



**MIDDLE TENNESSEE PUBLIC PURCHASING
ASSOCIATION, NIGP CHAPTER #22 - NEWSLETTER – OCTOBER, 2006**

Who will be our speaker at the October 19th Meeting? Vickie Yates News Channel Five

What is the program? A Day in the Life of a TV News Journalist

Where is the meeting? NES Cafeteria & Meeting Room 13th & Church Street by I-40

When will it be? 11:30 a.m. Thursday October 19th Finished before 1 p.m.

Why are we meeting? To Hear a good speaker and network with others

How can I make a reservation? Just email Dave Hatcher at dave.hatcher@nashville.gov

Stan's Statement

Those of you unable to attend the September meeting missed out on an excellent program from our NIGP Regional Director Stephanie Creed on networking. In spite of other things going on and everyone's busy schedule, we have had 30 or more at most of our meetings this year and that represents a good percentage of members attending. This month we have another excellent speaker and those attending the LEAP seminar will have an opportunity to join us. In case you haven't signed up for the LEAP seminar on **Developing and Managing Effective Request for Proposals (RFP's) in the Public Sector**, please do so soon as seating is limited.

It is hard to believe that we are already into the month of October. We have reached the time of the year that flies by for many people. As we approach this busy time, let's remember to take advantage of as many of the opportunities for networking and sharing as we can. Let's also remember during this busy time that giving good customer service and acting in a professional manner will help us meet our goals and fulfill our mission statements. We can all be very proud that we are public servants and making Middle Tennessee a better place to live and work.

I look forward to seeing you at the LEAP seminar and at the October 19th meeting.

Stan

Stan Melton, CGFM, CFE, CIA

Chapter President





MIDDLE TENNESSE PUBLIC PURCHASING ASSOCIATION

Chapter #22 of the National Institute of Governmental Purchasing

Minutes of the Middle Tennessee Public Purchasing Association-September 21, 2006

President Stan Melton called the meeting to order a few minutes before noon. He welcomed the crowd and asked if anyone had any guests. He explained why everyone received a number when they came in and were asked to sit at the table where their number was. The topic that the guest speaker would be discussing was networking and this would help attendees of the meeting to sit around some different people that they may not have normally sat with. At this time Stan acknowledged our guest speaker, Ms. Stephanie Creed.

Stan then asked if everyone received the minutes from the previous meeting. The minutes were approved. Robin Dieterich was absent for the Treasury's Report.

Angie McDonald spoke on behalf of Kim Marable and provided the information on the LEAP seminar coming up in October. Everyone needs to get Kim the information as soon as possible if they would like to attend. Angie also informed everyone that the TAPP conference would be held in Gatlinburg on October 4, 5, and 6.

Stan announced that volunteers are needed for the 2007 nominating committee for officers. He will be sending e-mails to members discussing this. Stan also asked the group if announcing the candidates in October and voting in November was acceptable for everyone. This was approved by a show of hands. Stan also asked for volunteers to help with the December holiday luncheon. Helen Crowley volunteered.

At this time Stan turned the meeting over to Vice President Curry Corder. Curry introduced Stephanie Creed, who is the NIGP Region VI Director. Stephanie gave a great presentation about the importance of networking and told the story of how associates that she had made through networking turned into great friendships. She also told the story of helping these friends through their time of need last year when Hurricane Katrina hit their area. Following the presentation, Curry presented Ms. Creed with a gift to show our appreciation.

At this time numbers were drawn for door prizes that were donated by Stan Melton.

The meeting was adjourned at approximately 1:00 PM.

Respectfully Submitted,

Dave Hatcher, Secretary

Chapter Officers:

President **Stan Melton** phone 862-6669 stan.melton@nashville.gov

Vice President Programs **Curry Corder** phone 271-1743 curry.corder@mnps.org

Vice President Professional Development **Kim Marable** phone 880-2640 kim.marable@nashville.gov

Vice President Membership **Helen Crowley** phone 741-3836 helen.crowley@state.tn.us

Secretary **Dave Hatcher** phone 862-6748 dave.hatcher@nashville.gov

Treasurer **Robin Dieterich** phone 741-1010 robin.dieterich@state.tn.us

**Please register now if you plan to attend this outstanding continuing education opportunity by completing the registration form and sending a check payable to MTPPA to:
Middle TN Public Purchasing Association
Attention Ms. Kim Marable
511 Rochelle Drive
Nashville, TN 37220**

Call Kim to let her know you are coming or for more information at 862-6634

Kim.marable@nashville.gov



KIM MARABLE, VP OF PROFESSIONAL DEVELOPMENT ANNOUNCES OCT. SEMINAR

Kim Marable has recently finalized plans for conducting our second LEAP seminar for this year. The topic is **“Developing and Managing Effective Request for Proposals (RFP’s) in the Public Sector”** and it will be held Wednesday through Friday **October 18th through 20th** at NES. An optional special trip to White Bluff TN to Carl’s Perfect Pig Restaurant is planned for Wed. night. In addition, persons attending this seminar will be able to attend a lunch meeting of the Middle TN Public Purchasing Assoc. Chapter on Thursday October 19th.

The Instructor for this course will be: Mr. Richard L. Florey, CPPO. Dick Florey is presently the Director of Purchasing with St. Louis County in Duluth Minnesota. Prior to St. Louis County he was Director of Purchasing with Olmsted County in Rochester Minnesota. Along with his 13 years of public purchasing he has 14 years experience in the private sector with Beatrice Foods located in Chicago, Illinois and Winnebago Industries in Forest City, Iowa. Dick is presently a Master Instructor with NIGP and the Chair of NIGP’s Research Committee.

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.

Objectives:

Upon successful completion of this course participants will be able to:

- ▶ Demonstrate an understanding of the RFP planning and development process
- ▶ Apply proper procedures and evaluation techniques for an effective RFP
- ▶ Formulate an effective process for selection and award

Course Outline:

The following is an outline of the material that will be covered in this three-day course. Practical examples, group exercises and case studies will be utilized during the entire course. Day One will cover planning for the RFP and RFP Document Development. Day Two will continue with Document Development and also cover Handling Procedures and Evaluation Process and Methodology. Day Three will cover Negotiations, Terms and Conditions, Completing the Process and a General Review.



**LEAP CLASS REGISTRATION FORM MTPPA
NASHVILLE, TN**

TITLE: MR. MRS MS

FIRST NAME: _____

LAST NAME: _____

PLACE OF EMPLOYMENT: _____

JOB TITLE: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **CELL PHONE:** _____

EMERGENCY CONTACT NAME _____ **NUMBER:** _____

NAME OF CLASS: DEVELOPING & MANAGING RFP'S

DATE: 10/18/06 through 10/20/06 WEDNESDAY THROUGH FRIDAY

LOCATION: NES, 1214 CHURCH STREET, NASHVILLE, TN

PLEASE MAKE PAYMENT BY CHECK PAYABLE TO:

MIDDLE TENNESSEE PUBLIC PURCHASING ASSOCIATION (MTPPA)

\$550 FOR NATIONAL MEMBERS

\$725 FOR CHAPTER MEMBERS

\$825 FOR NON MEMBERS

For more information go to this link: <https://www.nigp.org/common/Seminar/SemSched.asp>

CONTACT KIM MARABLE FOR MORE INFORMATION 615/862-6634 OR 717-7126 or email her at kim.marable@nashville.gov



**VICE PRESIDENT OF
PROGRAMS CURRY
CORDER ANNOUNCES,
Vickie Yates
TO SPEAK at OCTOBER 19th
meeting on "A day in the Life
of a TV News Journalist"**

When Vicki Yates brings you the news every night at 6 o'clock, you are benefitting from nearly two decades of experience and award-winning reporting. In addition to her anchoring and reporting duties, Vicki co-hosts the annual Children's Miracle Network Telethon benefitting Vanderbilt Children's Hospital, a testament to her community involvement on and off the air.

Her career began in Detroit, Michigan in 1973 while still attending college. As a freelance reporter, she worked for Michigan's number one minority newspaper, The Michigan Chronicle. After two years with The Chronicle, Vicki moved on to Lansing, Michigan to work as a news reporter for WJIM. She drew some tough assignments, including the crime beat, and covering issues at Michigan State University. Vicki's experience and responsibilities grew while working as Assistant News Director, reporter, and Public Affairs Director at WMJC-FM in Detroit. She was responsible for six daily newscasts and two weekly public service programs.

From there, Vicki went on to work as newswriter, producer, and news reporter at two other stations in Michigan and Ohio. Vicki's talent eventually landed her an anchor/news reporter position at WKRC-TV in Cincinnati where her abilities helped make the noon newscast number one in the market.

Before joining the NewsChannel 5 team, Vicki anchored and reported at KDKA-TV in Pittsburgh, Pennsylvania for 5 years. Vicki's accomplishments have earned her such honors as Black Achiever of 1982. Her work as reporter, writer, and producer of the mini-documentary, "Bundles of Joy," also won her an Emmy. She won another Emmy in 1996 for a special program about the life of Wilma Rudolph.

It's no wonder Vicki has been named an Outstanding American. When Vicki isn't helping keep Nashville informed, she's keeping up with her three teenagers - her daughter, Torri, and her twin sons, Alix and Maxx. These days, Vicki spends most of her time on the weekends either watching her twin sons wrestle for their high school team or taking the occasional weekend trip to visit Torri at college.



NEW CHAPTER DIRECTORY IN PROCESS

Last year each member received a chapter directory containing membership information and photos of many members. We want to continue that tradition and are beginning on the 2006 Directory. If you haven't had your photo taken, please plan on having this done at the next meeting. This year's directory will also contain vendor information as well as member information. Thanks to all who are helping with this project.

The 2007 NIGP Annual Forum will be held August 4-8 in Hartford, Connecticut. For information on Hartford, go to: www.enjoyhartford.com/index.cfm

KENTUCKY PUBLIC PURCHASING ASSOCIATION FALL CONFERENCE

The upcoming KPPA Fall Conference which is scheduled for Wednesday, November 1st through Friday, November 3rd at the Executive West Hotel in Louisville so I am forwarding the registration information and tentative agenda below. This year KPPA is lucky enough to have Robin Rickard from the Oregon Secretary of State's Office presenting three sessions. He is an excellent speaker and you will remember that he just recently received national recognition by being named a Distinguished Service Award recipient at the NIGP conference in Tampa. We also have the immediate past president of The National Institute of Governmental Purchasing (NIGP), Ms. Norma Hall, from South Carolina presenting two exciting sessions. Our Conference Workshop Committee chair is also trying to schedule another out of state speaker from the Oregon Lottery to come in and present a session on RFP evaluations so for the value fee of \$150.00 you will be getting a variety of educational seminars from nationally recognized speakers. For additional information, contact Watkins, Jackie (CHFS OCO) [Jackie.Watkins@ky.gov]

RECENT EDUCATIONAL EVENTS ATTENDED BY CHAPTER MEMBERS

METRO EMPLOYEES ATTEND ACCA TRAINING

During the week of August 29th –September 1st 2006, Metro's Division on Minority and Small Business Assistance members attended the 20th Annual Training Institute in Chicago hosted by the American Contract Compliance Association. ACCA's comprehensive training program provided a unique opportunity to study among the masters in the industry. The program was carefully designed to focus on the critical issues challenging our profession and strategies to successfully combat them. The classes offered ranged from "How to stay focused in a changing environment", "Bonding Assistance Programs", to "Designing a Legally Defensible Disparity Study".

Networking and information exchange combined with a structured classroom curriculum created the optimum learning environment. During the training, **JoeAnn Carr** and **Stacey Murdic** (Contract Compliance Specialists) received 21 hours towards becoming a Certified Contract Compliance Administrator (CCA). **Michelle Lane** (Program Director) received her total of 42 hours and is now a Certified Contract Administrator.

TAP, TAP, TAP - ANNUAL FALL CONFERENCE

A number of our chapter members attended the annual TAPP (Tennessee Association of Public Purchasing) meeting in beautiful Gatlinburg Tennessee October 4th through 6th. Attendance was 25 and the meeting was held at the Music Road Hotel. TAPP members enjoyed beautiful weather and excellent scenery along with a slate of excellent presenters that included Russ Jensen, Ralph Cross, Steve Edwards, Jim Grant, and Ron Woody. Topics were "Getting Goods Cheap Rather than Getting Cheap Goods, On-Line Auctions, Risk Management, 311 Call Centers and Identity Theft. The networking social event was a trip to the famous restaurant Dixie Stampede for a meal and show in an equestrian environment. Much fun was had by all. In case you haven't heard of this restaurant, you eat dinner without any utensils. The meeting ended with a discussion session and business meeting. The annual fall TAPP conference is a great opportunity to get away from your environment, learn new things, and recharge your batteries and this year those objectives were achieved. Congratulations TAPP for a successful conference!

JEFF GOSSAGE ATTENDS “GOVERNING” CONFERENCE

Chapter Member and Metro Purchasing Agent Jeff Gossage recently attended the 2006 Governing Magazine conference on performance management. It was held in Austin Texas at the Hyatt Regency Hotel October 4th through the 6th. Jeff stated that this was an excellent conference which emphasized the need for networking. A primary theme of the conference was that government needs to be extremely transparent in all transactions. Decision makers need to be held accountability and report back to citizens what their return on investment is.

Jeff stated that a highlight of the conference for him was having three different keynote speakers. Two of them were Christine Gregoire, Governor of Washington and Ken Miller, author of “We Don’t Make Widgets”, a book written for middle- and senior-level managers in state, city and county government, that explodes the myths that prevent dramatic improvement in government operations.

Tom Ridge, former governor of Pennsylvania and the first secretary of the federal Department of Homeland Security was the other keynote speaker. Ridge told public officials at the conference “Good leadership is a combination of confidence, communication and collaboration and everyone in government has a leadership role to play”. “You are called upon to lead your colleagues, manage your budgets, work with your counterparts to help your state or community meet the needs of its residents,” said Ridge. It requires leadership at all levels.” In focusing on collaboration, Ridge described good governance as the adept networking of different aspects of government at the local, state and federal levels. “No office of government has a stand-alone function, nor should it,” he said. Ultimately, Ridge said, the goal of good government and effective leadership is to produce results in order to be accountable to citizens. “Americans, at the end of the day, are performance-oriented,” he said. “They expect results.”

You can find out about other educational opportunities from Governing Magazine on their web site at: www.governing.com/conf/mgt6newb.htm



Call for Nominations for 2007 Chapter Officers

As called for in the Chapter Bi-laws, President **Stan Melton** recently appointed the following nominating committee to select a slate of officers for next year:

Ken Hackett, Chairperson; Metropolitan Government of Nashville & Davidson County
Deborah Corbitt, Committee Member, Nashville Electric Service
Robin Dieterich, Committee Member, State of Tennessee

If you are interested in serving as an officer for the calendar year 2007 or you have a recommendation of someone else, please contact the committee immediately as they will soon be meeting.



GOOD JOB OPPORTUNITY IN METRO PURCHASING

METROPOLITAN GOVERNMENT OF NASHVILLE HUMAN RESOURCES RECRUITMENT CENTER

***** EQUAL OPPORTUNITY EMPLOYER ***(615) 862-6640**

Finance Officer 3-Purchasing #C84 SR 12 Salary: \$48,937 – \$55,464 Position Description:

This position performs the more complex professional and analytical work involved in the field of finance and administration. Incumbent will be responsible for data-mining–analysis–reporting, systems administration for procurement application, performance management reporting for staff, suppliers, and departments served. It is both analytical and interpersonal in nature. While data reporting and application problem solving are critical to the success of this position, so is, leadership and team building. Typical duties include:

- Data mining from several system's applications (Oracle, Enterprise One (formerly PeopleSoft) and Ariba)
- Simple application support utilizing JAVA and HTML
- Analysis performed utilizing Microsoft Office tools (including MS Project and VISO)
- Developing reports for the Division of Purchasing and the Division of Minority and Small Business Assistance
- Ensuring the achievement of Results Matter goals (divisional performance management)
- Proposing system solutions and upgrades to improve performance by Purchasing, DMSBA, the departments supported, and Metro's Suppliers
- Reports to the Metro Purchasing Agent

Education and Experience:

Bachelor's Degree in a business, financial or systems related field and considerable professional-level experience.

Preferred Education/Experience/Knowledge/Skills/Abilities:

- _ Master's degree and three years of analytics reporting from an enterprise system.
- _ Considerable knowledge of enterprise applications such as Oracle and/or Ariba
- _ Considerable knowledge and demonstrated skill with JAVA and HTML
- _ Considerable knowledge and skill using all Microsoft Office tools (including Visio, Access and Project)
- _ Considerable knowledge and skill interpreting raw data and establishing trends
- _ Ability and experience in communicating complex analytics to laymen in simple business terms and visuals
- _ Ability and experience managing multiple, often competing, tasks
- _ Ability to negotiate solution proposals with IT, suppliers, staff, and management
- _ Ability to review and interpret systems requests

222 Third Ave North, Suite 158, Nashville, TN 37201 8:00 a.m. to 4:00 p.m. www.nashville.gov Equal Opportunity Employer *In Compliance with Tennessee Law, all applications are subject to Public Disclosure Background Checks may be conducted for Metro positions*

Check out the latest issue of the **Chapter Connection**--NIGP's chapter cooperative newsletter for Chapter leaders and their members. Now available for viewing at the following online NIGP web link:
<http://www.nigp.org/chapter/newsletters/Sept06Connection.pdf>

Highlights in this issue:

The Benefits of Chapter Membership and how it can provide the extended network that many professionals seek. Learn which chapter mapped out a strategic plan with four very simple goals that *any* chapter can follow. Find out the date of the next **Free Chapter Webinar** presented by NIGP's legal council, Chip Watkins, Esq., to help you understand the legal and **tax rules that govern chapter operations.**

Reminder

Please let Chapter Secretary **Dave Hatcher** know each month if you will be attending the meeting. This is important as it helps NES prepare visitor badges prior to the meeting. As most of us know, control of visitors is just one part of the many security procedures that NES must take to protect our electric supply and economy. We are grateful to NES Management, Food Services, Security, and Purchasing staffs for allowing us to meet in such a nice room, at no charge to the chapter, and assist in supplying our every need. Your cooperation with the NES security staff is much appreciated. After you receive the meeting notice each month, e-mail Dave at Dave.hatcher@nashville.gov



UPCOMING EVENTS:

Thursday November 16th, Regular November Meeting at NES with Speaker & Election of 2007 Officers

Tuesday December 12th, Holiday Lunch, Recognition Ceremony & Installation of New Officers-Scarritt-Bennett Center, 1008 19th Avenue South

MEMBERS ENJOY NETWORKING AT SEPTEMBER MEETING

(Photos courtesy of Chapter Member Angie McDonald)

