



High Notes

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Issue I, Year 2004

www.frii.com/~rmgpa

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* Letter from the President

John Stephen, CPPO



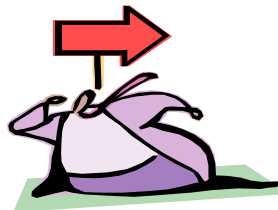
Speaking of the Programs committee....Janell Goad, CPPB, was going to be the Chairperson for this committee but has lost her job. So we have one remaining committee without a designated chairperson. If you would be interested in being the Chair, please let me know.

The Programs committee put together a very successful Reverse Vendor Show the day before the 2003 Winter Conference. The concept is just opposite of the usual vendor show where the agencies (us) were the ones in the booth, not the vendors. The new concept generated extra funds for the Association; the Board of Directors has added the use of the money to the Strategic Plan and would welcome any ideas from membership regarding this.

The Strategic Plan for the next 5 years is in the process of being developed and will be changing all the time. We have started a list and want the membership to express their ideas to me or to Tim Wellman. We will then add them to the list and do a breakout session at the Summer Conference where we will share the Board's and membership's ideas. Together we can continue to develop a very good road map for RMGPA.

Main areas that are included in the strategic plan are:

- Technology... including web page enhancement.
- Treasurer assistance including a debit card.
- Scholarship fund... do we need to add more funding as available?
- Backfilling Chairs (Skills/History)
- Establishing Goals by Board Position
- Bylaws Review
- NIGP Forum hosted by RMGPA



* Letter from the President Continued.....

There are a few items in the technology plan that have been completed and some have been started. We have purchased an LCD projector for Programs and a digital camera for the Historian. We have purchased RMGPA.org and have a subcommittee, headed by Dirk Banks, that is working on web page content and hiring a webmaster. Beginning ideas include credit card acceptance with on-line registrations (Conferences, Trade Shows and Membership), as well as incorporating the original web page.

In addition to the technology plan, the Treasurer responsibilities have continued to grow and will now include committee volunteers to help. We will be reviewing the addition of more money to the Scholarship fund and creating a skill and history succession plan to help new committee chairs. Another subcommittee, headed by Linda Meserve, is being formed to review the bylaws to verify that they continue to meet the needs of the membership. And last on our list is to get some feedback to see if there would be interest in hosting an NIGP Forum in the near future. 1995 was a lot of work, but with the changes that NIGP has made, it may now be a little less work.

We are always looking to the membership to become active in volunteering for a committee, so if you want to help on a committee, please notify one of the board members. Thanks for helping the board with your feedback from the Winter and Spring conferences and please let us know what you would like to include in the strategic plan.

* Education

Nancy Trontell, CPPB

2004 Class Lineup -

| | | | |
|---|---------------------|---------------------------------|-----------------|
| General Public Procurement | February 10, 11, 12 | Intermediate Public Procurement | March 9, 10, 11 |
| Advanced Public Procurement | February 10, 11, 12 | Public Procurement Management | March 9, 10, 11 |
| CPPB Review | May 12 and 13 | CPPO Review | May 12 and 13 |
| CPPB and CPPO Tests | May 14 | | |
| Contracting for General Construction Services | | | June 16 |
| How to Write an RFP | | | July 14 |
| Procurement Protests: They Can Happen to You | | | August 16 |
| Inventory & Warehouse Management | | | Sept 23, 24 |
| Strategic Planning: An Evolving Role for the Procurement Professional | | | October 13** |

** Requires a minimum of 20 students

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@lottery.state.co.us. Be advised that all classes except Reviews are contingent upon RMGPA attaining established registration minimums.

NOTE: Effective January 1, 2004 NIGP course fees will be:

| | | |
|-----------------------|-----------------------|-----------------------|
| Three-day course: | Two-Day Course | One-Day Course |
| National Member \$550 | National Member \$330 | National Member \$135 |
| Chapter Member \$660 | Chapter Member \$440 | Chapter Member \$195 |
| Non-Member \$770 | Non-Member \$550 | Non-Member \$250 |

If you would like to try and get certified this year, please submit your materials to NIGP as soon as possible to allow adequate time for your application to be processed. Please refer to the above class schedule for the CPPB/CPPO review classes and the test date. Individual testing may be arranged by contacting Nancy Trontell, Education Chair, at 719-546-5211 or nancy.trontell@lottery.state.co.us.

* Education Continued.....

Members are reminded that the LEAP curriculum will be implemented in 2005. If you would like to become certified or are just thinking about it, this is the year to do it. Review classes are available through RMGPA or review textbooks are available through the NIGP bookstore.



For additional information, contact Nancy Trontell, Education Chair, at (719) 546-5211 or Nancy.trontell@lottery.state.co.us

* Programs Committee

REVERSE TRADE SHOW - 2003

As you may have heard, this first annual event that preceded the December conference was a huge success. 220 different vendors registered, and approximately 360 representatives participated in the 3-1/2 hour event.

If you're unfamiliar with the concept of this type of trade show, it's a fairly simple one that basically provides a venue where vendors are able to contact, in our case, a number of different public entity purchasing representatives all in one location. The opportunity to "meet and greet" and obtain that all-important "how to do business" info is of significant value to any vendor seeking to expand their business prospects. For this, they're willing to pay a fee, which provides them with great value when compared to the cost of individual visits to a sizable number of agencies spread out over a large geographical area.

The Program Committee is pleased that this effort "paid off" in such a big way. For some time now, and in response to the declining funds in the RMGPA budget, the Committee has been researching and analyzing various kinds of approaches that would be feasible to organize to bring some additional value and revenue to RMGPA.

The *Reverse Trade Show* was a concept that the Committee hadn't considered until mid-Fall of 2003, after becoming aware of the idea and investigating it at the NIGP Forum in August. Other NIGP Chapters, notably in Florida and in other sections of the more densely populated East, have used the trade show to their benefit. They plan and organize the event many months in advance. Since RMGPA's December Conference was deemed to be the best opportunity for the show, the Programs Committee didn't want to wait another full year to take advantage of the outcome. This meant, though, that things had to be kicked into high gear in order to bring everything together in time for the early December date.

While a lot of committee member effort went into this, it wouldn't have been possible without the additional support of the 31 agencies that committed to providing purchasing representatives and material for the show. The Programs Committee salutes them!

| | | | |
|---|--|---|---|
| <i>Boulder County</i> | <i>City of Brighton</i> | <i>Cherry Creek Schools</i> | <i>City of Thornton</i> |
| <i>Jefferson County Schools</i> | <i>Colorado State Purchasing</i> | <i>Colorado Department of Transportation</i> | <i>Colorado Department of Revenue</i> |
| <i>City of Arvada</i> | <i>Poudre School District</i> | <i>Colorado State University – Ft Collins</i> | <i>University of Colorado</i> |
| <i>Jefferson County</i> | <i>City of Northglenn</i> | <i>Canon City Schools</i> | <i>City of Westminster</i> |
| <i>Thompson School District</i> | <i>City of Grand Junction</i> | <i>Adams Twelve Five Star Schools</i> | <i>Colorado Mountain College</i> |
| <i>Colorado Springs School District. 11</i> | <i>Colorado Department of Human Services</i> | <i>El Paso County</i> | <i>City of Fort Collins</i> |
| <i>Adams School District 50</i> | <i>City of Englewood</i> | <i>City & County of Broomfield</i> | <i>Colorado State University – Pueblo</i> |
| <i>Academy School District 20</i> | <i>Douglas County School District</i> | <i>City of Colorado Springs</i> | |

This agency participation helped RMGPA and its membership to realize a net revenue of over \$18,000.

The Program Committee challenges the other 69 RMGPA agencies and its members to step up and make a commitment to participate in a future RMGPA *Reverse Trade Show*. We hope that you will seriously consider this for the value and benefit it brings to your purchasing organization and experience.

* Programs Committee Continued.....

SAMPLING OF 2003 TRADE SHOW COMMENTS

From Vendor Participants -

- *Able to receive useful information on how to meet with the correct people in an organization through Purchasing.*
- *Allowed me the opportunity to identify good prospects and non-applicable prospects for my business.*
- *I noticed a pickup in business from customers I saw at the show.*
- *Great chance to interact with so many State, Local and Education personnel.*
- *This show fit my marketing plans to provide my services to government agencies.*
- *We are a new company and this was a starting point for our marketing.*

From RMGPA Agency Representatives –

- *(Benefit?) Being able to talk to and receive information from so many different vendors in a short amount of time.*
- *Several vendors stated to me that the cost for the event was very economical to them. Where could they see this many entities in a three-hour period?*
- *Time with the Winter RMGPA Conference made this easy to attend.*
- *Ability to meet with both purchasing professionals and the vendor community in one place made a great networking opportunity.*
- *(Why participate?) To assist RMGPA in raising funds and to identify new potential business sources.*
- *An easy way to get ourselves out in front of a variety of vendors and show them how the State does business. Kind of one stop shop deal.*

FUTURE REVERSE TRADE SHOWS

As a result of the Trade Show outcome, and the very positive vendor response both in attendance and on the post show survey, the RMGPA Board and the Program Committee are committed to trade shows as an annual event. This will, then, continue to be a benefit to RMGPA members. It would, however, require a notable amount of additional effort by Program Committee volunteers.

After further consideration by the RMGPA Board and the Program Committee it has been decided that a trade show effort would best be served by a sub-committee within Programs. **Gina Abbott**, CPPB, El Paso County Purchasing, has agreed to chair such a committee. She will be supported by 2 Program Committee members: **Jeff Coapland**, CPPB, Cherry Creek School District 5, and **Cindy Joy**, CPPB, Jefferson County Schools.

The Program Committee applauds these members for their volunteer spirit and encourages all members to support their effort. Please contact them if you would like to help out in some way.

More info will be forthcoming from the Trade Show Sub-Committee, so stay tuned.

SUMMER 2004 CONFERENCE

Start planning to join us at a new venue in Winter Park, Colorado on June 3rd and 4th. Here's a sampling of the topics we're working on:

- Bid protest scenarios and how to handle them
- "Powerful Communication" to create environments that deal more effectively with conflict, problem solving and decision making, both in and out of work.
- US Communities & WSCA programs
- Session with the RMGPA Board

Conference announcements will be issued by early May.

OTHER PROGRAM "DOINGS"

- Remaining 2004 Conference dates – September 10th, and December 2nd and 3rd
- Research and planning for future conference presentations and speakers
- Evaluation of conference formats in consideration of poor attendance for afternoon sessions

Appreciate your continued support,
For the Program Comm.- Pete Toth, CPPB

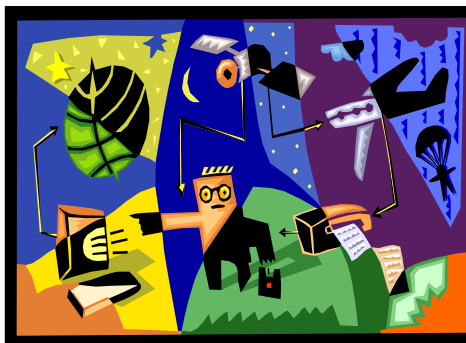
* Membership Committee

Linda Trimble, CPPB

lindat@ci.wheatridge.co.us

TOP 10 REASONS FOR RENEWING YOUR MEMBERSHIP:

10. 2004 New Year's Resolution
9. Low Bid. Dues are very very low.
8. Information and a Great Newsletter
7. Refresh your knowledge and career
6. A day (s) out of the office
5. Innovative Ideas
4. See your friends, do some networking
3. Certification or Re-Certification Points
2. All of the Committees work hard for you
1. WE WILL MISS YOU IF YOU DON'T



*** Achievements** October 2003 through March 2004



New Certifications

Colorado

Edward Bonnette, CPPB
City of Fort Collins

Julie Hendricks, CPPB
City of Grand Junction

Theresa Hahne, CPPB
Arapahoe County

Recertifications

Colorado

Suane Gallegos, CPPB
Jefferson County Public Schools

Kevin Klatt, CPPB
Douglas County School District

Patricia Tebben, CPPB
Denver Public Schools

Nancy Trontell, CPPB
Colorado Lottery

Gail Walton, CPPB (Lifetime)
Colorado Springs School Dist. #11

Tim Arnett, CPPB
Garfield county

John Guldaman, CPPB
City and County of Denver

Renee Wersch, CPPO
Adams County School District #50

Maria Rone, CPPB
City of Aurora

Alan Miller, CPPB, C.P.M.
Colorado Springs School Dist. #11

Marcia Sieben, CPPO, CPPB
Jefferson County

Cindy Scymanski, CPPB
City of Loveland

Phil Tinsley, CPPB
Littleton Public Schools

Wyoming

Sharyn Guthridge, CPPO, CPPB
Laramie County School District #1

CONGRATULATIONS AND WELL DONE!





November 22, 2003

PLEASE POST

PLEASE POST

JOB ANNOUNCEMENT
Boulder Valley Public Schools
PROCUREMENT & MATERIALS MANAGEMENT DIRECTOR

The Boulder Valley school district is committed to providing a challenging educational experience for all of its students. The district serves a diverse community that demands educational excellence. The communities of Boulder, Louisville, Lafayette, Erie, Superior, Broomfield, Nederland, Ward, Jamestown and Gold Hill cover approximately 500 square miles, with a student enrollment of over 27,850. The district is responsible for 57 facilities accounting for approximately 4.1 million square feet. The University of Colorado and many nationally known companies are located within its boundaries. Many year-round recreational activities are available in the Boulder Area.

JOB SUMMARY:

Under the direction of the Chief Operations Officer and within the framework of District policy, the Procurement and Materials Management Director is responsible for directing the operational, financial and personnel activities of procurement and warehouse/ distribution services of the district.

ESSENTIAL RESPONSIBILITIES:

- Develop and administer purchasing and distribution procedures and methods.
- Establish and implement the mission statement and departmental goals.
- Develop, implement and manage the department's annual budget, oversee the district procurement card program.
- Organize, direct, evaluate and stimulate improvement in the purchasing and materials management program.
- Supervise purchasing and warehouse personnel, coordinate distribution services with other support services.
- Confer and communicate with leadership team members and school. Serve as a resource for products and vendors, including specifications, prices and delivery information; maintain professional knowledge of current trends, laws, regulations and practices in purchasing and materials management.
- Prepare and analyze requests for proposals and invitations to bid. Receive, analyze, competitively price and approve purchase requisitions. Review and approve pay direct forms.
- Coordinate replacement program for district copiers, and submit budget input for main copier allocations for the schools.

QUALIFICATIONS:

- Minimum five years of demonstrated experience in public procurement,
- Experience and knowledge of warehouse operations and procedures.
- Demonstrated leadership experience preferred.
- Knowledge of purchasing and materials management trends, laws, regulations and practices.
- Strong analytical ability and experience with automated computer financial/warehouse/purchasing systems.
- Certification as a CPPB, CPPO or C.P.M. preferred with bachelor's degree in business or related field.
- Effective verbal and written communications skills; excellent organizational and interpersonal skills.

SALARY: \$77,226

APPLICATION DEADLINE: 4/23/04

TO APPLY SUBMIT:

- Letter of interest addressing qualifications listed above
- Current resume
- Three current references with phone numbers that can be contacted
- Completed application

APPLY TO: *Division of Human Resources, Education Center, 6500 East Arapahoe Road, Boulder, CO 80303, 303-447-5031, no later than 4:30 p.m. The Boulder Valley School District is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, national origin, sex or disability in admission or access to, or treatment of employment in its educational programs or activities. Inquiries concerning Title VII, Title IX Section 504 and ADA may be referred to the office of Legal Counsel, BVSD, 6500 E. Arapahoe Road, Boulder, Colorado 80303, 303-245-5903, or the Office for Civil Rights, U. S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, 303-844-5695. For further information about Boulder Valley Public Schools, visit our web site at: www.bvpsd.k12.co.us/*

QUESTIONS? SUGGESTIONS? CONTACT US!

RMGPA BOARD OF DIRECTORS

| POSITION | OFFICER | AGENCY | PHONE | FAX |
|----------------|----------------------|--|----------------|----------------|
| President | John Stephen, CPPO | City of Fort Collins, Colorado | (970) 221-6777 | (970) 221-6707 |
| Vice President | Tim Wellmann, CPPB | City of Arvada, Colorado | (720) 898-7094 | (720) 898-7098 |
| 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 | Renee Wersch, CPPO | Adams County School Dist 50, Westminster, CO | (303) 428-3535 | (303) 657-3998 |

STANDING COMMITTEES

| POSITION | CHAIRPERSON | AGENCY | PHONE | FAX |
|------------------|------------------------|--|----------------|----------------|
| Awards | Mary Kirschmer, CPPB | Douglas County Schools, Castle Rock, CO | (303) 387-0396 | (303) 387-0309 |
| Education | Nancy Trontell, CPPB | Colorado Lottery, Pueblo, CO | (719) 546-5211 | (719) 546-5208 |
| Elections | Linda Meserve, CPPB | Colorado State University, Ft. Collins, CO | (970) 491-6611 | (970) 491-5523 |
| Historian | Susan White, CPM | City of Thornton, CO | (303) 538-7588 | (303) 538-7556 |
| Legislative | Liz Estrada | Adams County, Brighton, CO | (303) 654-6052 | (303) 654-6058 |
| Membership | Linda Trimble, CPPB | City of Wheat Ridge, CO | (303) 235-2811 | (303) 234-5924 |
| Newsletter | Fran Mueller, CPPO | Jefferson County, Golden, CO | (303) 271-8589 | (303) 271-8598 |
| Programs | Cindy Joy, CPPB | Jeffco Public Schools, Golden, CO | (303) 982-6757 | (303) 982-6760 |
| 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 | Tim Arnett | Garfield County, Gunnison, CO | (970) 384-5012 | (970) 384-5008 |

Website: www.frii.com/~rmgpa

