



High Notes



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Issue III, Year 2003

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* Letter from the President

Renee Wersch, CPPO

rwersch@adams50.k12.co.us



Hello, RMGPA Friends!

I can't believe summer is already half over. It seems like only yesterday I was standing before you being sworn in as president for 2003. So far it has been a wonderful experience and I look forward to the next several months and the great things still to come. I feel truly blessed to be a part of this great organization.

Looking back, I would like to thank our Programs Committee for all their hard work. They are doing an outstanding job of planning the best conferences I have ever attended. If you missed the Summer Conference in Aspen, you missed a great time. The breathtaking drive up Independence Pass was truly an experience I will never forget. The facility was great and the program was very enlightening. On Thursday, Rick Grimm, CPPB, CPPO, Chief Executive Officer, NIGP, presented the changes and improvements to the LEAP Program. He gave us a much better understanding of the options available to us for education and certification through the LEAP Program. Additionally, we heard from Steven M. Masiello, of McKenna Long & Aldridge LLP, regarding Electronic Signatures and Records; and Derek MacFarland, VP Product Development, from RFP Depot spoke to us about Reverse Auctions. Our breakout sessions also covered Strategic Energy Procurement and Security Technologies Assessments and Implementation. The day was topped off with a wine and cheese reception, compliments of The Inn at Aspen, and stimulating conversation. On Friday, Juanita Cox-Burton presented Star Power, a very fun, interactive activity with a valuable message on diversity.

While we have experienced a slight decrease in participation due to budgetary constraints, our membership stands strong with 355 regular members and 12 lifetime members. Attendance at conferences is staying just slightly below average. However, it is disappointing to see a decrease in class participation; we have had to cancel some classes because we were not able to meet the minimum registration. Please know the RMGPA Board works very hard to offer affordable programs that will benefit all of our members.

I would like to take this opportunity to congratulate all of our newly certified and re-certified CPPB's and/or CPPO's. It is a great accomplishment and one you should be very proud of. Please remember to keep track of your professional accomplishments, additional training, conference attendance and memberships to be used toward re-certification points.

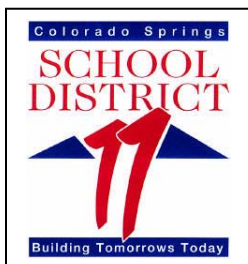
Finally, the Fall Conference is scheduled for September 19 at the new City and County of Denver Water/Waste Management Division. Please mark your calendars and make plans to attend this one-day conference. Look for your invitation via e-mail or download your registration form from the RMGPA website. I look forward to seeing you all of you there!

Get To Know..... Jeff Coapland, CPPB

Jeff Coapland works along side Tim Wellman (Programs Committee Chair) and other volunteers within the committee helping provide RMGPA with informative and meaningful conferences.

Jeff has worked for the Cherry Creek School District for 26 years, six of those years as a buyer. He works closely with the warehouse staff to review and approve items for warehouse inventory and is responsible for initiating and monitoring bids for warehouse stock items. Another area of his responsibility is ordering supplies and equipment for the athletics, science and art departments. Jeff also hosts bids for the Cooperative Educational Purchasing Council (CEPC). One of the bids deals strictly with toner, which is always a challenge, and the other bids are for xerographic and construction paper. Jeff is CPPB certified and holds a B.S. degree.

His wife, Pam, is a Business Analyst for Wells Fargo. They have a daughter, Brenda, who works in one of the casinos in Black Hawk, and two sons - Jeffrey (USMC) is currently serving his country in Kuwait and Joshua is finishing up his last year as a student at CSU. Jeff enjoys hunting, running, traveling and is thinking about taking up golf if he can only figure out what the SW stands for on one of the clubs. "Sandwich?"



Purchasing Month Celebrated by Colorado Springs School District 11

In celebration of Governor Owens' Honorary Proclamation designating March as Government Purchasing Month, the acquisition professionals at Colorado Springs School District 11 hosted an Acquisition Open House attended by more than 150 in-house customers.

On display were a wide range of purchasing opportunities like D-11 employee discounts for Dell computers, information on P-Card methodologies, TEXTORDER.com demonstrations, discounted pricing from hundreds of vendors, PeopleSoft upgrade information, etc.

Note from the Editor: Ruth Smith submitted this article along with several terrific captioned pictures of the event. Unfortunately, the Editor had difficulty working with the media and couldn't open the newsletter when the pictures were incorporated. Sorry Ruth, but thanks for the effort!

2003 Class Lineup – For further information, contact Nancy Trontell, Education Chair, at (719) 546-5211 or email at nancy.trontell@state.co.us

Improving Procurement's Image

Through Cost Savings -----	8/21-8/22/03
Basic Legal Principles in Public Purchasing -----	9/11/03
How To Process and Evaluate Bids -----	9/12/03
Revenue Generating Contracts:	
A Program Where Everybody Wins -----	10/23-10/24/03

All classes will be held at the Jefferson County Courts and Administration Building in Golden, Colorado. Course descriptions and registration forms are available on the RMGPA website at <http://www.frii.com/~rmgpa/> You can also send an email to nancy.trontell@state.co.us Be advised that all classes except Reviews are contingent upon RMGPA attaining registration minimums.



A WEE LITTLE TEE TALE



A foursome of senior golfers hit the course with waning enthusiasm for the sport.
"These hills are getting steeper as the years go by," one complained.
"These fairways seem to be getting longer too," wheezed a second.
"And somehow, the sand traps seem to be bigger than I remember 'em too," said the third.
Hearing just about enough from his buddies, the oldest and the wisest of the foursome at 87-years-old piped up and said, "Oh my friends, just be thankful we're still on THIS side of the grass!"

2003 SUMMER CONFERENCE – Article submitted by Pete Toth, CPPB



RMGPA convened a full conference agenda at the Inn at Aspen in, you guessed it, the beautiful environs of Aspen, Colorado. Seventy-nine of our members traveled from their jurisdictions to participate (only a very small number of folks were interested in the charter bus that the Programs Committee had arranged, as a more cost effective transportation alternative, and it had to be cancelled).

Facilitated by a supportive and attentive facility's staff, further enhanced by a very competitive lodging rate, the Inn at Aspen represented itself admirably for this first ever RMGPA venture. Better than 74% of the attendees rated the accommodations as "excellent," and 60% expressed their desire to return next summer.

Following a welcome from Mayor Helen Klanderud of Aspen, the agenda kicked off with a presentation by former RMGPA member and current NIGP CEO, Rick Grimm. Rick, whose heart clearly remains in Colorado and the Rockies, even as he travels the world in the interests of public procurement, enlightened the group with an examination of NIGP's *Learning and Education to Advance Procurement* program, or *LEAP*. Judging by the evaluation comments, members eagerly supported the notion of the educational model to enhance, among other things, professionalism, and greatly appreciated the insights that Rick was able to share. For more on this NIGP venture, check out education@nigp.org.

Additional conference presentation topics addressed:

- Electronic Signature Laws and the significant impact of the *Uniform Electronic Transactions Act (UETA)*
- Reverse Auction technology and its ability to produce lower pricing for some types of purchases
- Energy Procurement (natural gas and electricity) and strategies for the open-market purchase in the region
- Law Enforcement resources (standards, testing, guides, etc.) available to local governments/agencies (including purchasing) from the U.S. Dept. of Justice in the Denver area

For follow up information on these topics you're encouraged to contact an RMGPA colleague who attended the conference, or a member of the Program Committee.

Lunch on Thursday offered the opportunity to network with peers, or to participate in a more detailed demonstration of RFP Depot's Reverse Auction tool and functionality. Judging by the attendance at this optional session (a first-of-its-kind effort for the Program Comm.) members appreciated the chance to further explore this dynamic tool.

During the popular Open Forum session, Renee Wersch, the 2003 Chapter President, facilitated discussions on:

- The use and relevance of pre-bid conferences
- Policies/procedures for solicitations resulting in only one response
- Business or strategic plans for purchasing functions
- Restrictive customer needs and the ability to solicit competitive services
- Performance requirements for large equipment purchases
- Cell phones and their policies, as the subject relates to business and personal use

The Inn at Aspen hosted a complimentary (post work hours) wine and cheese reception to cap off the day and ease conference attendees into an evening "on the town" in Aspen, just a short ride away on the Inn's free van.

The Friday portion of the conference, entitled *Star Power*, provided insights into the nature and impact of "systems." Through a series of interactive exercises that seemed to progress to an almost chaotic state, our facilitators, notably Juanita Cox-Burton of the Institute for Diverse Leadership, helped members explore and realize the power of rules and processes in our lives, and how these "systems," with a healthy dose of human nature, can truly limit options for whole groups of individuals in society.

The RMGPA Program Comm. thanks all of those who participated in the '03 Summer Conference and helped make it a success!

Be on the lookout in August for information on this year's **Fall Conference on September 19th** at another new location – the **City/County of Denver's Wastewater Management Division** building. Hope to see you there.

ELECTIONS ARE DRAWING NEAR

Take the plunge!

It's hard to believe the calendar year is more than half over. Our fine officers are serving the organization well, but we do need to be on the lookout for our future. Included in the newsletter is a form for Nominations for 2004 Officers. Feel free to print one out and send it to me. All of my contact information is on the form.

- Linda Meserve - Elections Committee Chairperson





NOMINATIONS FOR 2004 OFFICERS

Nominations will be accepted by mail or FAX **UNTIL FRIDAY, SEPTEMBER 26, 2003**. Submit your nominations (using this form) to Linda Meserve as follows:

Linda Meserve, CPPB

□

Colorado State University
Purchasing Department
365 Aylesworth Hall SE
Fort Collins, CO 80523-6010

□

PH: (970) 491-6611

FAX: (970) 491-5523

1996 By-Law Change promotes 2003 Vice-President to 2004 President.

Nomination for Vice-President:

Nomination for Treasurer:

Nomination for Secretary:

Please **PRINT**, including person's name and **AGENCY** name.

Nominator's name:

Phone:

BY-LAWS

ARTICLE I – NOMINATIONS AND ELECTIONS

The Vice-President, having successfully served a minimum of one complete year in that office, shall become the RMGPA President upon completion of the President's term of office. If there is no current Vice-President or the Vice-President chooses not to serve as President, anyone who has served a full year on the Board of Directors during the previous year may be nominated and placed on the slate for election as President.

The Election Chair, appointed by the Board of Directors, will recommend a slate of officers for membership vote. The slate of candidates will be announced by mail to the membership. A simple plurality vote of the members voting will be required for a candidate to win election. Ballots will be distributed to each voting member for a vote. The ballots will be collected, tabulated and officers announced at the fourth quarter meeting.

Rev. August 1998

* Achievements April & May 2003



UPPCC

New Certifications

Colorado

Vanessa Martinez, CPPB
University of Colorado

Joyce Newberry, CPPB
Arapahoe County

Anne Small, CPPB
City of Steamboat Springs

Noel Polanycia, CPPB
City of Arvada

Recertifications

Colorado

Kenneth Pearce, CPPB (Lifetime)
Retired

Dayle Redman, CPPB
Littleton Public Schools

Kathryn Rowe, CPPB
Larimer County

Denise Schrock, CPPB
City of Colorado Springs

Linda Trimble, CPPB
City of Wheat Ridge

Rogers Coke, III, CPPO, C.P.M. (Lifetime)
Retired

Dual Recertifications

Diana Ketcham, CPPO, CPPB
WY Department of Transportation

CONGRATULATIONS!

Obstacles are those frightful things you see when you take your eyes off your goal. ~ Henry Ford



PASCO COUNTY, FLORIDA
(727) 847-8030 – New Port Richey
(352) 521-4274 Ext. 8103 – Dade City
(813) 996-7341 Ext. 8103 – Land O’Lakes
TDD#(727) 847-8949
Job Line# (727) 847-8141
www.pascocountyfl.net

Employment with Pasco County
Provides:
Prevailing Wages
Paid Vacations & Holidays
Competitive Promotions
Retirement Plan Sick Leave
Group Insurance

JOB ANNOUNCEMENT

POSITION: SENIOR BUYER

SALARY: \$39,649 - \$64,382 ANNUALLY (D.O.Q.)*
***SALARY PENDING BOARD APPROVAL**

CLOSING DATE: OPEN UNTIL FILLED

IN ORDER TO BE CONSIDERED FOR AN EMPLOYMENT INTERVIEW, A COPY OF YOUR SOCIAL SECURITY CARD, FLORIDA OPERATORS LICENSE, AND/OR CDL OR PERMIT MUST BE FILED WITH PERSONNEL. ALL JOBS ARE CONTINGENT UPON THE RESULTS OF A PRE-EMPLOYMENT PHYSICAL EXAMINATION.

PREFERENCE IN APPOINTMENT WILL BE GIVEN TO ELIGIBLE VETERANS AND ELIGIBLE SPOUSES OF VETERANS. ELIGIBLE APPLICATIONS ARE KEPT FOR SIX MONTHS AND ARE USED TO FILL ALL APPLICABLE VACANCIES OCCURRING WITHIN THAT TIME PERIOD.

GENERAL DESCRIPTION :

Specialized work making major purchases of materials, supplies, equipment, and services used by the County. Conducts formal bidding process. Administers service and supply contracts. Supervises the work of personnel in the Purchasing Department and Central Stores Section. This position is distinguished from that of Buyer - in that the Senior Buyer assigns, schedules and reviews the work of Buyers and clerical support staff while Buyers have no such supervisory responsibility.

MINIMUM QUALIFICATIONS

ESSENTIAL JOB FUNCTIONS: (Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are incidental to the primary functions.)

Acts as a first-line working supervisor. Under general supervision, the incumbent is responsible for overseeing day-to-day purchasing functions. Supervises, assigns, schedules and reviews the work of buyers, clerical support staff, and Central Stores' staff. Conducts formal bidding and administers contracts for all formally bid, high-value materials and services. Supervises buyers. Identifies and resolves problems and provides high-level technical staff assistance in related activities of the purchasing function. Functions as the Purchasing Director when required.

Performs related work as required.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of supervision and training techniques. Knowledge of public-sector purchasing methods, procedures and techniques of specification writing. Knowledge of methods and techniques utilized in grading and analyzing the quality of supplies, materials, equipment and services. Knowledge of a variety of materials, supplies and equipment typically used throughout the County and the sources for such products. Knowledge of federal, state and local purchasing laws and procedures; contract law and contract administration. Demonstrated ability to apply all required knowledge.

PHYSICAL SKILLS:

Ability to communicate effectively using speaking, hearing, writing, and vision skills.

EDUCATION, TRAINING, AND EXPERIENCE:

Graduation from a regionally accredited college or university with a Bachelors Degree in Business Administration or a related field. Three years supervisory experience in a public-sector purchasing environment, including direct experience with procurement, materials management and contract administration.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess a valid driver's license. Certification as a Certified Professional Public Buyer (CPPB) and/or Certified Public Purchasing Officer (CPPO) is preferred.

ALL APPLICANTS MUST BE ABLE TO ACCEPT CHANGES IN WORK SCHEDULE AND LOCATIONS TO MEET THE CHANGING NEEDS OF THE COUNTY. INDIVIDUALS HIRED MAY BE REQUIRED TO COMPLY WITH THE U.S. IMMIGRATION REFORM AND CONTROL ACT OF 1986.

DATE OF ANNOUNCEMENT: 07/18/03

NOTICE NO: 02-03/284

TO APPLY FOR THIS POSITION, APPLICANTS MAY OBTAIN AN APPLICATION FROM PASCO COUNTY PERSONNEL DEPT., 7530 LITTLE ROAD, SUITE 330, NEW PORT RICHEY 34654, OR EAST PASCO GOVERNMENT CENTER, (SWITCHBOARD) 14236 6TH STREET, DADE CITY, MONDAY-FRIDAY.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT: PASCO COUNTY BOARD OF COUNTY COMMISSIONERS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

A NEW LOOK FOR THE ASSOCIATION?

At our last board meeting we talked about ordering new shirts for RMGPA members to purchase. Someone suggested that vests might be a more versatile choice rather than shirts. This vest can be embroidered with the RMGPA logo!



Tim Wellmann was particularly enthused about the suggestion and cast his vote for the faux fur.

E-mail your comments to:

Tim Wellman at: twellmann@ci.arvada.co.us

QUESTIONS? SUGGESTIONS? CONTACT US!

RMGPA BOARD OF DIRECTORS

POSITION	OFFICER	AGENCY	PHONE	FAX
President	Renee Wersch, CPPO	Adams County School Dist 50, Westminster, CO	(303) 428-3535	(303) 657-3998
Vice President	John Stephen, CPPB	City of Fort Collins, Colorado	(970) 221-6777	(970) 221-6707
Secretary	Mike Thomas, CPM	City & County of Broomfield, Colorado	(303) 464-5824	(303) 726-9263
Treasurer	Bruce Hartmetz, CPPB	City of Northglenn, Colorado	(303) 450-8710	(303) 450-8948
Past President	Gina Abbott, CPPB	El Paso County, Colorado	(719) 520-6391	(719) 520-6396

STANDING COMMITTEES

POSITION	CHAIRPERSON	AGENCY	PHONE	FAX
Awards	Mary Kirschmer, CPPB	Douglas County Schools, Castle Rock, Colorado	(303) 814-5195	(303) 688-0750
Education	Nancy Trontell, CPPB	Colorado Lottery, Pueblo, Colorado	(719) 546-5211	(719) 546-5208
Elections	Linda Meserve, CPPB	Colorado State University, Ft. Collins, Colorado	(970) 491-6611	(970) 491-5523
Historian	Susan White, CPM	City of Thornton, Colorado	(303) 538-7588	(303) 538-7556
Legislative	Liz Estrada	Adams County, Brighton, Colorado	(303) 654-6052	(303) 654-6058
Membership	Linda Trimble, CPPB	City of Wheat Ridge, Colorado	(303) 235-2811	(303) 234-5924
Newsletter	Fran Mueller, CPPO	Jefferson County, Golden, Colorado	(303) 271-8589	(303) 271-8598
Programs	Tim Wellmann, CPPB	City of Arvada, Colorado	(720) 898-7094	(720) 898-7098
Public Relations	Dirk Banks, CPPO, CPPB	Northern Colorado Water Conservancy Dist.	(970) 667-2437	(970) 669-1143
State/Local	Susanna Lienhard	Colo Divn of Local Government, Denver, CO	(303) 866-3005	(303) 866-4819
West Slope				

Website: www.frii.com/~rmgpa