

MIDDLE TENNESSEE PUBLIC PURCHASING ASSOCIATION

Chapter No. 22 of the
National Institute of Governmental Purchasing



MTPPA Newsletter

April - June, 2008

Dear public purchasing colleagues:

As we enter the second quarter of 2008, I invite you to pause and consider the messages of the wonderful speakers at our first three chapter meetings of the year. In January, Metro Nashville Chief of Police **Ronal Serpas** spoke among other things of his pride in public service. **Victor J. Domen, Jr.**, Senior Counsel, State of Tennessee's Office of the Attorney General, reminded us in February of potential threats to the purchasing process in the public sector, including conspiracy, bid rigging, collusion and price fixing. Our very own **Bill Whitson**, CPPO, retired from a distinguished career with both Metro and State of Tennessee governments and former national president of NIGP, helped our chapter celebrate Purchasing Month 2008 in March as he recounted the consolidation 45 years ago of the City of Nashville and Davidson County into one metropolitan government, effective in 1963.

In the slowing economy we now find ourselves in, coupled with the technology (and all the opportunity and risk inherent to technology) now at our disposal, I submit that the need is high right now for public purchasing professionals who are dedicated to the principles of integrity, transparency, competition and fairness in pursuit of the timely acquisition of goods and services. I for one am proud to be a member of a most valuable and worthwhile profession, and a member of an organization that promotes best practices within that profession. As our NIGP purchasing month buttons say, **Government Procurement!**

Finally, I know I speak for the board when I say we welcome your comments and suggestions. Please do not hesitate to express them to any of us. See contact information below and inside.

I appreciate your continued support and involvement in 2008. See you at our monthly meetings!

Yours very truly,

Brian Wilcox

2008 President, MTPPA

brianw@franklin-gov.com

615/550-6614

Up and coming:

- LEAP Class - Planning, Scheduling & Requirement Analysis, April 9-11, 2008, NES Headquarters (for more information, see article inside)
- Tennessee Association of Public Purchasing Spring Conference, April 9-11, 2008, Murfreesboro, TN (for more information, go to <http://tappnews.com/Meetings.htm>)
- NIGP's 63rd Annual Forum and Products Exposition, July 26-30, 2008, Charlotte, NC (for more information, see article inside)

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Check out our chapter website (<http://www.mtppa.net/>). Thank you 2008 chapter webmaster **Cassandra Swan** (cassandra.swan@nashintl.com) for your service to the chapter!

Why does MTPPA exist? According to our Chapter Constitution:

The objectives of this chapter are:

- to establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement;
- to encourage maintenance of ethical standards in buying and selling;
- to promote uniform public purchasing laws and simplified standards and specifications;
- to collect and disseminate useful information for its members;
- to promote the interchange of ideas and experiences within the purchasing professions;
- to encourage research and investigation and to sponsor such other activities as maybe useful in providing its members with knowledge for efficient procurement; and
- to strive by all legitimate means to advance the purchasing profession.

NIGP...Just the Facts:

- Total number of NIGP member agencies is 2438.
- Total number of individuals this represents is 15,460.
- Total number of NIGP Chapters is 76.
- Total number of chapter members reported by chapters is 11,585.
- To view the annual NIGP 2007 Diversity and Demographic Data, go to <http://www.nigp.org/genlinfo/2007DiversityReport.pdf>.
- To view and/or update your NIGP member profile, go to <http://www.nigp.org/>, click on "Members Only" and then "My Member Profile."

MTPPA 2008 Chapter Officers and Board of Directors				
President	Brian Wilcox	City of Franklin	615/550-6614	brianw@franklin-gov.com
Vice President, Programs	Kim Hopkins	Metro Nashville	615/862-6748	kim.hopkins@nashville.gov
1 st Vice President, Professional Development	Sheila Douglas	Nashville Electric Service	615/747-3823	sdouglas@nespower.com
2 nd Vice President, Membership	Stephen Yates	State of Tennessee	615/741-3856	stephen.yates@state.tn.us
Secretary	Ken Hackett	Metro Nashville	615/862-6648	ken.hackett@nashville.gov
Treasurer	Sondra Howe	Metro Nashville	615/862-6738	sondra.howe@nashville.gov
Immediate Past President	Curry Corder	Metro Nashville Public Schools	615/271-1743	curry.corder@mnps.org

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Middle Tennessee Public Purchasing Association,
a chapter of the National Institute of Governmental Purchasing.**

**Please send chapter news items and articles of interest to Brian Wilcox at
brianw@franklin-gov.com.**

MTPPA 2008 Chapter Committees (as of 03/28/2008)*			
Program Committee:			
Hopkins, Kim	Metro Nashville	615/862-6748	kim.hopkins@nashville.gov
Professional Development Committee:			
Douglas, Sheila	Nashville Electric Service	615/747-3823	sdouglas@nespower.com
Anderson, Darin	Nashville Electric Service	615/747-3742	danderson@nespower.com
Membership Committee:			
Yates, Stephen	State of Tennessee	615/741-3856	stephen.yates@state.tn.us
Anderson, Darin	Nashville Electric Service	615/747-3742	danderson@nespower.com
Cole, Paula	State of Tennessee	615/532-2314	paula.cole@state.tn.us
Crowley, Helen	State of Tennessee	615/741-3836	helen.crowley@state.tn.us
Douglas, Sheila	Nashville Electric Service	615/747-3823	sdouglas@nespower.com
Johnson, Jeaneene	State of Tennessee	615/741-3924	jeaneene.johnson@state.tn.us
Polak, Greg	State of Tennessee	615/741-1836	greg.polak@state.tn.us
Nominating Committee:			
Melton, Stan	Metro Nashville	615/862-6669	stan.melton@nashville.gov
Corbitt, Deborah	Nashville Electric Service	615/747-3822	dcorbitt@nespower.com
Edwards, Pat	Metro Nashville	615/862-6638	pat.edwards@nashville.gov
Audit Committee:			
Corder, Curry	Metro Nashville Public Schools	615/271-1743	curry.corder@mnps.org
Cochran, Amanda	Nashville Electric Service	615/747-3759	acochran@nespower.com
Thompson, Jay	Nashville Electric Service	615/747-3758	jethompson@nespower.com
Purchasing Month Committee:			
McDonald, Angie	Metro Nashville	615/862-6664	angie.mcdonald@nashville.gov
Cochran, Amanda	Nashville Electric Service	615/747-3759	acochran@nespower.com
Nowlin, Quinn	State of Tennessee	615/741-4916	quinn.t.nowlin@state.tn.us
Special Events Committee:			
Helen Crowley	State of Tennessee	615/741-3836	helen.crowley@state.tn.us
*First person listed is chair of the committee.			

Primer on UPPCC Certification and Recertification

The following excerpts are from the website (<http://www.uppcc.org/>) for the Universal Public Purchasing Certification Council (UPPCC). For more information, contact 1st VP Sheila Douglas (sdouglas@nespower.com).

Become certified:

Certification is the process by which the public purchaser demonstrates a standard of competency for the benefit of the public. Certification reflects established standards and competencies for those engaged in governmental purchasing, and attests to the purchaser's ability to obtain maximum value for the taxpayer's dollar.

The trend in governmental purchasing is for mandatory certification of procurement professionals. UPPCC certifications communicate to the taxpayer that the public employee who manages tax dollars has reached a specific level of education and experience and is knowledgeable about government purchasing.

Eligibility:

The UPPCC programs are designed specifically for the public procurement professionals. Only those individuals who have public purchasing experience are eligible. The programs include three essential components for eligibility:

- [Work experience](#)
- [Coursework in procurement](#)
- [Formal education](#)

Unlike most purchasing-related certification programs, the Council requires substantial work experience in purchasing including some years of public purchasing experience. This work experience must be complemented by formal training courses specifically in procurement as well as formal education; with some college work preferred for a CPPB designation and a college degree required for CPPO candidates who do not hold a CPPB designation.

The requirements for work experience and formal coursework are dependent upon the amount of formal college education achieved by the candidate at the time of application. For example, a four-year or advanced college degree will reduce the coursework and experience requirements.

Recertification:

In order to maintain certified status, recertification is required every five (5) years from the effective date printed on the individual's certificate for CPPO and CPPB. The intent of the recertification process is to ensure that the certificants remain active in the profession. The Recertification Section of the UPPCC Certification Handbook provides additional assistance in understanding and navigating the recertification process. Each candidate for recertification must complete the [Recertification Application](#) within the specified five (5) year time frame. The application consists of three (3) categories of involvement.

- Professional Contributions
- Education and Training
- Membership

Points must be earned in a minim of two (2) of the three (3) categories and provide verification [documentation](#) for all points earned. All points claimed must have been earned after the issue

date of the original certificate or the date of last recertification. Total points needed to recertify are as follows:

- CPPO – 15 points
- CPPB – 10 points
- CPPO ([lapsed status](#)) – 18 points
- CPPB ([lapsed status](#)) – 12 points

Must I recertify both certifications separately or can I combine the process for my CPPO and CPPB?

Individuals who have earned both UPPCC certifications may combine the two recertifications into one simplified process. Applicants interested in combining their recertification should complete the current [Recertification Application](#) and check off the box at the top of the application that reads "Dual Certification." Individuals who submit under Dual Certifications are required to achieve 15 total points. Upon approval, the two expiration dates will be consolidated into one expiration for both certifications and two new certificates will be issued. The closest expiration date will serve as the revised expiration date for both.

How do I determine points earned from contact hours?

Individuals should refer to the [Recertification Application](#) to determine points earned for industry events/activities consistently attended or performed by UPPCC certified individuals. In order to allow credit for activities not specifically included in the [Recertification Application](#), total number of hours for the activity should be divided by 8 to determine points earned for the activity. Each cumulative 8 hours of education is equivalent to 1 point.

When is the recertification application due?

The certified individual may submit the [Recertification Application](#) at any time during the five (5) year certification period once the minimum number of points has been attained. It is the responsibility of the individual to initiate the recertification process prior to the expiration of their current certification.

Early recertification will not alter the renewal period for subsequent recertifications. For example, if the individual submits a recertification application in December 2000 for a certification that will not [lapse](#) until July 2001, the recertification period will remain unchanged and will represent the period of July 2001 through June 2006. It should be understood however, that activity points must be earned during the period of the certification or recertification. Since the early submission of a recertification application does not change the recertification period, it also does not change the period when activities must occur.

How do I submit my application and what fees are involved?

Applicants should make a copy of the application and documentation submitted to the UPPCC for their personal records and in the event that the package is lost in transit. Applicants may submit the completed recertification application to UPPCC by fax at 703-796-9611, email at certification@uppcc.org or by mail to: UPPCC, 151 Spring Street, Herndon, VA 20170. The current recertification fees may be accessed on the [Certification Fees](#) page.

Is public sector employment or current employment required?

The individual can either be retired or working in a non-purchasing capacity, in either private or public sector and still recertify. There is no employment requirement for recertification.

News of the Chapter:

Monthly chapter meeting program speakers scheduled for April-June (for more information, contact VP **Kim Hopkins** (kim.hopkins@nashville.gov)):

- **April:** George Street, CPPO, of the Tennessee Emergency Management Agency, will discuss emergency preparedness.
- **May:** Time out for chapter business and member networking.
- **June:** Janie Porter of the State of Tennessee's Office of the Attorney General will speak on bid protests.

Professional Development update for 2008 (for more information, contact 1st VP **Sheila Douglas** (sdouglas@nespower.com)):

- **April 9-11 LEAP Class - Planning, Scheduling & Requirement Analysis:** Instructor: John Zeyer.
- **October 15-17 LEAP Class - Legal Aspects of Public Purchasing:** Instructor: Ken Hayslette.

Membership Committee ambitions for 2008 (for more information, contact 2nd VP **Stephen Yates** (stephen.yates@state.tn.us)):

The 2008 Membership Committee has organized itself to tackle the following functions during the course of the year:

- **Welcome** chapter members, first-time attendees, guests and visitors at chapter meetings (**Darin Anderson, Helen Crowley & Sheila Douglas**).
- **Recruit** public purchasing professionals to join MTPPA, especially from agencies located in Davidson or an adjacent county but not currently represented in our membership (**Greg Polak**).
- **Spotlight** a chapter member on a quarterly basis so we may become better acquainted with our colleagues (**Jeaneene Johnson**).
- Post and maintain on the chapter website a **membership directory** with photographs and current contact information for each member of MTPPA (**Paula Cole**).

MTPPA celebrates Purchasing Month!

Thanks to the efforts and planning of the 2008 Purchasing Month Committee (**Angie McDonald**, chairman, and **Amanda Cochran & Quinn Nowlin**), as well as 2008 MTPPA VP for Programs **Kim Hopkins**, MTPPA celebrated Purchasing Month this past March in a big way. We recognized **Darin Anderson** for having earned the designation of Certified Professional Public Buyer last year, and we welcomed **Mr. Bill Whitson**, CPPO, as our speaker and witnessed the presentation by **Jeff Gossage**, Purchasing Agent for Metro Nashville, on behalf of Metro Purchasing, of a commemorative plaque honoring Mr. Whitson and his long and distinguished career in public service, his term as national president of NIGP, and his being the 64th certified public purchasing officer recognized by NIGP. Metro Purchasing has named its training room the Bill Whitson Training Room. As guests, MTPPA was honored to have two sons (**Joe & Sam**) and one daughter-in-law (**Pam**) of Mr. Whitson's (his wife of 59 years, **Faye**, was tied up playing bridge!), as well as former Metro Nashville Mayor **Richard Fulton** and current Metro Nashville Trustee **Charlie Cardwell**, plus many other friends of MTPPA. To cap off our wonderful and congenial session, we enjoyed a festive and decorative cake (see picture attached). Wow!

MTPPA member agencies acknowledge Purchasing Month!

The **State of Tennessee, Metro Nashville**, and **NES**, among other MTPPA member agencies, each observed Purchasing Month 2008 last March, each in their own way. The State's Purchasing Month Proclamation is attached to this newsletter. The **City of Franklin**, observing Purchasing Month for the first time this year, issued certificates of appreciation to its departmental purchasing agents at a breakfast in their honor. Franklin Mayor John Schroer attended and read aloud a Purchasing Month proclamation.

Update on MTPPA membership directory.

Paula Cole, who has graciously undertaken this project, plans to post the chapter's updated membership directory on the chapter's website (<http://www.mtppa.net/>) this Spring. To update your picture and contact information, please contact Paula (paula.cole@state.tn.us).

NIGP's 63rd Annual Forum and Products Exposition. Online Registration to the 63rd Annual Forum and Products Exposition is now available. Register before April 30th 2008 as an early bird registrant and receive a \$50 discount. First-time Forum attendees receive an additional \$50 discount. Here are some FAQs:

- **When is the Forum?** July 26-30, 2008.
- **Where?** Charlotte, North Carolina.
- **Who should attend?** Anyone involved in the purchasing of goods and services for the public sector.
- **Why should you attend?** The NIGP Annual Forum and Products Exposition is the largest North American educational conference **exclusively** for individuals in Public Purchasing! This is a once-a-year opportunity to engage in professional development and to discover new products and services in the Products Expo. Get your share of new ideas, innovative techniques and network with your peers to find out what they are doing to meet the demands placed on them by their customers and constituencies.
- **Where can I get more information?** Go to the NIGP 2008 Forum website (<http://www.nigp.org/events/Forum.htm>) or email NIGP at forum@nigp.org or call NIGP at 1-800-FOR-NIGP, ext. 227 or ext. 242.

Goals of the 2008 Board: Here is a brief update on the goals your 2008 Board of Directors has set the year:

- Promote professional development by offering LEAP classes and UPPCC certification review and test opportunities: **in progress**.
- Promote broader membership by reaching out to unrepresented public agencies: **in progress**.

- Establish a program of pairing new members with veteran members: **not yet undertaken**.
- Promote networking among members: **in progress**.
- Collect membership dues in a timely manner: **in progress**.
- Publish in the chapter newsletter and the chapter website a schedule of upcoming events: **in progress**.
- Publish an updated membership directory: **in progress**.
- Pursue excellent programs and speakers for the monthly membership meetings: **in progress**.
- Comply with NIGP submittal deadlines for chapter officer and member data and financial report: **completed**, thanks to chapter treasurer **Sondra Howe!**
- Take advantage of chapter officer orientation training offered by NIGP: **completed**.
- Select and implement as many as appropriate of the best practices recommended by NIGP for chapter operations, using performance criteria identified by NIGP's chapter officer orientation training, "measuring chapter success" and "chapter-of-the-year" award: **not yet undertaken**.
- Establish a budget for the chapter's operating revenues and expenses: **in progress**.
- Make a recommendation to the chapter about whether dues should be raised effective in 2009: **in progress**.
- Establish a handbook of information to pass on to the 2009 chapter board of directors: **not yet undertaken**.
- Not undertake any chapter fundraising unless a specific need presents itself: **in progress**.
- Publish the chapter newsletter on a quarterly basis, with the content to remain focused on news of the chapter, professional development opportunities and achievements, and news of general interest to the membership: **in progress**.
- Consolidate into one monthly e-mail distribution the announcements of the upcoming meeting with the minutes of the previous meeting: **in progress**.
- Meet as a board on a quarterly basis or as needed: **in progress**.

MTPPA Schedule¹ of Events for 2008:

Date	Event*
January 17	Regular chapter meeting
February 21	Regular chapter meeting
March 1-31	Purchasing Month
March 13	CPPB Review Class
March 14	CPPB Exam
March 20	Regular chapter meeting
April 9-11	LEAP Class - Planning, Scheduling & Requirement Analysis
April 17	Regular chapter meeting (to be held at MNPS Board of Education, 2601 Bransford Avenue, Nashville 37204)
May 15	Regular chapter meeting
June 19	Regular chapter meeting
July 17	Regular chapter meeting
July 26-30	NIGP's 63rd Annual Forum and Products Exposition, Charlotte, NC
August 21	Regular chapter meeting
September 18	Regular chapter meeting
October 15-17	LEAP Class - Legal Aspects of Public Purchasing
October 16	Regular chapter meeting
November DD	Chapter meeting; date, time and location to be announced
December DD	Chapter meeting; date, time and location to be announced
*	<i>Unless noted otherwise, regular chapter meetings are held at the headquarters of Nashville Electric Service, 1214 Church Street, Nashville (37246), and are scheduled for 11:30 a.m. to 1:00 p.m.</i>

¹ Current as of March 28, 2008.

Spotlight on the NIGP Code of Ethics:

Most of us are aware that a condition of membership in NIGP is acceptance of the NIGP Code of Ethics. But when was the last time you took a look at the Code? Did you know that "guidelines" accompany the Code?

Over the course of 2008, this section of the *MTPPA Newsletter* will present two or three of the 11 guidelines that accompany the NIGP Code of Ethics. The complete text of the NIGP Code of Ethics may be found on NIGP's website at <http://www.nigp.org/geninfo/2001CodeofEthics.pdf>.

This issue of the *MTPPA Newsletter* presents guideline nos. 4, 5 and 6:

IV. GRATUITIES

- Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions.
- Never solicit gratuities in any form for yourself or your employer.
- Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such items has been established by your employer and would not be perceived by the offeror, receiver or others as posing an ethical breach.
- Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier.
- In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

V. BUSINESS MEALS

- There are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose.
- Avoid frequent meals with the same supplier.
- The purchasing professional should be able to pay for meals as frequently as the supplier. Budgeted funds should be available for such purposes.

VI. CONFIDENTIAL INFORMATION

- Keep bidders' proprietary information confidential.
- Develop a formal policy on the handling of confidential information.

Spotlight on the MTPPA Bylaws:

Did you know that our chapter operates under a Constitution and Bylaws? Would you like a refresher on what topics they cover?

In the last issue of the *MTPPA Newsletter*, we summarized the chapter's Constitution. This issue summarizes the Bylaws. The complete text of the Constitution and Bylaws may be found on the chapter's website at <http://www.mtpa.net/Constitution.htm>.

There are nine (9) articles of our chapter's Bylaws. The Bylaws establish rules and procedures on the following topics:

- **Article I** - election of officers
- **Article II** - term of office
- **Article III** - vacancies
- **Article IV** - dues
- **Article V** - funds
- **Article VI** - meetings
- **Article VII** - committees
- **Article VIII** - meeting procedures
- **Article IX** - amendments



STATE OF TENNESSEE

PROCLAMATION

BY THE GOVERNOR

WHEREAS, Public purchasing, supply management and materials management professionals contribute significantly to the quality and efficiency of public and private institutions throughout the United States; and

WHEREAS, Public purchasing, supply management and materials management professionals have tremendous strategic influence on the quality and cost effectiveness of public and private sector operations; and

WHEREAS, The National Institute of Governmental Purchasing, the Institute of Supply Management and other professional purchasing associations are holding special events this month to further educate and inform the general public on the role of maximizing the opportunities, minimizing the costs and managing the risks for business, industry and government;

NOW, THEREFORE, I, Phil Bredesen, Governor of the State of Tennessee, do hereby proclaim the month of March 2008, as

PURCHASING MONTH

in Tennessee and encourage all citizens to join me in this worthy observance.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the official seal of the State of Tennessee to be affixed at Nashville on this 29th day of February, 2008.

Phil Bredesen

Governor

Riley O. Darvell

Secretary of State

HOUSE OF LITTLE BAKERY

MTPPA

Congratulations



Purchasing Professionals

NIGP

