

* Education

Nancy Trontell, CPPB

nancy.trontell@state.co.us

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

Basic Legal Principles in Public Purchasing ----- 11/07/03

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.

NOTE:

Effective January 1, 2004, seminar fees for NIGP members will increase 10%. The new rates will be:

Three-day seminars:	Two-Day Seminars	One-Day Seminar
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

* Programs Committee

Tim Wellmann, CPPB

twellmann@ci.arvada.co.us

The Programs Committee is pleased to announce a new concept for the Winter Conference

The Reverse Trade Show Vendor Program.

Information on this event was sent out to each agency's key contact. A copy has been provided within this newsletter to help further the understanding for each RMGPA member.

You're invited to review the information. If you have any questions, contact your key agency representative or a member of the Programs Committee.

We look forward to this event and encourage your participation.

Here's a list of the 28 agencies that are thus far participating in this event:

<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>



TO: *RMGPA Member Agency – Attn: Key Contact Individual*

FROM: *RMGPA Programs Committee*

DATE: *September 25, 2003*

SUBJECT: *2003 RMGPA Winter Conference – Reverse Trade Show Vendor Program*

The **Rocky Mountain Governmental Purchasing Association** Programs Committee cordially invites chapter member procurement professionals of your agency to participate in a Reverse Trade Show Vendor Program scheduled during the 2003 RMGPA Winter Conference in Colorado Springs.

The RMGPA Programs Committee coordinates the development and presentation of four chapter conference events each year and is exploring the potential for a degree of vendor participation with the 2003 Winter conference. We see this as a great opportunity for vendors to interact one-on-one with governmental purchasing professionals at one location, eliminating the possible perception of conflict or favoritism. Prospective vendors would be invited to attend at a nominal registration fee designed to offset costs associated with development of the conference. There is no cost to the member agency to participate.

The quarterly conferences provide invaluable professional development opportunities for chapter members. It is a goal of the Programs Committee to continue to provide quality educational and networking events to membership and keep registration costs consistently reasonable. Our approach is to provide opportunities so as many members as possible can take advantage of every event offered by RMGPA without assuming higher costs that can deplete agency professional development budgets or the RMGPA general fund.

The Programs Committee pursued a Reverse Trade Show concept because of past success noted at the 2003 Forum by NIGP chapters in Florida. It's an informal setting for current and prospective vendors to meet purchasing staff members from government agencies in one venue to discuss products and services. Agencies gain the means to communicate purchasing business procedures with vendors along with obtaining valuable contact information that increases resources to obtain products and services.

RMGPA will host the 1st Annual Reverse Trade Show Vendor Program during the 2003 Winter Conference at the Wyndham Hotel & Resort on Wednesday, December 3, 2003 from 1:00 p.m. to 5:00 p.m. Your agency can support this effort by agreeing to staff a table at the Reverse Trade Show. Each participating agency will be provided a table to display "How To Do Business" brochures, Vendor Applications, business cards, current solicitation listings, etc. Light refreshments will also be provided. Those agencies that choose to participate may be asked to help get the word out to vendors by e-mailing invitations and/or posting a notice of the upcoming event on your agency website. More details will be provided to you in a separate notice.

Please confirm your participation by completing the attached Agency Participation Form and submitting it to the RMGPA Programs Committee as soon as possible. Application deadline is Friday, October 10, 2003. We hope your agency will join others from Colorado and Wyoming in this first annual event through RMGPA. This "Government 2 Business" opportunity will allow for vendors to browse the tables and displays provided and manned by procurement and contracting representatives from city and county governments, school districts and special districts, as well as higher education and state agencies.

If you should have any questions concerning the Reverse Trade Show, please call Traci Burnett or Cindy Pagel at (970) 613-5142. Register today!



Rocky Mountain Governmental Purchasing Association
DEDICATED TO EXCELLENCE IN PUBLIC PURCHASING

NOMINATION FOR AWARD

INDIVIDUALS MAY NOMINATE ANY RMGPA MEMBER, INCLUDING THEMSELVES.
NOMINATION IS DUE BY JANUARY 9, 2004. PLEASE FAX NOMINATION FORM TO MARY
KIRSCHMER AT (303) 387-0396

NOMINATION FOR () MANAGER OF THE YEAR
() BUYER OF THE YEAR

ALL NOMINEES WILL BE INVITED TO SUBMIT AN APPLICATION.

NAME OF NOMINEE:

AGENCY:

AGENCY ADDRESS:

CITY/STATE/ZIP:

TELEPHONE NUMBER:

EMAIL ADDRESS:

NAME AND PHONE
NUMBER OF PERSON
SUBMITTING NOMINATION:

CRITERIA:

- CONTRIBUTION(S) TO THE PROCUREMENT PROFESSION
- CONTRIBUTION(S) TO THE PERSON'S AGENCY
- CONTRIBUTION(S) TO THE CHAPTER (RMGPA)
- CONTRIBUTION(S) TO NATIONAL ORGANIZATION (NIGP)
- PROFESSIONAL CERTIFICATION(S)

THE SELECTED BUYER AND MANAGER OF THE YEAR WILL RECEIVE A \$300 AWARD TO BE APPLIED TOWARD THE COST OF ANY RMGPA OR NIGP SPONSORED CLASS, OR REGISTRATION TO NIGP'S ANNUAL FORUM.

USING THE CRITERIA LISTED ABOVE AS THE BASIS FOR YOUR RECOMMENDATION, PLEASE STATE YOUR REASONS FOR NOMINATING THIS PERSON. (A SEPARATE SHEET OF PAPER MAY BE ATTACHED, IF NECESSARY.)

* Achievements August & September 2003



UPPCC

Recertifications

New Certifications

Colorado

Linda Kemmerer, CPPB
Denver Public Schools

Colorado

Tracy Kline, CPPB
City of Longmont

R.B. Simmons, CPPB
City of Longmont



CONGRATULATIONS!!

WELL DONE!



ARE YOU LISTENING TO ME? PROBABLY NOT...

When conversing with a colleague, "do you really listen, or are you just waiting to talk again?" asks Harvey Mackay, author of *Dig Your Well Before You're Thirsty*. That may be a more valid question than you think.

According to one study, if you're like most people, you hear half of what is said, listen to half of what you hear, understand half of that, believe half of that, and remember only half of that.

Broken down across an eight-hour workday, that means:

- You spend about four hours listening.
- You hear about two hours of that.
- You actually listen to one hour of what you heard.
- You understand 30 minutes of that hour.
- You believe only 15 minutes' worth of what you understood.
- You remember just under eight minutes' worth of that.

Part of the problem is that people can think much more quickly than they can talk. That makes it easy to get distracted. Luckily, a few easy techniques can help you remain focused on employees, peers and clients.

1. Paraphrase. Restating the information in your own words forces you to focus and allows others to clarify what they mean.
2. Maintain eye contact. It's harder for your mind to wander if you're making eye contact.

(courtesy of Getting Along, Vol. 10, ISS. 13 - The Dartnell Corporation)

RMGPA short sleeve Pique knit sport shirts are on sale now!

Port Authority Sport Shirts



Only \$24 -- Comes in multiple colors and sizes

The order form is available on the RMGPA web site.

Order yours today!

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