



# Florida Association of Public Purchasing Officers

May 2009

Message From the President

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Dear FAPPO Members,

*It has been an honor and a privilege to serve you these past four years. FAPPO is an outstanding organization and provides many benefits to its membership; please take advantage of all that is offered. Better yet, involve yourself and volunteer to be on a committee or to run through the chairs as an officer. It's hard work but also very rewarding to know that you have an opportunity to make a difference to the profession that you have chosen as your own.*

*Thank you again to all of the many committee chairs and committee members who helped make this year so successful. We certainly couldn't have done it without you! I leave you in good hands with your current officers. Marian will do an outstanding job as your President and Johnny, Mark and Carrie will also be great assets to FAPPO.*

*Congratulations again to Bobbi Palmer who received the Distinguished Service Award, Linda Smith who received the Volunteer of the Year Award and to Carrie Woodell who received the Above and Beyond Award.*

*Lastly, as Kirk so movingly reminded us, be passionate about what you do!*

*Denise*

## FAPPO OFFICERS

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

**From your AEP Senior Representative, Cheryl Shanaberger, CPPO:**

### Quantify your Department's Value

The May 29<sup>th</sup> deadline is fast approaching to apply for this year's National Purchasing Institute's Achievement of Excellence in Procurement Award.

Now more than ever, public procurement must demonstrate to their constituents a value. Receiving the AEP award indicates that your department meets or exceeds accepted benchmarks of standardized excellence and provides an independent validation. The criteria for award include innovation, professionalism, productivity, e-procurement and leadership. The application process provides recognized benchmarks to challenge and motivate your agency to stay on the leading edge of procurement technology.

Receiving the AEP award indicates nationwide the excellence of not only your agency but the professionalism required and expected of all public procurement departments. The AEP award demonstrates that your organization is following the most current and best business practices in the procurement profession.

Apply today to receive the impressive granite trophy and demonstrate the value your procurement process provides to the public and management.

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



## **UPPCC BOARD READER – March 2009**

### **Exam Registration for May 4-9, 2009 Testing Window**

UPPCC experienced an increase in the overall number of individuals scheduling testing appointments for the May 2009 testing window compared to appointments scheduled for the October 2008 testing window. A total of 385 scheduled appointments prior to the March 30 cut-off; 274 CPPBs and 111 CPPOs. This represents a 26.3% overall increase over scheduling activity experienced for October 2008.

### **Application Deadline for October 2009 Testing**

The UPPCC is currently accepting applications for the fall testing window scheduled for October 26-31, 2009. The application deadline for October 2009 testing is July 27.

### **NAEP Annual Education Conference – April 19-22 – Providence, RI**

UPPCC Program Administrator will be attending the NAEP Conference next month and will be have a tradeshow booth available to distribute information regarding UPPCCcertifications.

## MESSAGE FROM THE PRO-D

Hello everyone. As you can see below, we've got a full schedule of seminars scheduled and I hope you will take advantage of those that are scheduled in your area. On a personal note, it has been my pleasure to serve at the Professional Development Chair this year. It has given me the opportunity to work and coordinate with so many fantastic members from all over the state. I'd like to thank Jane Dalrymple and Chris Rewis for the excellent work they did while serving on this committee with me. While I will miss serving in this capacity, I look forward to the opportunity to serve as Secretary for the upcoming year!

**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:** LEGAL ASPECTS OF PURCHASING

**Dates:** 3-DAYS – JUNE 22-24, 2009

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

**General Description:**

This course provides a foundation of the principles and general concepts of the law as it applies to public procurement.

**Course Title:** CONTRACT ADMINISTRATION

**Dates:** 3-DAYS – JULY 8-10, 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:** PLANNING, SCHEDULING & REQUIREMENT ANALYSIS

**Dates:** 3-DAYS – JULY 13-15, 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:** DEVELOPING & MANAGING RFPs

**Dates:** 3-DAYS – JULY 20-22, 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.

(Cont.)

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

(Cont.)

**Course Title: DEVELOPING & MANAGING RFPs**

**Dates: 3-DAYS – AUGUST 10-12, 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: LEGAL ASPECTS OF PURCHASING**

**Dates: 3-DAYS – AUGUST 17-19, 2009**

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

**General Description:**

This course provides 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 – OCTOBER 14-16, 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.

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)

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



# Florida Association of Public Purchasing Officers

## PROFESSIONAL DEVELOPMENT REGISTRATION FORM

Check Desired Course(s)	Instructor	Title	Location	Dates	Cost
	Mark D. Hutchinson	Contract Administration	Ocala, FL	May 11-13, 2009	M \$300.00 N \$550.00
	James Davis	Legal Aspects of Purchasing	Ocala, FL	June 22-24, 2009	M \$300.00 N \$550.00
	Jennie Readley	Contract Administration	Kissimmee, FL	July 8-10, 2009	M \$300.00 N \$550.00
	Elene Fromanger	Planning, Scheduling & Requirements Analysis	Sanford, FL	July 13-15, 2009	M \$300.00 N \$550.00
	Bobbye Marsala	Developing & Managing RFPs	Winter Park, FL	July 20-22, 2009	M \$300.00 N \$550.00
	Ken Hayslette	Developing & Managing RFPs	Ocala, FL	August 10-12, 2009	M \$300.00 N \$550.00
	Myra Smith	Legal Aspects of Purchasing	Winter Park, FL	August 17-19, 2009	M \$300.00 N \$550.00
	John Zeyer	Sourcing in the Public Sector	Ocala, FL	October 14-16, 2009	M \$300.00 N \$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:**                       Visa                       MasterCard                       American Express

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

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

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

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

## **REGISTRATION - INSTRUCTIONS & POLICY**

### **Rates**

Must be a current member of FAPPO at the time of registration to take advantage of membership rate. All non-FAPPO members will be subject to the non-member rate.

### **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 (Visa, Mastercard, American Express) 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, CPPB, C.P.M., A.P.P., FCPM  
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

### **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:** 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 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  
Procurement Services  
2511 SE 3<sup>rd</sup> Street  
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)



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

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

**Dates:** 3-DAYS – JUNE 22-24, 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:** JUNE 22-24, 2009

**LOCATION:** Marion County BOCC  
Procurement Services  
2511 SE 3<sup>rd</sup> Street  
Ocala, FL 34471

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

**PHONE:** 877-410-6667

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

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**Course Title:** CONTRACT ADMINISTRATION

**Dates:** 3-DAYS – JULY 8-10, 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:** JULY 8-10, 2009

**LOCATION:** Osceola County BOCC  
1 Courthouse Square  
Suite 2300  
Kissimmee, FL 34741

**HOTEL:** Clarion Resort & Waterpark

**PHONE:** 407-846-2221 or 877-846-2221

**ROOM RATE:** \$59.99

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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 – JULY 13-15, 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:** JULY 13-15, 2009

**LOCATION:** Seminole County Training Room  
County Services Building  
1101 E. First Street  
Sanford, FL 32771

**HOTEL:** Comfort Inn & Suites

**PHONE:** 407-585-1580

**ROOM RATE:** \$129.00

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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 – JULY 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:**

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:** JULY 20-22, 2009

**LOCATION:** Lake Island Rec. Center  
450 Harper Street  
Winter Park, FL 32789

**HOTEL:** Best Western/Mt. Vernon Inn  
110 S. Orlando Avenue  
Winter Park, FL 32789

**PHONE:** 407-647-1166

**ROOM RATES:** Call for rates

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

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

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**DATE:** AUGUST 10-12, 2009

**LOCATION:** Marion County BOCC  
Procurement Services  
2511 SE 3<sup>rd</sup> Street  
Ocala, FL 34471

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

**PHONE:** 877-410-6667

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

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**Dates:** 3-DAYS – AUGUST 17-19, 2009

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**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:** AUGUST 17-19, 2009  
**LOCATION:** Lake Island Recreation Center  
450 Harper Street  
Winter Park, FL 32789

**HOTEL:** Best Western/Mt. Vernon Inn  
110 S. Orlando Avenue  
Winter Park, FL 32789

**PHONE:** 407-647-1166

**ROOM RATES:** Call for rates

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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 – OCTOBER 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:**

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:** OCTOBER 14-16, 2009

**LOCATION:** Marion County BOCC  
Procurement Services  
2511 SE 3<sup>rd</sup> Street  
Ocala, FL 34471

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

**PHONE:** 352-304-6111 or 877-410-6667

**ROOM RATES:** \$70.00/govt. rate





## EARN YOUR WAY TO FAPPO EVENTS FAPPO BUCKS 2010

Starting on July 1, 2009, FAPPO members can “earn” their way to a FAPPO sponsored event. This includes the FAPPO Conference and Trade Show in May 2010, as well as any FAPPO sponsored class!! FAPPO has budgeted \$25,000 for the FAPPO BUCKS program. This is how it works:

1. Send an email to the Executive Director to sign up: a new individual member or (members) of an Agency that haven't previously belonged to FAPPO. Include the agency or member name, email and phone number.

The Executive Director will contact that agency or member and you will receive **TWENTY-FIVE FAPPO Bucks** for each new member that joins and pays dues. Agency or member must be new to FAPPO and cannot have belonged within the past two years. (You cannot sign up anyone from your own agency, but we certainly encourage all of you to belong).

2a. Starting on August 24, 2009 contact the Executive Director if you would like to email “blast” your vendors the Trade Show Application. He will set up a special number for your agency on the application that you “blast” that will identify the Trade Show Applications as they come in as being recruited by your agency for credit. Vendor applications that come in with your number will earn **One Hundred FAPPO Bucks** for your Agency. (Vendors who haven't exhibited in the past two years).

2b. Vendors who signed up last year due to the Bucks Program and who sign up again to participate in the Trade Show will earn their recruiting Agency **Fifty FAPPO Bucks**.

3. Serve as a Committee Chairperson-**ONE HUNDRED FAPPO Bucks**, serve on the Committee-**FIFTY FAPPO Bucks**.

4. Submit an application for any of the FAPPO Awards (Essay-Member, Best Practices-Agency etc.) and receive **Twenty Five FAPPO Bucks**. Win the award and receive **Three Hundred FAPPO Bucks**.

5. Instruct a class at the FAPPO Conference and receive **Three Hundred FAPPO Bucks** (divided among the instructors per class). Facilitate a networking session and receive **Fifty FAPPO Bucks**.

6. The President can assign Bucks to those members that volunteer to help for duties not assigned to any committees.

7. Pay your dues by July 31<sup>st</sup>, 2009 and on August 3<sup>rd</sup>, we will draw 10 names who will each receive **\$100 FAPPO Bucks!**

To be eligible you must have paid your dues for 2009/2010 by the posted deadline. FAPPO Bucks are not redeemable for cash, can only be used towards FAPPO sponsored events including conference registration and hotel costs for the Conference and must be used by May 31, 2010 (no exceptions). **Maximum amount that a FAPPO member can earn cumulative is \$1000.00 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. Questions? Call Denise Schneider, FAPPO Bucks Chairman at 407-825-3843 or email [dschneider@goaa.org](mailto:dschneider@goaa.org).



**First Annual FAPPO's Essay Contest Winner  
for  
"Procurement's Strategic Efforts for Producing Savings in Deficient Times".**

**Michele Rawlins, CPPB, FCCM  
Polk County Purchasing  
2470 Clower Lane  
Bartow, FL 33830  
863-534-5630**

**"Purchase of Soil for Soil Daily Cover"**

The Polk County North Central Landfill (NCLF) requires large volume purchases of soil to cover the landfill on a daily basis. In the past the Purchasing Division has solicited a Term Contract for Soil Daily Cover. This contract had an initial term of one year with the option of two (2) one year extensions with fuel adjustment increases or decreases for the first and second year extensions. The scope of work was to provide, load, transport and unload the soil at the County's three landfills and the bid price per ton was \$8.86 delivered.

In March of 2007 the Solid Waste division was contacted by a Contractor who was constructing a Lowe's Home Improvement Store in Polk County and had a surplus of soil that needed to be removed from the construction site in order to complete the construction project. The Contractor agreed to sell and deliver the soil to the NCLF at a cost of \$2.00/CY for the first 150,000 CY and \$3.50/CY for any soil after the first 150,000 CY. The Solid Waste division contacted the Purchasing Director to inquire how the County could take advantage of this cost savings and the Purchasing Director agreed that a Sole Source purchase could be utilized for this purchase.

Subsequently the Solid Waste division became aware of an excavation project at the American Water Ski Educational Foundation, a not-for-profit organization, and contacted the Foundation to inquire about the purchase of the excavated soil. The American Water Ski Educational Foundation agreed to sell and deliver the soil to the NCLF at \$3.50/cubic yard. As a result of the above mentioned soil purchases the County saved a total of \$3,546,334.72.

The Solid Waste division met with Purchasing to discuss how the County could take advantage of future construction sites throughout the County when there became a need to remove soil from a construction site. Purchasing the soil through a Continuing Solicitation for Services was discussed as a possible solution. A Continuing Solicitation is a non-competitive procurement instrument that was created by the Purchasing Director in July of 2004 and can be utilized when a division has a defined scope of services with qualifications and a set payment rate whereby all qualified vendors

may participate. The division provides a scope of services with the set rates. The Purchasing Division then outlines the submittal requirements and places the Continuing Solicitation on the County's website. Vendors submitting all of the requirements are evaluated by the Purchasing Division and the appropriate user division and if qualified are placed on the qualified vendor list. There is no receiving date, vendors may submit at anytime during the life of the continuing solicitation. The continuing solicitation is an on going service and is reviewed annually. If significant changes are being made to the scope of work of the continuing solicitation a new number is assigned and those vendors who have previously been approved must submit a new submittal for the new and revised continuing solicitation.

The solution that the Purchasing division suggested was to use a Continuing Solicitation to allow all Contractors the opportunity to sell soil to the County at a price set by the Solid Waste division within a set range, which is determined by the distance the Contractor must haul the soil from the construction site to the NCLF. Contractors must provide documentation of ownership of the soil and documentation from the property owner that the Contractor has the authority to remove and dispose of the soil from the site and that the property owner waives any right to collect any revenue from the transaction. The Solid Waste division will, at their expense, test the soil prior to committing to purchasing the soil.

The Continuing Solicitation for Soil Purchase has been in effect for one year and has proven to be a more cost effective procedure to purchase soil for the soil daily cover at the NCLF than the previous term contract. This process has also been very beneficial for the Contractors. The County has utilized the Continuing Solicitation to purchase an additional 35,000 cubic yards of soil at \$2.87/cubic yard. The County has saved an additional \$209,650.00 as a result of the Continuing Solicitation.

Polk County currently uses the Continuing Solicitation method for Community Care for the Elderly In-Home Services; Industrial Chore Services for qualified Polk County citizens; Temporary Labor-Nursing for The Rohr Home, a sixty (60) bed skilled nursing facility owned and operated by the County; Towing Services; Water Meter Replacement; Park Service Residents for various Polk County owned parks; and most recently Physicians for The Rohr Home, a County owned skilled nursing facility. Polk County has had great success in utilizing the Continuing Solicitation instrument.

Polk County Purchasing submitted the concept for the purchase of soil for soil daily cover as a Best Practice for the 2008 National Institute of Government Purchasing (NIGP) Forum and received one of two Innovative Purchasing awards that were awarded. It was a great privilege and an honor for Michele Rawlins to give a presentation for the Purchase of soil for Soil Daily Cover at the 2008 NIGP Forum in Charlotte, North Carolina.

## **Measurable Savings**

Annual Bid price for soil is \$8.86/cubic yard

Lowe's Contract sold the first 150,000 cubic yards at \$2.00/cubic yard and \$3.50/cubic yard for any additional soil.

County purchased a total of 419,652 cubic yards of soil from the Contractor totaling \$1,243,782.00. If the County had purchased the soil from our Annual Bid the total cost would have been \$3,718,116.72. The County had a cost savings of \$2,474,334.72.

County made an additional purchase from a not-for-profit organization via Sole Source Purchase for 200,000 cubic yards of soil at \$3.50/cubic yard compared to the bid price of \$8.86/cubic yard which resulted in a cost savings of \$1,072,000.00.

The Continuing Service allows the Solid Waste division to negotiate a price between \$0.00 and \$3.50 per cubic ton.

Purchase of 35,000 cubic yards of soil utilizing the Continuing Service was made at \$2.87/cubic yard totaling \$100,450.00. In comparison to the Annual Bid price there was a cost savings of \$209,650.00.

# OFFICERS

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# 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**

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**By-Laws Com. Chair**

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**Credit Card Committee Chair**

Nora Laudermilk, CPPB

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College Ed. Coord. - Chris Rewis, CPPB

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

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Cheryl Olson, C.P.M., CPM

Rhonda Scott, CPPO, C.P.M.

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

Nora Laudermilk, CPPB

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**Public Relations/Marketing Chair**

Craig Rowley, Exec. Dir.

**Resolution/Awards Chair**

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**Sergeant-at-Arms**

Mike Rath, CPPO, CPPB

**Special Events - Bobbi Palmer, CPPB**

**State Procurement/DMS Rep**

David Bennett, MBA, CPPO, CPPB, PMP

**Strategic Planning Coordinator**

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 - 2010 ANNUAL CONFERENCE** *“LEADING THE WAY THROUGH AN ECONOMIC STORM”*

FAPPO is accepting proposals for presentations for the 2010 Annual Conference to be delivered to the membership during its 43<sup>rd</sup> Annual Conference May 2, 2010 through May 5, 2010. **The deadline to submit proposals is September 15, 2009.**

Topics for presentation should motivate, educate and challenge our members to “Lead the way through an Economic Storm” 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.

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 previous years.

Presenters will be required to submit their final presentations in PowerPoint format to the Program Director no later than **March 12, 2010**. 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 and picture
- Proposal/Application shall be submitted via email, fax, or mail

### Benefits of Presenting:

- FREE Registration to the 43<sup>rd</sup> Annual Conference

### Suggested Topics for 2010 Conference, which is based on the 42<sup>nd</sup> Annual Conference:

Design Build – Beginning to End	Performance Based Contracting
Value of Procurement, Measuring & Cost Savings	CCNA – Beginners on the entire process
CCNA – Advanced	Leadership
Statutes related to Procurement	LAP, FAR and Stimulus Projects
Local Preference Ordinance & Legal Angle	Two Step Formal Bid Process
Warehousing	Motivating unmotivated employees
Procurement & City Client Relations	Disaster Recovery Contracts
Risk Management	Bonding



# Florida Association of Public Purchasing Officers

## CALL FOR PRESENTATIONS - 2010 ANNUAL CONFERENCE "LEADING THE WAY THROUGH AN ECONOMIC STORM" 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 September 30, 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:  
Johnny Richardson, CPPO, CFCM – [Johnny.richardson@ocfl.net](mailto:Johnny.richardson@ocfl.net)  
FAPPO Vice President/Program Chair  
400 E South Street, Orlando, FL 32802-1393