards of job performance and ethical behavior...essential to balance diverse public interests.

Principles:

- Be led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a profession through education, mentorship, innovation, and partnerships.
- Develop, support, and promote the highest professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

Service

Obligation to assist stakeholders...essential to support the public good.

Principles:

- Be a crucial resource and strategic partner within the organization and community.
- Develop and maintain relationships with stakeholders.
- Develop collaborative partnerships to meet public needs.
- Maintain a customer-service focus while meeting the needs, and protecting the interests, of the organization and the public.

Transparency

Easily accessible and understandable policies and processes...essential to demonstrate responsible use of public funds.

Principles:

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.

SPOTLIGHT ON... Jill Yellico—Vice President

Submitted by Kelly Wooden, Newsletter Committee Co-Chair



Jill Yellico is this year's RMGPA Vice President! Jill is currently the Procurement and Contracting Supervisor for the Academy School District 20 located in Colorado Springs, CO and will have been with the District for two years come this June. Jill and her team of five are accomplishing great things! In one year alone their District has more than doubled their P-card spend volume, from \$3.4 million in 2009 to \$7.2 million in 2010. Very impressive!

One of Jill's most interesting and comical purchasing experiences occurred when she received a call from one of their schools interested in having "The Rattlesnake Man" come in and give a presentation to their students. As you can probably gather from the name, this vendor brings in live rattlesnakes, both defanged rattlesnakes for students to handle and fanged rattlesnakes which remain in a secured Plexiglass container for observation. Right away this sent up a red flag with Jill, so she asked the vendor for proof of liability insurance; the vendor replied that he was uninsurable... Needless to say Academy School District 20 did not contract with this vendor.

Jill's purchasing career began with School District 11 in Colorado Springs. She had been a bookkeeper with the District when an intern type position opened up in the Purchasing Department. Through the bookkeeper position, Jill had come to know several people within the Department who encouraged her to apply for the position. Very excited at the opportunity, Jill applied for and was hired on with the Purchasing Department, and the rest is history. After gaining experience in the Purchasing field, Jill went on to obtain not only her CPPB but also her CPPO. What an accomplishment!

Born in Pueblo, Colorado, Jill now resides in Colorado Springs with her husband, Frank, and their twin 15 year old sons. Jill and her family enjoy traveling, cross-country skiing, hiking, camping and golfing. They are all looking forward to a camping adventure in Yellowstone this summer.

Jill is looking forward to this upcoming year in RMGPA and serving as the Vice President. She has always seen tremendous value in the RMGPA organization, as it provides impressive networking opportunities, incredible professional development, and invaluable resources when so many people from so many organizations throughout the Rockies are compiled together in one organization. We wish Jill the best during her term as Vice President!

Education & Professional Development Report

Submitted by Kristen Spicola, Education & Professional Development Committee Chair



UPPCC Certification - CPPB/CPPO Exam Date for 2011



October 17 – 29, 2011 Exam

Apply by July 18, 2011

Register for Exam by Sept. 12, 2011

**Good Luck to those members taking the CPPB or
CPPO Exam in May!**

(Applications must have been received by January 31, 2011 to sit for the exam in May.)

The coveted Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB) credentials, recognized throughout the public procurement profession, demonstrate an individual's comprehensive knowledge of public procurement.



New NIGP Online Courses

Contract Administration— Wednesday April 20 – June 14

Register by April 13th

Developing & Managing RFPs—Wednesday, May 25 – July 19

Register by May 11th

(Continued on page 7)

Education & Professional Development Report

Submitted by Kristen Spicola, Education & Professional Development Committee Chair

2011 Class Schedule

<i>Date</i>	<i>Course Title & Location</i>	<i>Instructor</i>
April 13 – 15th	Developing & Managing RFPs Arapahoe County Sheriff Office Englewood	Ms. Beth D. Fleming, CPPO, C.P.M., A.P.P.
May 13th	Manage End Users and Suppliers Academy School Dist. 20 Colorado Springs	Mr. Darin L. Matthews, CPPO, C.P.M.
June 1st	Adding Value to Procurement Summer Conference, Vail	Mr. Michael E. Bevis, CPPO, CPSM, C.P.M., PMP
July 20-22nd	Contract Administration Fort Collins	Ms. Jennie E. Readey, CPPO, CPPB

The following courses have been requested to NIGP and are in the process of being finalized.

August - Performance Based RFPs – Department of Personnel, Denver

October - Legal Aspects of Procurement – City of Aurora

November - Effective Contract Writing - Arapahoe County Sheriff Office, Englewood

In order for RMGPA to conduct a course, NIGP requires a minimum number of 8 registrations. The Early Bird discount for registering more than 60 days prior to the course start date is \$75, so do not wait, register for an upcoming course of your interest as soon as possible.

RMGPA is very fortunate to have acquired **Mr. Darin L. Matthews, CPPO, C.P.M.** to instruct the May 13th Manage End Users and Suppliers course in Colorado Springs. Some of you may remember him from the World Class Procurement course in Vail or from national conferences. He is an outstanding instructor that is energetic and passionate about procurement. He brings valuable real life examples to the class room and enjoys the courses he instructs. **Take advantage and register for this exciting opportunity.**



Scholarships have been awarded in 2011 to **Trudi Peepgrass** of Douglas County School District and **Diana Cantu** of St. Vrain Valley School District. They were each awarded a \$570.00 scholarship to attend the April Developing & Managing RFPs course.

NIGP Webinars

Webinars are a great training opportunity without the travel expense! The cost is \$75 for NIGP members and \$105 for non-members. Register for the April 14, 2011 webinar – **Legal Aspects of IT Procurement** by going to www.NIGP.org. You must **register by Monday, April 11th**.



Treasurer's Report

Submitted by Diana Cantu, RMGPA 2011 Treasurer

- 2007 – 2010 Audits Completed
 - Financial records of the RMGPA were adequate to support financial transactions.
 - Auditor's Statement: "Sharon Williams is to be commended for a great job as Treasurer and for these very organized and complete records!"
- Goal – to set up QuickBooks with simplified account codes.
- Partnering with new CPA Firm – "Brock and Co." in Longmont.
- Annual NIGP Chapter Financial Reports Turned in by the March 1st Deadline.
- Executive Board Implemented a Modified Spending Freeze on February 24th.

Revenue Generating Ideas:

- RVTS
- Exploring Localized RVTS
- Silent Auction
- Exploring Vendor Sponsorship of Speakers at Conferences
- Exploring Vendor Partnerships via Website

Treasurer's Report		
Primary Account Beginning Balance		2,091.44
Transfer from Secondary Account	-	
In transition - checks		
Awards	(800.00)	
Reward - To be used for Spring Conference	(60.00)	
Primary Account Ending Balance as of 3/16/2011		\$ 1,231.44
Secondary Account Beginning Balance		12,287.81
In transition - deposits		
Membership Fee	70.00	
Conference Fee	75.00	
Transfer to Primary Account	-	
Secondary Ending Account Balance as of 3/16/2011		\$ 12,432.81
TOTAL BALANCE		\$ 13,664.25

2011 Spring Conference—Boulder, Colorado



In addition to learning about Boulder County's recycling efforts, attendees of the Spring Conference were treated to a tour of the Boulder County Recycling Center.



The tour was led by **Jeff Callahan**, the Manager of Boulder County Resource Conservation Division.



**THE ROCKY MOUNTAIN
GOVERNMENTAL
PURCHASING
ASSOCIATION**



Visit us on the web at www.rmgpa.org

**Dedicated to Excellence in
Public Purchasing**

Rocky Mountain
Regional Chapter of



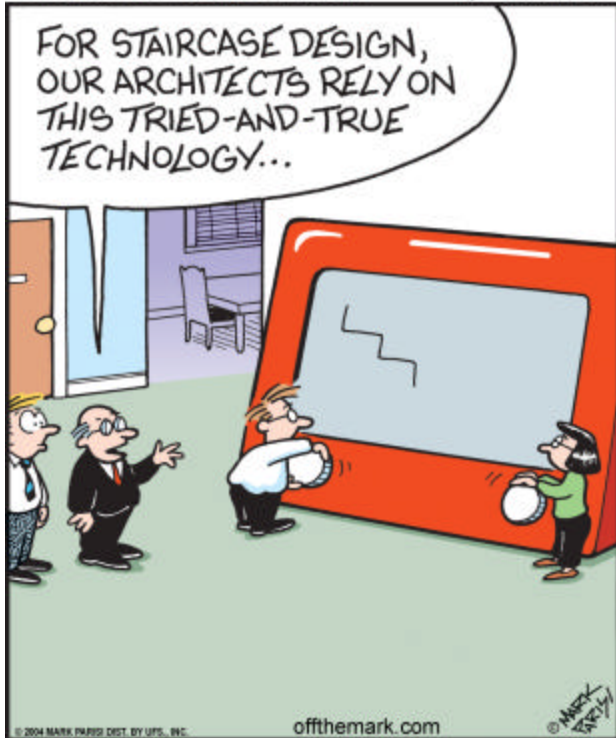
**Winner of NIGP's Large Chapter of
the Year in 2006 and 2009!**

THE LAST WORD



HAPPY SPRING

off the mark .com by Mark Parisi



Cartoon copyrighted by Mark Parisi, printed with permission.



A demonstration of gravity

2011 RMGPA BOARD OF DIRECTORS

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