

TAPP TALK



Texas Association of Public Purchasers – Austin, Texas

www.austinontapp.org

November 2009

Volume 26, Issue 11, Page 1

President's Message –

Please join us for our regular membership meeting on November 5th. This is the month when we conduct elections for the coming year. We have a fine slate of officers and directors for you to vote for, plus we will be taking nominations from the floor. We really hope to see you there. Please don't forget to RSVP with James.Gonzalez@tea.state.tx.us.

Ellwyn Reed Stoddard, Jr., CPPB will be our speaker this month. He is currently the Director Procurement and Materials Management (Interim), at Austin Community College District.

The test on electronic certificates went very well. We will continue to provide hard copy certificates at the meeting until the end of the year (December). Beginning in January 2010, we will provide only electronic certificates. Members in good standing are eligible for a certificate, so remember to pay your dues on time.

It has been a pleasure serving as your President this year. We have experienced some difficult financial times, and we have had to make some difficult decisions. The board members and officers have come through with ideas and innovations that have kept our expenditures in check. I hope we are past the worst of it and that 2010 will be a banner year for TAPP.

I hope you enjoy meeting in November. It is an important month for our Chapter. Remember that December is our annual holiday party. There will be no charge for the meal at this year's event, courtesy of our friends at TIBH. Please join us in making TAPP the best chapter in Texas and NIGP.

Ernie Lee

Next Board Meeting:

11:30 a.m., Wednesday, November 4, 2009

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

Texas Association of Public Purchasers November, 2009 General Meeting

Speaker: Ellwyn Reed Stoddard, Jr., CPPB
Director Procurement and Materials
Management (Interim)
Austin Community College District

Topic: An Open Door for Quality Improvement

Date: November 5, 2009

Time: 11:30 a.m. to 1:00 p.m.

Mr. Stoddard is currently the Director Procurement and Materials Management (Interim), at Austin Community College District. His immediate past position was as a Procurement Specialist in Tikrit and Ba'Qubah Iraq for 2 ½ years. For the first full year he was continuously overseas on a 12 hour, seven days a week work cycle. For the period 2000 to 2003, he was the Administrator for the Training and Certification Program under the Procurement Division at the Texas Building and Procurement Commission. He was one of the first five CTP and CTPM certifications under the State certification program. He was also instrumental in changing the annual certification to a simplified five year renewal. His last federal position was in 1994 as the Quality Assurance Evaluator Program Coordinator at Altus Air Force Base in Oklahoma.

Mr. Stoddard has state purchasing experience with TDCJ- Austin as a purchaser; the Office of the Secretary of State as a purchaser and elections inspector; under temporary contract with the Public Utility Commission as a purchaser; and as Purchaser W for a very short period of time with General Services Commission. He experience with the Texas Association of Public Purchasers includes having previously served on the Board of Directors, chaired the Professional Development Committee and he was the statewide NIGP Seminar Coordinator. He has taught for TBPC and Austin Community College, instructed NIGP purchasing classes and conducted CPPB review classes for UPPCC certification testing. Mr. Stoddard has conducted Toastmasters International officer training seminars. He also has given presentations on various topics to NCMA, ISM and NIGP chapters, state agencies and at national conferences.



Location: Austin Energy, Town Lake Center
5th Floor Conference Room
721 Barton Springs Road
Austin, TX 78701

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

Cost for members: \$8.00

Non-members: \$12.00

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
 Phone: (512) 374-5211
 Fax: (512) 374-5483
 E-mail: kwagne1@dot.state.tx.us

Immediate Past President**Jo B. Woten, C.P.M., CTPM**

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
 Fax: 512-440-2934
 Email: misti.shumate@tbpe.state.tx.us

Board of Directors:

2007 - 2009

Glenn R. Hagler, CPPO, CTPM

Texas Department of Transportation
 Phone: (512) 374-5402
 Fax: (512) 374-5480
 Email: ghagler@dot.state.tx.us

Weaver T. Jackson, CPPO, CPPB, CTPM

Texas Department of Transportation
 Phone: (512) 374-5432
 Fax: (512) 374-5481
 Email: wjackso@dot.state.tx.us

2009-2010

Steve Piña, CPPB, CTPM

Attorney General of Texas
 Phone: (512) 460-6135
 Fax: (512) 460-6062
 Email: stephen.pina@cs.oag.state.tx.us

Art Huck, CSM

Texas Department of State Health Services
 Phone: (512) 255-5946
 Fax: (512) 255-5946
 Email: huck_art@yahoo.com

2010-2011

Carol Debish, CPPB

Austin Energy
 Phone: (512) 322-6264
 Fax: (512) 322-6405
 Email: carol.debish@austinenergy.com

Nancy McCallum, CPPO, CPPB, CTPM, CTP

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
 Fax: (512) 255-5946
 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**

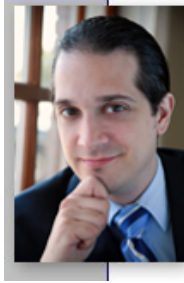
Teacher Retirement System of Texas
 Phone: (512) 542-6569
 Fax: (512) 542-6500
 Email: john.dobrich@trs.state.tx.us

Membership**Jo B. Woten, C.P.M.**

Texas Department of Transportation
 Phone: (512) 374-5431
 Fax: (512) 374-5480
 Email: jwoten@dot.state.tx.us

Awards**Sandra Radosavljevic, CPPO, CTPM**

Texas Department of Transportation
 Phone: (512) 374-5431
 Fax: (512) 374-5482
 E-mail: sradosav@dot.state.tx.us



How To Be A Better Purchasing Professional

PurchTips - Edition # 189, October 20, 2009

By Charles Dominick, SPSM - President & Chief Procurement Officer, Next Level Purchasing, Inc.

Can You Become A Better Purchasing Professional?

A member of the SPSM Group on LinkedIn recently posed to the group a question about how one can become a better purchasing professional. This may be a question on your mind as well, so I will share my response in this edition of PurchTips.

Becoming a better purchasing professional is a seven-step process in my eyes. Those seven steps, which can be adapted to your specific situation, are:

1. **Define the criteria for being a good purchasing professional.** Is it cost savings? Continuity of supply? Innovation? All of these and more?
2. **Determine metrics that support the criteria.** For example, for continuity of supply, you may select "Percentage of on-time delivery."
3. **For each metric, determine the value that would separate "good" performance from "average" or "mediocre" performance in your particular situation.** For example, for actual cost savings captured, is it \$10,000 per year? \$100,000 per year? \$1,000,000 per year?
4. **Establish a baseline of your current performance.** Now that you know the line that separates good performance from mediocre performance, measure your current performance to determine whether you meet, exceed, or fall short of that standard.
5. **Analyze what you do for improvement opportunities.** Identify changes that you can make that will help you improve your numbers. If you already exceed the standard, aim even higher!
6. **Improve your performance.** Now that you've identified changes you can make, make them!
7. **Hold yourself accountable.** Put in place methods of ensuring that you do not lose focus. This can come in the form of charts that you hang in your office, promises to management, self-reward systems, or even hiring a personal coach. It's easy to lose momentum if you don't have some tangible way of maintaining your focus.

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!

- New Member - \$50.00
Renewal - \$35.00
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? Yes No NIGP#: _____

Professional certification earned: CPPO CPPB CTPM CTP
Other: _____

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

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.



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



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.

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
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



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.

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>

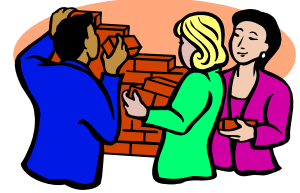
Select "Topic" or "State/Territory" and click on the "Search" button

- A. **Registration methods** – see instructions about halfway down the screen on the individual course page
 3. **Online** – click orange "Register" button on bottom of course screen to pay by credit card and follow step-by-step process, **OR**
 4. **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



**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.

**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
5. **Online** – click orange "Register" button on bottom of course screen to pay by credit card and follow step-by-step process, **OR**
 6. **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