



# Florida Association of Public Purchasing Officers

December 2008

Message From the President

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*Season's Greetings to one and all! FAPPO is working hard to make sure you have an opportunity to attend our 42<sup>nd</sup> Annual Conference at the Orlando Peabody in April 2009. The theme this year is: "Procurement Strategies to Overcome Deficiencies" and Marian Pace, our VP and Conference Chair is planning many sessions that will give you new ideas and potential opportunities for improvements which may help save your entity dollars in the coming year. The staff of the Florida Attorney General will be presenting a class on antitrust and possibly some other classes as well. The conference agenda should be out in late January, so please check the website as we are always updating the information there.*

*The FAPPO "Bucks" program is underway and you can read further in this issue exactly how you attend the conference at a reduced or free rate, and also see who has already earned "bucks" to use for the Conference, the Peabody hotel or for a FAPPO sponsored class. Linda Smith and team (Trade Show Committee) are also working hard to fill up the Orange County Convention Center space for our April 8<sup>th</sup> Trade Show. This year we implemented a new essay contest and a call for presentations for the conference which is another way that you can earn your way to the conference. All of the forms and applications are available on the website.*

*This had been a tough year for all of us and the year ahead is looking pretty tough too. Utilize your FAPPO network to piggy back each others bids, assist each other with bid documents and information and post your jobs on the FAPPO website so that those who might be facing layoffs have another source for their job searches. With each other's support we'll get through these economic bad times and also be a great source of information for our entities.*

*Wishing You and Your Families a Healthy, Happy and Safe Holiday Season!*

**Denise**

## FAPPO OFFICERS

**Denise Schneider—President    Marian Howe Pace—Vice President  
Johnny Richardson—Treasurer    Mark Raiford—Secretary**

## UPPCC Committee Update

The first computerized test using the new body of knowledge for Certified Professional Buyer (CPPB) and Certified Public Purchasing Officer (CPPO) examinations were administered in October. As this is a new testing process, the Board of Examiners will closely monitor the test questions, answers and comments during the next two years and will make the appropriate changes to the testing material as needed. The October test results should be available in the next few weeks.

Remember to allow ample time for review and approval of the Certification Application process. Submission of applications and exam registration deadlines are provided below.

### 2008-2010 Exam Schedule

	Fall Examinations		Spring Examinations
<b>Application Submission Deadline</b>	July 21, 2008		February 2, 2009
<b>Application Submission Late Deadline</b>	August 4, 2008		February 16, 2009
<b>Exam Registration Deadline</b>	September 15, 2008		March 30, 2009
<b>Testing Dates</b>	<b>October 20-25, 2008</b>		<b>May 4-9, 2009</b>
<b>Application Submission Deadline</b>	July 27, 2009		February 1, 2010
<b>Application Submission Late Deadline</b>	August 10, 2009		February 15, 2010
<b>Exam Registration Deadline</b>	September 21, 2009		March 29, 2010
<b>Testing Dates</b>	<b>October 26-31, 2009</b>		<b>May 3-8, 2010</b>

Visit Our Website! [www.fappo.org](http://www.fappo.org)

**42nd Annual Conference and Trade Show**  
**Procurement Strategies to Overcome Deficiencies!**  
**April 5-8, 2009**

Looking for the latest and newest strategies? The 42nd Annual Conference and Trade Show is sure to provide you with new tools and techniques to excel in today's environment and economy!  
This is the place to be for workshops, and general and networking sessions that will provide you with best practices to that will enhance and improve your skills. Don't forget to schedule time to attend the Trade Show and Exhibits on April 8 - This is your chance to meet new competitive suppliers and providers!

**Conference Registration opens November 3rd, 2009.**

**Conference Program**

**Call for Presentations**

FAPPO is accepting proposals for presentations for the 2009 Annual Conference to be delivered to the membership during its 42nd Annual Conference April 5th through April 8th. **The deadline to submit proposals is January 9, 2009.** If selected, you will receive **FREE** Registration to the 42nd Annual Conference.  
[Click here](#) (or see attached) for the entry form.

**Essay Contest**

"Procurement's Strategic Efforts for Producing Savings in Deficient Times" ESSAY CONTEST  
Essay entries must be postmarked on or before February 20, 2009. The winning author will receive \$300 FAPPO BUCKS which may be used to attend the 42nd Annual Conference, and can be redeemed towards either Conference Registration, or towards the hotel stay at the Peabody Orlando.  
[Click here](#) (or see attached) for the entry form.

**FAPPO Golf Tournament**

Monday, April 6, 2009 at the beautiful Orange Tree Golf Club  
7:00 AM Registration Begins  
7:30 AM Continental Breakfast  
8:15 AM Shot Gun Tee Off  
Join us for a fun filled day with a 4-Person Captain's Choice Scramble format. Save by registering by March 23. For more information, [click here](#).

**FAPPO Trade Show**

[Click here](#) for more information.

Visit Our Website! [www.fappo.org](http://www.fappo.org)

# CALENDAR OF CURRENT EVENTS

DATES	EVENT	DESCRIPTION/INFORMATION
12/31/08	Last day to take the written exam CPPB Bridge Exam	

## LOOK AHEAD

DATES	EVENT	DESCRIPTION
1/9/2009	Board Meeting	Orlando Peabody Hotel
4/5-8/2009	42nd Annual Conference and Trade Show	Orlando Peabody Hotel
4/6/2009	FAPPO Golf Tournament	Orange Tree Golf Club
4/8/2009	Trade Show	Orange County Convention Center

### Looking Ahead A Little Further:

43<sup>rd</sup> Annual FAPPO Conference – May 2, 2010 through May 5, 2010  
Rosen Plaza Hotel – Orlando, Florida

Reception & Special Event is on May 2<sup>nd</sup> and the conference begins on May 3<sup>rd</sup>. A 3 day NIGP Leap Class will be offered at the conference. The Conference will be abbreviated based on the results of the Member Survey conducted last year. Additional information will be forthcoming to keep members updated. Our goal is to provide our members with yet another knowledge packed agenda at an affordable cost!

Accommodations <http://www.rosenplaza.com/>:

Single/Double: \$125.00

Triple: \$145.00

Group rate will be available from April 30, 2010 through May 6, 2010 Self Parking FREE – Overnight Valet Parking \$12.00/night

Visit Our Website! [www.fappo.org](http://www.fappo.org) for  
 Additional Event Information

# VOLUNTEER!

The success of FAPPO depends on our members volunteering their expertise and services. Contact Pam Thompson, Volunteer Coordinator if you are interested in volunteering.

Pamila Thompson, CPPO, CPPB  
[pthompson@miamigardens-fl.gov](mailto:pthompson@miamigardens-fl.gov)  
(305) 622-8000

# Be a Volunteer!

## CAREER OPPORTUNITIES

POSITION	ENTITY
Purchasing Agent	City of Palm Beach Gardens
Buyer	City of North Miami

Want to advertise a Career Opportunity for your Entity? Visit the [FAPPO Member Center](#) and log on using your User Name and Password. Please note that you will be responsible for updating and removing the postings.

CURRENT COMMITTEES LIST IS AVAILABLE AT  
[http://www.fappo.org/committee\\_directory.asp](http://www.fappo.org/committee_directory.asp)



# NOMINATION FOR OFFICER

A candidate for office must be a Regular member, in good standing, for a minimum of three (3) consecutive years. A candidate for office must hold a professional procurement, contract administration, or materials management certification from a universally recognized professional association at the time of election to any office, and must retain said certification for the duration of any and all terms of office. A candidate for office must have at least an Associates Degree from an accredited college or university at the time of their election to office. Candidate must have their entity's support as evidenced by a letter from their supervisor included with the nomination form. You may nominate yourself or have someone nominate you!

Name: \_\_\_\_\_

Entity: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Number of Years with Entity: \_\_\_\_\_ Number of Years FAPPO member: \_\_\_\_\_

List the committees he/she has served on: \_\_\_\_\_ Attach additional sheets and documentation as necessary.

Year	Committee	Year	Committee
_____	_____	_____	_____
_____	_____	_____	_____

Describe the professional accomplishments of member:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

He/she has attained the following professional purchasing certification(s):  
 CPPO  CPPB  C.P.M.  A.P.P.  CPCM  CACM

Has a minimum of an Associates Degree from an accredited college or university at the time of election.  
 Yes  No

He/she has been asked if they are interested in serving as an Officer, and replied:  Yes  No

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

**Candidate must have the support of their entity and a letter from their supervisor must be presented at the time of nomination submission.**

Send nomination form to: Marian Howe-Pace, CPPO, CPPB, City of Punta Gorda, 326 W. Marion Avenue, Punta Gorda, FL 33950, Fax: (941) 575-3340, E-mail: mhowe@ci.punta-gorda.fl.us

***Get Involved! It's So Rewarding***

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## MESSAGE FROM THE PRO-D

Since the last newsletter, we have added a few more seminar offerings to the schedule.

**Course Title:** LEGAL ASPECTS OF PUBLIC PURCHASING  
**Dates:** 3-DAYS – JANUARY 14-16, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course will provide a foundation of the principles and general concepts of the law as it applies to public procurement.

**Course Title:** SOURCING IN THE PUBLIC SECTOR  
**Dates:** 3-DAYS – JANUARY 26-28, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course provides the participant with a comprehensive overview of the sourcing process within the public sector.

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT  
**Dates:** 3-DAYS – FEBRUARY 23- 25, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

**Course Title:** DEVELOPING & MANAGING RFPs  
**Dates:** 3-DAYS – FEBRUARY 25- 27, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:**  
This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential.

**Course Title:** PLANNING, SCHEDULING & REQUIREMENT ANALYSIS  
**Dates:** 3-DAYS – MARCH 23-25, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** This course will cover strategic planning within an organization and the importance of its relationship to procurement planning.

**Course Title:** CONTRACT ADMINISTRATION  
**Dates:** 3-DAYS – MARCH 23-25, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**General Description:** The class provides a framework for examining contract administration by focusing on essential elements of the discipline.

(Cont.)

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(Cont.)

**Course Title: CONTRACT ADMINISTRATION**

**Dates: 3-DAYS – MAY 11-13, 2009**

**Times: 8:00 A.M. to 5:00 P.M. Daily**

**General Description:** The class provides a framework for examining contract administration by focusing on essential elements of the discipline.

**Course Title: INTRODUCTION TO PUBLIC PROCUREMENT**

**Dates: 3-DAYS – MAY 20- 22, 2009**

**Times: 8:00 A.M. to 5:00 P.M. Daily**

**General Description:** This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

The Professional Development Team

**Pro-D Training Classes**

Carrie Woodell, CFCM, CPPB C.P.M., A.P.P., FCPM, FCCM, FCCN

Telephone: 407-599-3434 & Fax: 407-599-3448

[cwoodell@cityofwinterpark.org](mailto:cwoodell@cityofwinterpark.org)

**Scholarship Program & Norma J. Showley Scholarship Fund**

Jane Dalrymple, CPPB

Telephone: 941-575-3368 & Fax: 941-575-3340

[jdalrymple@ci.punta-gorda.fl.us](mailto:jdalrymple@ci.punta-gorda.fl.us)

**College Education Reimbursement Program**

Chris Rewis, CPPB, FCCM

Telephone: 863-534-5609 & Fax: 863-534-0055

[ChrisRewis@polk-county.net](mailto:ChrisRewis@polk-county.net)

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# Florida Association of Public Purchasing Officers

## PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Check Desired Course(s)	Instructor	Title	Location	Dates	Cost	
					M	N
	Barbara Johnson	Legal Aspects of Public Purchasing	St. Peters- burg, FL	January 14-16, 2009	\$300.00	\$550.00
	Peter Rigterink	Sourcing in the Public Sector	Viera, FL	January 26-28, 2009	\$300.00	\$550.00
	John Zeyer	Introduction to Public Procurement	Ocala, FL	February 23-25, 2009	\$300.00	\$375.00
	Ken Hayslette	Developing & Managing RFPs	Cape Canav- eral, FL	February 25-27, 2009	\$300.00	\$550.00
	Elene Fromanger	Planning, Scheduling & Requirements Analysis	Ocala, FL	March 23-25, 2009	\$300.00	\$550.00
	Roberta Bruce	Contract Administration	Viera, FL	March 23-25, 2009	\$300.00	\$550.00
	Mark D. Hutchison	Contract Administration	Ocala, FL	May 11-13, 2009	\$300.00	\$550.00
	D. Michael Claw- son	Introduction to Public Procurement	Sarasota, FL	May 20-22, 2009	\$300.00	\$550.00

Please check one:                      (  ) M - Member                      (  ) N - Non-Member

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency Name : \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_, FL      Zip \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_      Facsimile: ( \_\_\_\_\_ ) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Seminar Title: \_\_\_\_\_

(  ) Credit Card Information:

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

(  ) Or check payable to: **Florida Association of Public Purchasing Officers, Inc.**

#### REGISTRATION - INSTRUCTIONS & POLICY

##### Payment

Please note that payment arrangements must be made in advance. FAPPO's Tax I.D. Number is #59-2615678. Payment can be made by credit card or check.

##### Registration

Whenever possible, please submit your registration form as soon as possible to lock in your registration for the requested course. Registrants should submit the registration form (Page 1 only) via E-Mail (preferred) or Fax, and make arrangements to mail payment to the Pro-D Chair:

Carrie Woodell, CFCM, C.P.M., A.P.P., FCCN  
Purchasing Manager  
City of Winter Park  
401 Park Ave. South  
Winter Park, FL 32789  
Office (407) 599-3434  
Fax (407) 599-3448  
[CWoodell@cityofwinterpark.org](mailto:CWoodell@cityofwinterpark.org)

##### Schedule

Our goal is to provide further information on actual course locations, site coordinators and hotel information at least 6 – 8 weeks prior to the date of the course. FAPPO will seek to establish semi-annual schedules for courses based on its fiscal year (i.e. 6/1 – 5/31). For more information, please visit our Website at: <http://www.fappo.org/>

## **Become a Host!**

FAPPO is also seeking centralized host venues to increase the accessibility to training for its members. Courses available include:

**Contract Administration**  
**Developing and Managing RFPs**  
**Introduction to Public Procurement**  
**Legal Aspects of Public Purchasing**  
**Planning, Scheduling and Requirement Analysis**  
**Sourcing in the Public Sector**

As a reminder, FAPPO will sponsor the entire registration fee for the individual identified as the host for the training site. FAPPO members interested in hosting an NIGP training course, please contact FAPPO's Professional Development (Pro-D) Chair listed above for more details on this exciting opportunity!

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!

For more information, please visit our Website at <http://www.fappo.org/>

Registration forms will be available at least 6 – 8 weeks prior to seminar dates

**Course Title:** LEGAL ASPECTS OF PUBLIC PURCHASING

**Dates:** 3-DAYS – JANUARY 14-16, 2009

**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours

**UPPCC\* Re-Certification points:** 3

**CEU Units\*\*:** 2.25

**General Description:**

Designed to be an educational exploration of the Legal Aspects of Public Procurement, this course will provide a foundation of the principles and general concepts of the law as it applies to public procurement. Course content will address issues such as the UCC, the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting and post award issues. Attention will be given to the ethical issues facing the profession relevant to the law. Taught by procurement professional, not an attorney, this course will focus on actual procurement situations with actual procurement implications.

**Intended Audience:**

This fundamental approach to procurement law will be of interest to those who are substantially involved in the public procurement contracting process. Individuals who want to increase their understanding of both the capability and limitation of the law on government procedures will be responsive to the course content. In addition, this course will be beneficial to all those who work alongside those in the public sector and must operate under the guidelines of procurement law for the successful acquisition of products and services. **Please note** that this course is intended to address US legal issues and may not meet the needs of those working outside the United States. The UPPCC certification exams do not contain questions about country-specific laws.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have completed the NIGP Introduction to Public Procurement class, or have some public procurement introduction to the field prior to enrolling.

**DATE:** JANUARY 14-16, 2008

**LOCATION:** Pinellas Suncoast Transit Authority  
3201 Scherer Drive  
St. Petersburg, FL 33716

**HOTEL:** Radisson  
12600 Roosevelt Blvd. N.  
St. Petersburg, FL 33716

**PHONE:** 727-456-1422

**ROOM RATES:** \$149.00

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** SOURCING IN THE PUBLIC SECTOR  
**Dates:** 3-DAYS – JANUARY 26-28, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours  
**UPPCC\* Re-Certification points:** 3  
**CEU Units\*\*:** 2.25

**General Description:**

This course provides the participant with a comprehensive overview of the sourcing process within the public sector. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes are explored. Determining the appropriate sourcing method, preparing the relevant sourcing invitation document, managing the acquisition process, evaluation of response submissions, and contract awards will also be explored. In addition, trends and technology developments and their effect of processes will be discussed

**Intended Audience:**

Sourcing, by government organizations is a different and complex process, filled with rules, regulations, procedures, court decisions, conflict of interest prohibitions, and issues that can complicate and confound the lives of government officials charged with procurement responsibilities. This course is intended for those who want to learn how to navigate the process and increase their understanding of the critical issues that frame the concept of public sector sourcing and discusses future sourcing challenges. Procurement practitioners at all levels aspiring to public procurement professional certification, senior agency managers, suppliers, and internal customers who wish to understand their role in the public sector acquisition process are encouraged to attend.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

**DATE:** JANUARY 26-28, 2009

**LOCATION:** Educational Services Facility  
Training Room 7  
2700 Judge Fran Jamieson Way  
Viera, FL 32940

**HOTEL:** LaQuinta Inn & Suites  
7200 George T. Edwards Drive  
Melbourne, FL 32940

**PHONE:** 321-242-9400

**ROOM RATES:** call for rates

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

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*For more information, please visit our Website at <http://www.fappo.org/>*

*Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT

**Dates:** 3-DAYS – FEBRUARY 23-25, 2009

**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours

**UPPCC\* Re-Certification points:** 2

**CEU Units\*\*:** 2.25

**General Description:**

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

**Intended Audience:**

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase goods and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

**Prerequisites:**

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

**DATE:** FEBRUARY 23-25, 2009

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34771-9187

**HOTEL:** Holiday Inn Express  
5360 E. Silver Springs Blvd.  
Silver Springs, FL

**PHONE:** 352-629-7300

**ROOM RATES:** Call for rates

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

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*Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** DEVELOPING & MANAGING RFPs  
**Dates:** 3-DAYS – FEBRUARY 25-27, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours  
**UPPCC\* Re-Certification points:** 3  
**CEU Units\*\*:** 2.25

**General Description:**

This course is uniquely designed to prepare procurement professionals to use the RFP process to its maximum potential. The class agenda will identify the process, offer a key understanding of the elements of the proposal and ascertain ways in which the document can be used to its full capability. Pitfalls and success stories will make the class relevant and applicable when planning to incorporate this type of solicitation into the government process.

**Intended Audience:**

Designed for procurement professionals that are entrenched in the competitive process this in-depth study of RFPs, from development through evaluation, will be enlightening. Major topics to be covered include managing the process, evaluating submissions, negotiations and an overview of the subsequent contract. Those interested in gaining a thorough understanding of the process and its implications for successful public procurement should be encouraged to attend. Team leaders, committee members, contract administrators and procurement managers and any other procurement professional interested in achieving “best value” during this acquisition process should register.

**Prerequisites:**

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

**DATE:** FEBRUARY 25-27, 2009

**LOCATION:** Canaveral Port Authority  
Maritime Center  
445 Challenger Road  
Cape Canaveral, FL 32920

**HOTEL:** Radisson Resort at the Port  
8701 Astronaut Blvd.  
Cape Canaveral, FL 32920

**PHONE:** 321-784-0000

**ROOM RATES:** Call for rates

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

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*Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** PLANNING, SCHEDULING & REQUIREMENTS ANALYSIS

**Dates:** 3-DAYS – MARCH 23-25, 2009

**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours

**UPPCC\* Re-Certification points:** 3

**CEU Units\*\*:** 2.25

**General Description:**

This course will cover strategic planning within an organization and the importance of its relationship to procurement planning. Planning models will be discussed as will public sector budgeting. Developing key partnerships within the organization in requirements determination will be explored, as this will lead to the development of proper specifications. Pricing strategies employed in the public sector such as cost analysis and life cycle costing will also be covered.

**Intended Audience:**

This introduction to the strategic planning/procurement planning process will be valuable to all public procurement professionals who are interested in developing strategic working relationships with end users in their organizations. This course will be beneficial to every public procurement professional attempting to advance in the field and develop their knowledge, skills and abilities relative to procurement's strategic position within an organization. In light of the broad nature of the text, many of the concepts may be of special interest to the practicing public administrator and public procurement professionals.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have at least one year of public procurement experience prior to enrollment. Those without applicable experience may find this class more beneficial after having taken the NIGP Introduction to Public Purchasing.

**DATE:** MARCH 23-25, 2009

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34771-9187

**HOTEL:** Holiday Inn Express  
5360 E. Silver Springs Blvd.  
Silver Springs, FL 34488

**PHONE:** 352-304-6111

**ROOM RATES:** \$70.00 (government rate)



FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

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Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** CONTRACT ADMINISTRATION  
**Dates:** 3-DAYS – MARCH 23-25, 2009  
**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours  
**UPPCC\* Re-Certification points:** 3  
**CEU Units\*\*:** 2.25

**General Description:**

The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

**Intended Audience:**

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

**DATE:** MARCH 23-25, 2009

**LOCATION:** School Board of Brevard County  
2700 Judge Fran Jamieson Way  
Training Room 7  
Viera, FL 32940

**HOTEL:** LaQuinta Inn & Suites  
7200 George T. Edwards Drive  
Melbourne, FL 32940

**PHONE:** 321-242-9400

**ROOM RATE:** Call for rates

FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.

PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS

**CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!**

*For more information, please visit our Website at <http://www.fappo.org/>*

*Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** CONTRACT ADMINISTRATION

**Dates:** 3-DAYS – MAY 11-13, 2009

**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours

**UPPCC\* Re-Certification points:** 3

**CEU Units\*\*:** 2.25

**General Description:**

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector. The class provides a framework for examining contract administration by focusing on essential elements of the discipline. It also provides the participant with a focused look at key considerations related to important contract terms and conditions that must be enforced during contract administration. The intent is for the student to develop a strong understanding of the complexities of contract administration and recognize the importance of planning, monitoring, and proactive insight into and oversight of contract performance. This class provides a comprehensive overview of the contract administration process within the public sector along with illustrations of the various methods available. Determining the appropriate contract administration method, preparing a relevant plan, participating in the process, evaluating the success of the contract and evaluation procedures will all be addressed.

**Intended Audience:**

This class is designed for contract managers at every level; contract managers with significant experience will find the material to be useful, as it examines contract administration in the context of 21st century contract challenges. Material addresses contracting from a global perspective, i.e. unique statutes and/or regulations may be mentioned; however the material transcends state or national level interest by offering a look at the process and best practices that have application regardless of unique laws and regulations that may govern.

**Prerequisites:**

Though no prerequisites are stipulated for this class, successful participants should have one to two years of public procurement experience prior to enrolling. Others may find completion of the NIGP Introduction to Public Procurement class, and the NIGP Planning, Scheduling and Requirements Analysis class to be of benefit.

**DATE:** MAY 11-13, 2009

**LOCATION:** Marion County BOCC  
Purchasing Department  
521 SE 26<sup>th</sup> Court  
Ocala, FL 34471

**HOTEL:** Holiday Inn Express  
5360 E. Silver Springs Blvd.  
Silver Springs, FL 34488

**PHONE:** 352-304-6111  
**ROOM RATE:** \$70.00 (government rate)

**FLORIDA ASSOCIATION OF PUBLIC PURCHASING OFFICERS, INC.**

**PROFESSIONAL DEVELOPMENT (PRO-D) SEMINARS**

**CHECK OUT THE SEMINARS WE HAVE IN STORE FOR YOU!**

*For more information, please visit our Website at <http://www.fappo.org/>*

*Registration forms will be available at least 6 – 8 weeks prior to seminar dates*

**Course Title:** INTRODUCTION TO PUBLIC PROCUREMENT

**Dates:** 3-DAYS – MAY 20-22, 2009

**Times:** 8:00 A.M. to 5:00 P.M. Daily

**Contact hours:** 24 hours

**UPPCC\* Re-Certification points:** 3

**CEU Units\*\*:** 2.25

**General Description:**

The work of public procurement is no longer a clerical function performed independently by various people throughout different agencies or departments within a government entity. This class provides an overview of the ever-changing profession by identifying fundamental concepts that will affect procurement in the public sector.

**Intended Audience:**

This course is intended for individuals interested in an overview of procurement functions for the purpose of understanding the basic elements that underlie all areas of public procurement. Any government employee who has delegated authority to purchase goods and services on behalf of the government should take advantage of this class. Discussion and content is relevant for those outside the profession, who are impacted by the public procurement environment.

**Prerequisites:**

There are no prerequisites for this class. Successful participants will either be new to the profession or have less than one year of experience and anyone employed in various positions within the government.

**DATE:** MAY 20-22, 2009

**LOCATION:** Dan P. McClure Auditorium Board Room “DMA”  
5900 Auditorium Lane  
Sarasota, FL 34243

**HOTEL:** Hilton Garden Inn  
8270 N. Tamiami Trail Lane  
Sarasota, FL 34243

**PHONE:** 941-552-1100

**ROOM RATES:** \$189.00 king; \$169.00 double



## EARN YOUR WAY TO FAPPO EVENTS

Starting on July 15, 2008, FAPPO members can “earn” their way to a FAPPO sponsored event. This includes the FAPPO Conference and Trade Show in April 2009, as well as any FAPPO sponsored class!! This is how it works:

1. Send an email to the Executive Director to sign up a new member or agency. Include the agency or member name, email and phone number. The Executive Director will contact that agency or member and you will receive **TWENTY FAPPO Bucks** for each new member that joins and pays dues. Agency or member must be new to FAPPO and can not have belonged within the past two years. Maximum amount to be earned is \$300.00. (You cannot sign up anyone from your own agency, but we certainly encourage all of you to belong).
2. Send an email to the Executive Director to sign up a Vendor for the 2009 Conference and Trade Show to be held on April 8, 2009 at the Orange County Convention Center. Include the Vendor name, contact name, telephone number, mailing address, fax number and email address. The Executive Director will Contact the Vendor and if the Vendor signs up and pays to participate in the 2009 Trade Show, you will receive **ONE HUNDRED FAPPO Bucks**. (Vendor cannot have participated in a FAPPO Trade Show within the past two years). Maximum amount that can be earned is \$300.00 and you can use your FAPPO Bucks for a FAPPO sponsored event, **or**, you can trade in your Bucks for Ducks, and use towards your stay at the Peabody Hotel for the 2009 Conference and Trade Show.
3. Serve as a Committee Chairperson-**FIFTY FAPPO Bucks**, serve on the Committee-**TWENTY-FIVE FAPPO Bucks**.

To be eligible you must have paid your dues for 2008/2009 by the posted deadline. FAPPO Bucks are not redeemable for cash, can only be used towards FAPPO sponsored events and must be used by April 30, 2009 (no exceptions). **Maximum amount that a FAPPO member can earn cumulative is \$450.00 and Officers are not eligible for FAPPO Bucks.** You can pass your FAPPO Bucks on to another FAPPO member, and the same rules will apply. First come, first serve on names, agencies or vendors submitted to the Executive Director. This will be tracked by email dates and times. The email address for the Executive Director is: [execdirector@fappo.org](mailto:execdirector@fappo.org). Good Luck! Watch for additional opportunities in future newsletters to earn FAPPO Bucks.



## Here are our FAPPO Awardees, so far:

<b>Name</b>	<b>Agency</b>	<b>FAPPO Bucks</b>
Adana Lumsden	Toho Water	50
Alan Weaver	SJRWMD	50
Barbara Kuhl	Pinellas Co Jacksonville	25
Baron Greenwade	Beach	25
Bobbi Palmer	City Port Orange	100
Bobbie Marsala	City Palm Bay	125
Bruce Gant	GOAA	25
Carrie Woodell	City Winte Park	50
Cheryl Olson	Osceola Schools	75
Chris Rewis	Polk Co	75
Dave Nash	retired	50
David Bennett	Dept Mgmt Svc	50
Debbie Lambert	Brevard Fire	50
Denise Lipscomb	Sem Co Health	25
Diane Reed	Seminole Co	25
Dottie Au	Lake Co Court	50
Holly Raphaleson	City Sunrise	75
Jane Dalyrmples	City Punta Gorda	25
John Klatt	SJRWMD	50
Keith Glatz	City Tamarac	50
Kellen Erlandson	Seminole Co City Ft Lauder- dale	25
Kirk Buffington	75	
Linda Smith	Suw River WMD	50
Lisa Spillman	Seminole Co	25
Mark Lovell	Dept Mgmt Svc	50
Mike Rath	City Miami	25
Nora Laudermilk	City West Palm	75
Ranae Smith	SJRWMD	25
Ray Hooper	Seminole Co	50
Rhonda Scott	Osceola Co	75
Tammy Hodgkins	Sem Co Health	50
Tammy Ma	GOAA	25
Teresa Smith	GOAA	25
Warren Geltch	Orange Co	100
Wendy Geltch	Polk Com Coll	100
Wendy Miller	SJRWMD	25
Cheri Alexander	Sarasota Airport	25
Pam Thompson	Miami Gardens	25

Visit Our Website! [www.fappo.org](http://www.fappo.org)

# OFFICERS

**President Denise Schneider, CPPO, CPPB, C.P.M., FCPM**

Asst. Director— Purchasing & Material Control  
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**Vice President Marian Howe Pace, CPPO, CPPB**

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City of Punta Gorda  
mhowe@ci.punta-gorda.fl.us  
Phone 941-575-3348 Fax 941-575-3340

**Treasurer Johnny Richardson, CPPO, CFCM**

Purchasing and Contracts Manager  
Orange County Board of County Commissioners  
johnny.richardson@ocfl.net  
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**Secretary Mark Raiford, CPPB, FCPM, FCPA**

Purchasing Manager  
City of Lakeland  
mark.raiford@lakelandgov.net  
Phone 863-834-6780 Fax 863-834-6777

# COMMITTEE MEMBERS

**AEP Awards Com. Sr.**

Bobbie Marsala, CPPO, C.P.M., CPPB

**AEP Awards Com. Jr.**

Barbara Kuhl, C.P.M.

**AV COM. Chair (Audio Visual)**

Mark Lovell, PMP, CPPB

**Advert. / Sponsor Chair**

Craig Rowley, Exec. Dir.

**Banquet Com. Chair**

Bobbi Palmer, CPPB

**By-Laws Com. Chair**

Wendy Geltch, C.P.M., CPPO

**Credit Card Committee Chair**

Nora Laudermilk, CPPB

**Education Committee-**

Chair Pro D-Carrie Woodell, CFCM, C.P.M., A.P.P., FCCN

Scholarship Coord. - Jane Dalrymple, CPPB

College Ed. Coord. - Chris Rewis, CPPB

**Entity Awards**

Co-Chair-Keith Glatz, CPPO

Co-Chair-Cheryl Olson, C.P.M., CPM

**Fall Workshop Chair**

Denise Schneider, C.P.M., CPPB

**Finance Committee**

Chair - John Klatt, C.P.M., CPPO, FCPM

Wendy Miller, CPPB

**First Timers Com. Chair -** Bobbye

Marsala, CPPO, C.P.M., CPPB

**Food Service**

Chair—Tammy Hodgkins, CPPB,

FCPA

Denise Lipscomb

**Golf Tournament Chair**

Alan Weaver, CPPB, CPPO

**Historian -** Wendy Geltch, C.P.M.

CPPO

**Hospitality Committee**

Chair - Ray Hooper, CPPB, CPCM

Seminole Co. Purchasing Staff

**Legislative Affairs Chair -**

Kirk Buffington, C.P.M., CPPO, MBA

**Membership Directory**

Chair - Adana Lumsden

**Membership Recruiting**

Holly Raphaelson, CPPO, CPPB

**Nominating Chair**

Marian Howe-Pace, CPPO, CPPB

**Parliamentarian -** Warren Geltch,

C.P.M., CPPO, CPCM

**Past President -** Cheri Alexander,

C.P.M., CPPB

**Photography Chair—**Chris Rewis,

CPPB

**Presidential Advisors**

Cheri Alexander, C.P.M., CPPB

Bobbie Marsala, CPPO, CPPB

Cheryl Olson, C.P.M., CPM

Rhonda Scott, CPPO, C.P.M.

Kirk Buffington, CPPO, C.P.M., MBA

Nora Laudermilk, CPPB

**Program Chair**

Marian Howe-Pace, CPPO, CPPB

**Public Relations/Marketing Chair**

Craig Rowley, Exec. Dir.

**Resolution/Awards Chair**

David Nash, CPPO, CPPB

**Sergeant-at-Arms**

Mike Rath, CPPO, CPPB

**Special Events -** Bobbi Palmer,

CPPB

**State Procurement/DMS Rep**

David Bennett, MBA, CPPO, CPPB,

PMP

**Strategic Planning Liaison**

Warren Geltch, C.P.M., CPPO,

CPCM

**Trade Show Committee**

Chair – Linda Smith, CPPB, FCPA

Ranae Smith

Baron Greenwade

Photographer-Holly Raphaelson,

C.P.M., CPPO

**Transportation Chair - Vacant**

**UPPCC Committee Chair -**

Rhonda Scott, C.P.M., CPPO

**Volunteer Coordinator**

Pamila Thompson, CPPO, CPPB

**Website Liaison -** Bruce Gant,

C.P.M., CPPB

Are you interested in serving on a committee?  
Contact an Officer or Committee Member for information.



# Florida Association of Public Purchasing Officers

## CALL FOR PRESENTATIONS - 2009 ANNUAL CONFERENCE "STRATEGIZE TO OVERCOME DEFICIENCIES"

FAPPO is accepting proposals for presentations for the 2009 Annual Conference to be delivered to the membership during its 42<sup>nd</sup> Annual Conference April 5<sup>th</sup> through April 8<sup>th</sup>. **The deadline to submit proposals is January 9, 2009.**

Topics for presentation should motivate, educate and challenge our members to "Strategize to Overcome Deficiencies" in the current economy and optimize our professions involvement in the workplace. Every presenter is invited to share experience, expertise, knowledge, and transferable capabilities with colleagues to offer solutions for future success.

Topics requested based on last year's conference surveys:

Ethics	Negotiation Strategies
Dispute Resolution	Performance Specifications
CCNA	Life Cycle Costing
After Award tasks, including debriefing	Owner Direct Purchases
Leadership	Internet Subjects
Managing A & E Firms	Two Step Solicitation Process

Presentations should have high interest, quality content and delivery design. Length of presentations will be determined by the scheduling requirements. The conference will provide members with a dual track format due to its success last year.

Presenters will be required to submit their final presentations in PowerPoint format to the Program Director no later than March 13, 2009. This deadline is crucial to ensure proper format of material and FAPPO will upload the presentations on-line for members to download materials prior to the conference.

Proposal/Application Guidelines:

- Complete application
- Summary of presentation is limited to one paragraph of up to 150 words
- Objectives must be written in a measurable format
- Biographical information must be limited to 150 words
- Proposal/Application shall be submitted via email, fax, or mail

Benefits of Presenting:

- FREE Registration to the 42<sup>nd</sup> Annual Conference



# Florida Association of Public Purchasing Officers

## CALL FOR PRESENTATIONS - 2009 ANNUAL CONFERENCE "STRATEGIZE TO OVERCOME DEFICIENCIES" APPLICATION

Name: \_\_\_\_\_ Certifications: \_\_\_\_\_

Entity: \_\_\_\_\_

Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Number of Proposals Submitted: \_\_\_\_\_

Topic(s)	Recommended Track 1 – Entry to Intermediate 2- Intermediate to Advanced
1)	1 - <input type="checkbox"/> 2 - <input type="checkbox"/>
2)	1 - <input type="checkbox"/> 2 - <input type="checkbox"/>
3)	1 - <input type="checkbox"/> 2 - <input type="checkbox"/>
4)	1 - <input type="checkbox"/> 2 - <input type="checkbox"/>

Proposals will be reviewed by the Program Director and recommendations will be submitted to the FAPPO President for approval. The Program Director will notify all selected presenters no later than January 23, 2009 of the outcome of submitted proposals.

**To be completed by FAPPO:**

Topic	PD recommended	President approved	Tentative Schedule
1)			
2)			
3)			
4)			

SUBMIT YOUR PROPOSALS TO:  
[Marian H. Pace, CPPO, CPPB](#)  
 FAPPO Vice President/Program Chair  
 326 W. Marion Avenue  
 Punta Gorda, FL 33950





# Florida Association of Public Purchasing Officers

## “PROCUREMENT’S STRATEGIC EFFORTS FOR PRODUCING SAVINGS IN DEFICIENT TIMES” ESSAY CONTEST

FAPPO is proud to sponsor the 1<sup>ST</sup> Annual Essay Contest. **Regular** FAPPO members are eligible to participate in the contest. (Officers are not eligible).

Individuals who are interested in participating in this contest must submit a 1000-word essay that focuses on their personal views and Agency efforts in producing saving or deferring costs to their Agency. Five (5) typed double-spaced copies of the essay plus a disk copy in MS Word or WordPerfect (document protected) are required. The essay must have the author's name, address, phone number, and a signed statement giving FAPPO the right to publish the essay in FAPPO literature and on the website. The signed statement must appear on the essay's cover page.

Essay entries must be postmarked on or before February 20, 2009 and sent to Denise Schneider, FAPPO President, c/o the Greater Orlando Aviation Authority, 8652 Casa Verde Rd. Bldg 811, Orlando Florida 32827. Questions should be emailed to Denise Schneider at: [dschneider@goaa.org](mailto:dschneider@goaa.org)

The current FAPPO Officers will judge the essays based on originality, message/content focus, clarity and grammar.

The winner and runners-up of the essay contest will be announced at the 42<sup>nd</sup> Annual FAPPO Conference, April 5<sup>th</sup> through April 8<sup>th</sup>, 2009 in Orlando, FL and via mail. The winning author will receive \$300 FAPPO BUCKS to attend the 42<sup>nd</sup> Annual Conference, which may be used for Registration or towards the hotel stay at the Peabody. The winning essay will be published in the FAPPO newsletter and reproduced on the FAPPO web site.