

TAPP TALK



Texas Association of Public Purchasers – Austin, Texas

www.austinontapp.org

August, 2009

Volume 26, Issue 8, Page 1

President's Message –

We are excited to be able to meet in the Travis Building this month. It should be a welcome change for our members who work downtown. Be sure to join us this month on August 6th in room 1-104. Please arrive early enough to go through the cafeteria (if that is your desire) and bring your food to the meeting room. There will be no charge for the meeting this month, since there is no meal provided. The meeting will begin promptly at 11:45. We will welcome Dan Contreras and Shannon Kelley from DIR as our speakers this month,

There were several certifications to celebrate the past two months. Congratulations go out to Leigh Bailey of TxDOT, who achieved her CPPO in May. Vickie Graff of TxDOT also completed her CPPO in May. Kathy Perry of TxDOT earned the CPPB in May. Nora Randall, also of TxDOT, also earned the CPPB. Let us also reach out and recognize Malinda Horitski of the City of Austin for her CPPB.

On the Texas front, two have earned the state CTPM and CTCM certification. Belated congratulations to Sharon Babola from HHSC who received the CTPM back in January. More recently, Ben Delameter earned the CTCM in June. If I missed anyone, please excuse me – and please send me a line telling me of your achievement. We want to celebrate with you.

Soon summer will be over, and school will start up again. Now is the time to start talking to your co-workers about the benefits of TAPP membership. If each of us could enlist only one member, we would double our membership for 2010. With that kind of support, we might be able to avoid increasing any fees.

Remember the change of location for the August meeting. I know the end of the year rush is coming up, but please make time to come and share with your fellow purchasers. It is time well invested.

Ernie Lee

Next Board Meeting:

11:30 a.m., Wednesday, August 5, 2009

Camp Hubbard, 3800 Jackson Avenue, Building 5, Austin, Texas

Texas Association of Public Purchasers August, 2009 General Meeting

Speakers:

Dan Contreras
Assistant Director
and
Kelley Shannon
Contract Manager



**Contracting and Procurement
Services Division
Department of Information
Resources**

Topic: Emergency Preparedness Hardware and Related Services
Date: August 6, 2009
Time: 11:30 a.m. to 1:00 p.m.

Dan has been with the Contracting & Procurement Services Division at the Department of Information Resources since November of 2006. Prior to that, he served as the Deputy Executive Director of the Texas Building and Procurement Commission, Director of the State Council on Competitive Government, and the Associate Director of the Texas Incentive and Productivity Commission. Dan has worked for the State of Texas for over 20 years. As the Assistant Director, he is responsible for overseeing a staff of 22 who establish, negotiate, and manage approximately 630 statewide contracts for Information Technology Commodities and Services.

Shannon has been with the Contracting and Procurement Services Division at the Department of Information Resources since August 2007. Prior to that, Shannon served as the Director of Surplus Property at the Texas Facilities Commission, as a contract manager with the Council on Competitive Government, and as a business planner at the Department of Insurance. Shannon has worked for the State of Texas for more than 15 years. In her current role, she develops Requests for Proposals, evaluates proposals and negotiates and establishes information technology master contracts.



Location: William B. Travis building.
Circle Board Room, Room # is 1-104
1701 N. Congress Ave.
Austin, TX 78701

RSVP to James Gonzalez at James.Gonzalez@tea.state.tx.us

2009 Chapter Leadership

Officers:**President****Ernie Lee, CPPO, CTPM**

Texas Department of Transportation

Phone: (512) 374-5166

Fax: (512) 374-5121

Email: elee@dot.state.tx.us**Secretary****Kay Wagner, CPPO, CPPB**

Texas Department of Transportation

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Texas Department of Transportation

Phone: (512) 374-5431

Fax: (512) 374-5480

Email: jwoten@dot.state.tx.us**Vice President****Sandra Radosavljevic, CPPO, CTPM**

Texas Department of Transportation

Phone: (512) 374-5431

Fax: (512) 374-5482

E-mail: sradosav@dot.state.tx.us**Treasurer****Misti Shumate, CTCM, CTPM**

Texas Board of Professional Engineers

Phone: 512-440-3086

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2007 - 2009

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2009-2010

Steve Piña, CPPB, CTPM

Attorney General of Texas

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Fax: (512) 460-6062

Email: stephen.pina@cs.oag.state.tx.us**Art Huck, CSM**

Texas Department of State Health Services

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Email: huck_art@yahoo.com

2010-2011

Carol Debish, CPPB

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Texas Department of Transportation

Phone: 512-467-3973

Fax: 512-302-2040

Email: nmccall@dot.state.tx.us**Standing Committees:****Professional Development****Ann Tillman, CPIM, CTPM**

Employees Retirement System of Texas

Phone: (512) 867-7160

Fax: (512) 867-3199

Email: ann.tillman@ers.state.tx.us**Programs****Art Huck, CSM**

Texas Department of State Health Services

Phone: (512) 255-5946

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Email: huck_art@yahoo.com**Facilities****Mike Long, CPPB**

Travis County

Phone: (512) 854-4850

Fax: (512) 854-4211

Email: mike.long@co.travis.tx.us**Communications and Publications****John Dobrich, CPPB, CTPM, CTP**

Teacher Retirement System of Texas

Phone: (512) 542-6569

Fax: (512) 542-6500

Email: john.dobrich@trs.state.tx.us**Membership****Jo B. Woten, C.P.M.**

Texas Department of Transportation

Phone: (512) 374-5431

Fax: (512) 374-5480

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Texas Department of Transportation

Phone: (512) 374-5431

Fax: (512) 374-5482

E-mail: sradosav@dot.state.tx.us

TEXAS ASSOCIATION OF PUBLIC PURCHASERS (TAPP) Web Site: www.austinontapp.org CHAPTER NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

2009 Membership Application & Renewal Form/Invoice

Date: _____

There are many exciting reasons for becoming a TAPP member or renewing your current membership! Receiving monthly newsletters, attending monthly meetings to network and share procurement related information, receiving discounts on NIGP/TAPP sponsored training, and receiving continuation education points are just to name a few!

- checkbox New Member - \$50.00 checkbox Renewal - \$35.00 checkbox Retired - No Dues

(Please type or print and provide all information below)

NAME: _____ TITLE: _____ EMPLOYER: _____ ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____ PHONE: () _____ FAX: () _____ E-MAIL (WORK): _____

Are you a member of National NIGP? checkbox Yes checkbox No NIGP#: _____

Professional certification earned: checkbox CPPO checkbox CPPB checkbox CTPM checkbox CTP Other: _____

Interested in serving on a committee? checkbox Programs checkbox Membership checkbox Facilities checkbox Communications and Publications checkbox Professional Development

(Please note that the above information will be shared with NIGP)

Chapter Year: January 1 through December 31. To be a member in good standing, application must be received by March 15, 2009.

PLEASE RETURN FORM WITH PAYMENT FOR PROPER CREDIT

Please make check payable to: Texas Association of Public Purchasers Send to: TAPP, P.O. Box 513, Austin, TX 78767 TAPP Tax ID # 14217636373000

Job Postings - General

Please check the following websites for the most recent postings. Positions are commonly found with the following keywords: Buyer, Contract, Proposals, Bids, Specialist, Purchaser, Procure, Purchasing, Procurement, Contract Administrator, Supply Management, and Inventory Management.

<http://esbd.cpa.state.tx.us/hr/jobs.cfm>

http://www.txdps.state.tx.us/administration/staff_support/human_resources/jobs/jobsearch.asp

<http://www.twc.state.tx.us/jobs/job.html>

<http://www.monster.com>

<http://www.jobsearch.com>

<http://hotjobs.yahoo.com>

<http://www.careerbuilder.com>

NIGP members may access job postings dedicated to public purchasers on the NIGP website at:

<http://www.nigp.org/restrict/career.htm>

Newsletter Additions

Do you have something you would like to add to the newsletter? Is there a writer in you just itching to get out?

Please consider preparing an article for the newsletter. You may choose any topic you wish (almost!) Writing an article for a professional association newsletter brings many great returns; among them are personal satisfaction and recognition, but most of all you have an opportunity to share your accumulated experience, knowledge, and wisdom with other TAPP members. CPPOs and CPPBs may even be eligible for a recertification point from NIGP for published articles.

Give me a call at (512) 542-6569 or send me a note at john.dobrich@trs.state.tx.us.

Job Postings - Specific

Senior Buyer

Category: Professional Application

Full/Part Time: Full Time

Department: MATERIALS MANAGEMENT

Work Days Year: 232 days

Salary Range: \$186.67/day minimum + approved work experience

Start Date:

Deadline: Open until filled

Job Details See <https://jobs.leanderisd.org/> for additional information. The Job Title is J1754 - Senior Buyer.

Role and Purpose

To ensure that each student in the district derives maximum benefit from the expenditure of the per-pupil allocation set by the Board for the acquisition of quality materials, supplies and equipment

Profile Information

■The State Board for Educator Certification will require all first time applicants for an initial credential to be fingerprinted as part of a national criminal background check. A \$50.20 fingerprinting fee will be charged once hired.
Qualifications:Education/Certification:

- Degree Required
 - TASBO certification preferred
- Minimum Required Experience:

- Minimum of 4 - 5 years knowledge of purchasing practices and procedures preferred
- Must be proficient with purchasing laws, rules and regulations
- Experience with complex procurement, facilitating evaluation teams and specification writing

Knowledge/Skills:

- Knowledge of bid specifications preparation
- Knowledge of market conditions and sources
- Knowledge of technical aspects of researching, comparing and purchasing supplies, contracts, materials and equipment
- Extensive knowledge of computer and related software (Access, Excel, Word)
- Knowledge of good business practices and educational account coding system
- Skill in contract negotiation
- Skill in evaluating and comparing the product specifications and cost elements
- Ability to manage large projects and work cross-functionally
- Ability to exercise good judgment and accept personal responsibility
- Ability to communicate effectively in writing and speaking
- Ability to prioritize, schedule and undertake concurrent work assignments
- Ability to assume the purchasing, management and supervisory responsibilities of the Purchasing Agent as requested

Major Responsibilities (other duties may be assigned):

- Provide backup to the Purchasing Agent including authorization of purchase orders for the district and supervising staff
- Analyze district requirements and identify campus and/or department needs
- Make purchases for the district through the procurement process developed; determine complex bid specifications, and contract renewals and ensure contract compliance
- Coordinate purchasing processes cross-functionally with other department to ensure collaboration
- Coordinate installs for furniture/equipment including attending construction and campus planning meetings
- Assist the Purchasing Agent in evaluating proposals, contracts and legal issues relating to purchasing
- Prepare bid specifications.
- Responsible for analysis and research of furniture, equipment and other specialized materials prior to purchasing.
- Assist in the supervision of procurement and contracting process to ensure that the contractors are fairly and objectively selected.

Physical Demands:

- While performing the duties of this job, the employee is regularly required to stand, walk, sit, bend, talk, and hear.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.
- The employee occasionally will lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and depth perception.

E.O.E., M/F/H

Oklahoma Association of Public Purchasers Seminar Announcement

Streamlining Your Procurement Program in a Changing Environment

Pro-D Event

**Tue, Sep 29, 2009
8:30 AM - 4:00 PM
Oklahoma History Center
2401 North Laird
Oklahoma City, Oklahoma 73105
[\[register for this event \]](#)**

Fees for this event:

OkAPP Member (by 9-15-09) (6.00 points): \$75.00
Non-members (by 9-15-09) (6.00 points): \$100.00
OkAPP Member (after 9-15-09) (6.00 points): \$100.00
Non-members (after 9-15-09) (6.00 points): \$135.00

6 CONTACT HOURS (CPO), HAVE BEEN ASSIGNED TO THIS EVENT.
CONTACT HOURS WILL NOT BE GIVEN IF THIS CLASS WAS TAKEN
PREVIOUSLY.

THE DEADLINE FOR EARLY REGISTRATION IS TUESDAY, SEPT. 15,
2009

THE DEADLINE FOR REGISTRATION AND CANCELLATION IS
MONDAY, SEPT. 21, 2009

***PURCHASE ORDERS CANNOT BE USED TO OBTAIN EARLY
REGISTRATION DISCOUNT.***

***PAYMENT MUST BE RECEIVED BY THE DEADLINE TO RECEIVE
THE EARLY REGISTRATION RATE.***

See www.okapp.org for additional information.



TEXAS ASSOCIATION OF PUBLIC PURCHASERS 2009 SEMINAR SCHEDULE Austin, Texas

Seminar Hours: 8:00 am – 5:00 pm; No Lunch is provided

DATE	PRICE CODE	SEMINARS	REGISTRATION DEADLINE
JANUARY 14-16, 2009	3	LEAP – INTRODUCTION TO PUBLIC PROCUREMENT	12-23-08 NOON
FEBRUARY 11, 2009	1	MANAGING YOUR END USERS & SUPPLIERS: IT'S ALL ABOUT RELATIONSHIPS	01-09-09 NOON
FEBRUARY 12-13, 2009	2	WAREHOUSING & INVENTORY CONTROL	01-12-09 NOON
MARCH 25-27, 2009	3	LEAP – PLANNING, SCHEDULING & REQUIREMENT ANALYSIS	02-25-09 NOON
APRIL 6-7, 2009	2	CPPB REVIEW	03-06-09 NOON
APRIL 8-9, 2009	2	CPPO REVIEW	03-06-09 NOON
APRIL 22-24, 2009	2	LEAP – LEGAL ASPECTS OF PUBLIC PURCHASING	03-20-09 NOON
MAY 18-19, 2009	2	NEW – LOGISTICS & TRANSPORTATION	04-17-09 NOON
MAY 20-21, 2009	2	CONTRACTING FOR PUBLIC SECTOR SERVICES	04-20-09 NOON
JUNE 5, 2009	1	ETHICS: A SURVIVAL KIT FOR PUBLIC PROCUREMENT	05-05-09 NOON
SEPTEMBER 16-18, 2009	3	LEAP – SOURCING IN THE PUBLIC SECTOR	08-14-09 NOON
OCTOBER 21-23, 2009	3	LEAP – CONTRACT ADMINISTRATION	09-21-09 NOON
NOVEMBER 18, 2009	1	PROTESTS & DISPUTES: WHAT'S A BUYER TO DO?	10-16-09 NOON
NOVEMBER 19-20, 2009	2	NEW – RISK MANAGEMENT IN PUBLIC CONTRACTING	10-19-09 NOON
DECEMBER 9-11, 2009	3	LEAP – DEVELOPING & MANAGING RFPs IN THE PUBLIC SECTOR	11-09-09 NOON

Seminar Fees			
Membership Type	1-Day Seminar	2-Day Seminar	3-Day Seminar
National Member	\$160	\$360	\$575
Non-Member	\$225	\$500	\$750

SEMINAR LOCATION
CLARION INN & CONFERENCE CENTER
 2200 South IH-35; Austin, TX 78704
 Phone: 512.444.0561/ FAX: 512.444.7254

Registration, Payment, & Cancellation: go to NIGP Course Catalog at:
<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=semsched>

Select "Topic" or "State/Territory" and click on the "Search" button

- A. **Registration methods** – see instructions about halfway down the screen on the individual course page
 - 1. **Online** – click orange "Register" button on bottom of course screen to pay by credit card and follow step-by-step process, **OR**
 - 2. **Register by FAX** – click "Download Print and FAX Form" and send it "Attn: Seminar Registrar-Nic Burke" after the form is completed.
- B. **Payment to NIGP – is required at least 14 days before the Seminar** for credit card, check, & PO.
- C. **NIGP Cancellation Policy** – No refund without written request within specific time limits and "No Shows" are liable for the entire fee.

TAPP Chapter of NIGP (<http://www.austinontapp.org/seminars.html>)
 Ann Tillman, CTPM, CPIM – TAPP Professional Development Chair
 Phone: 512-867-7160 / Fax: 512-867-3199 / Email: Ann.Tillman@ers.state.tx.us



Sourcing in the Public Sector
September 16-18, 2009

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 be explored.

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.

**CEU units for this workshop are granted through NIGP. NIGP will not issue partial CEU units.

SEMINAR LOCATION:

CLARION INN & CONFERENCE CENTER
2200 South IH-35; Austin, TX 78704
Phone: 512.444.0561/ FAX: 512.444.7254

Seminar Hours: 8:00 am – 5:00 pm; No Lunch is provided

Registration, Payment, & Cancellation: go to NIGP Course Catalog at:
<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=semsched>

Select "Topic" or "State/Territory" and click on the "Search" button

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Contract Administration
October 21-23, 2009

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



General Description: This seminar 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. 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.

**CEU units for this workshop are granted through NIGP. NIGP will not issue partial CEU units.

SEMINAR LOCATION:

CLARION INN & CONFERENCE CENTER
2200 South IH-35; Austin, TX 78704
Phone: 512.444.0561/ FAX: 512.444.7254

Seminar Hours: 8:00 am – 5:00 pm; No Lunch is provided

Registration, Payment, & Cancellation: go to NIGP Course Catalog at:
<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=semsched>

Select "Topic" or "State/Territory" and click on the "Search" button

- A. **Registration methods** – see instructions about halfway down the screen on the individual course page
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Ann Tillman, CTPM, CPIM – TAPP Professional Development Chair

Phone: 512-867-7160 / Fax: 512-867-3199 / Email: Ann.Tillman@ers.state.tx.us



Protests and Disputes: What's a Buyer to Do?
November 18, 2009

Contact hours: 8 hours
UPPCC Re-Certification points: 1
CEU Units:** .75

General Description: You followed every policy, regulation, and procedure to determine a contract award. Regardless, it happened to you – a protest! Take it one step at a time to understand the nature of a protest and its nuances, which are contributing factors. This lively seminar will provide an opportunity to discuss real live examples, determine root causes, predict opinions, and execute improved processes.

Intended Audience: All public procurement professionals who coordinate bid protests.

****CEU units** for this workshop are granted through NIGP. NIGP will not issue partial CEU units.

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2200 South IH-35; Austin, TX 78704
Phone: 512.444.0561/ FAX: 512.444.7254

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Select "Topic" or "State/Territory" and click on the "Search" button

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Risk Management in Public Contracting November 19-20, 2009

Contact hours: 16 hours
UPPCC* Re-Certification points: 2
CEU Units:** 1.5

General Description: Risk is a critical consideration in the contracting and procurement process. A thoughtful and proactive approach toward risk, as it relates to specific procurement actions, contributes to the success of contract performance. Risk is directly related to the successful achievement of targeted goals and objectives. The procurement manager must ensure that the risks associated with each procurement action have been identified, assessed, and mitigated to the practicable maximum extent, while taking cost and other factors into consideration. The emphasis of this course will be on developing a solid understanding of the complexities of risk management and recognizing the importance of planning, monitoring and proactive insight and oversight into risk areas related to the contract's stated performance outputs and outcomes.

Intended Audience: People who deal with complex contracts.

****CEU units** for this workshop are granted through NIGP. NIGP will not issue partial CEU units.

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2200 South IH-35; Austin, TX 78704
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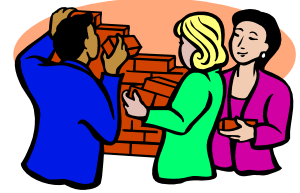
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**Developing and Managing
Requests for Proposals in the Public Sector
December 9-11, 2009**



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 are 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.

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- C. **NIGP Cancellation Policy** – No refund without written request within specific time limits and "No Shows" are liable for the entire fee.

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