



**MIDDLE TENNESSEE PUBLIC PURCHASING  
ASSOCIATION, AN NIGP CHAPTER - NEWSLETTER – SEPTEMBER, 2006**

**Who will be our speaker at the September 21st<sup>h</sup> Meeting?** Stephanie Creed

**What is the program?** The Value of Networking

**Where is the meeting?** NES Cafeteria & Meeting Room 13<sup>th</sup> & Church Street by I-40

**When will it be?** 11:30 a.m. Thursday September 21st 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](mailto:dave.hatcher@nashville.gov)

**Stan's Statement**

Greetings to all members and friends. I hope everyone has managed to stay cool and enjoy the summer. I particularly enjoyed attending the 61st annual forum of NIGP in Tampa Florida last month. In addition to attending the full forum, I attended an eight hour leadership symposium Saturday and a chapter president's lunch on Sunday. This was only my second forum to attend and it, like the one we hosted in Nashville in 2003, was truly outstanding. When people saw that I was from Nashville, they frequently commented on how much they enjoyed coming here in 2003. Some highlights of the Tampa forum for me were:

- Attending the workshop "E Procurement Issues & Answers" as You Plan for the Future" This was very timely since we are currently implementing E Procurement at Metro Nashville.
- Going by bus to the Tampa Bay Buccaneers Raymond James Stadium for the Social Event "Celebration of Tampa Bay".
- Seeing our own chapter member Steve Gordon receive the Albert H. Hall memorial award at the closing banquet.
- Attending the opening session and hearing the keynote motivational address "Enjoy the Ride" given by Steve Gilliland, internationally known speaker and author.

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](http://www.enjoyhartford.com/index.cfm)

Since we had a break with no August meeting, we especially look forward to seeing everyone on September 21<sup>st</sup> when we get to meet our Regional Director, Stephanie Creed. Also, please don't forget to read about the RFP Leap Seminar we will be sponsoring in October on page 5 of this newsletter.

*Stan*

Stan Melton, CGFM, CFE, CIA

**Chapter President**



MIDDLE TENNESSEE PUBLIC PURCHASING ASSOCIATION

Chapter #22 of the National Institute of Governmental Purchasing

**Minutes of the Middle Tennessee Public Purchasing Association-July 20, 2006**

President Stan Melton called the meeting to order at approximately noon. He welcomed the crowd and asked if there were any guests. At that time four guests from the State of Tennessee Purchasing Division were introduced. Stan then asked if everyone received the minutes from the previous meeting. The minutes were accepted.

Mark McKeel gave the treasurer's report in place of Robin Dieterich. Mark did not know the exact amount, but said it was roughly \$2,500.00.

Stan reported on professional development with the help of David Friedlander. David described the strategic sourcing class that was held June 21-23. Stan also noted that Kim Marable was working on upcoming classes for this fall.

Paula Cole announced that 200 lbs. of peanuts and 400 roses have been sold up to this point for fund raising.

Stan opened the floor for any other new business. He stated that he will be leaving on August 4<sup>th</sup> for the NIGP Forum in Tampa, FL.

Stan turned the meeting over to Vice President Curry Corder. Curry introduced Trooper Jim Grant. Trooper Grant gave a very entertaining and educational presentation on identity theft

Following the presentation, Curry presented Trooper Grant with a gift of appreciation for such a wonderful presentation.

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](mailto:stan.melton@nashville.gov)  
Vice President Programs **Curry Corder** phone 271-1743 [curry.corder@mnps.org](mailto:curry.corder@mnps.org)  
Vice President Professional Development **Kim Marable** phone 880-2640 [kim.marable@nashville.gov](mailto:kim.marable@nashville.gov)  
Vice President Membership **Helen Crowley** phone 741-3836 [helen.crowley@state.tn.us](mailto:helen.crowley@state.tn.us)  
Secretary **Dave Hatcher** phone 862-6748 [dave.hatcher@nashville.gov](mailto:dave.hatcher@nashville.gov)  
Treasurer **Robin Dieterich** phone 741-1010 [robin.dieterich@state.tn.us](mailto:robin.dieterich@state.tn.us)

## 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](mailto:Dave.hatcher@nashville.gov)



**"There are better ways to log off."**

## Dr. Steve B. Gordon Honored at Tampa Forum

The following article appeared in a recent issue of the NIGP publication “Buy Weekly”

**Dr. Stephen B. Gordon, FNIGP, CPPO**, received the **Albert H. Hall Memorial Award** during the 2006 NIGP Annual Forum and Products Exposition in Tampa, Florida.

In bestowing the Albert H. Hall Award, NIGP recognizes Dr. Gordon for epitomizing the principles and spirit of professionalism through the three tenets by which he lives - integrity, credibility, and accountability. Integrity reflects his moral fabric and it's his guiding principle. Dr. Gordon firmly believes that knowledge through life-long education and professional development breeds credibility. He has spent a lifetime in development – starting first with a personal commitment to achieve the highest level of education possible – and then working within systems and organizations to develop education and training programs that emphasize strategies, innovation, and best value. And he believes that the things most important in life require your attention and responsiveness.



Dr. Gordon earned his B.A. and M.A. degrees in Political Science from Mississippi State University and his Ph.D. in Government and Politics from the University of Maryland, College Park. His 30-year career began at NIGP working as a Research Analyst, where he developed educational coursework by blending a background in analytical research with techniques gleaned from leading practitioners. Those efforts resulted in the first of several successful curriculums for NIGP. In the 1990s, while working as Purchasing Agent for the Metropolitan Government of Nashville and Davidson County, Tennessee, he spent countless hours after work teaching college students the relational value of public procurement to good government. Recently, to meld his education with his vast experience, Dr. Gordon joined The World Bank as their Education Program Officer.

Dr. Gordon contributes openly and tirelessly to the public procurement profession and community. He has authored a wide array of academic manuscripts, technical articles, journals and textbooks on public procurement for the good of the profession. He has served in progressively important leadership roles for the Tennessee Association of Public Purchasing (TAPP) and the Tennessee chapter of the American Society for Public Administration, and eventually served as President of both organizations. In the national arena, he served as a member of numerous NIGP national committees and on NIGP's Board of Directors from 1998-2003, leading the Institute as President in 2002. In each volunteer position, Dr. Gordon recognized the value of giving back and being accountable to the public good. As a result of his many contributions to the profession and his community, Dr. Gordon received the Dun & Bradstreet Customer Focus Award in 1988 and the Davidson County (Tennessee) Alliance's Outstanding Public Leader Award in 1996. For his dedication to the public purchasing profession, Dr. Gordon received NIGP's Distinguished Service Award in 2005.

Named in honor of the late Albert H. Hall, Executive Vice President of NIGP from 1944 to 1975, this annual honor is the highest individual award issued by the Institute. It is presented to career public purchasing executives who have been instrumental in promoting professional purchasing and who have participated in educational and professional development programs for the purchasing community. In the Spring 2007, NIGP will once again seek nominations for the 2007 Albert H. Hall Memorial Award via the NIGP *Buy Weekly*



**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 or coming or for more information at 862-6634**  
[Kim.marable@nashville.gov](mailto: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 18<sup>th</sup> through 20<sup>th</sup>** 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 19<sup>th</sup>.

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](mailto:kim.marable@nashville.gov)**



**VICE PRESIDENT OF  
PROGRAMS CURRY  
CORDER ANNOUNCES  
STEPHANIE CREED,  
NIGP BOARD MEMBER,  
TO SPEAK IN  
SEPTEMBER.**

### **Stephanie Creed to speak on Networking**

Stephanie Creed is currently serving as our Regional Representative on the NIGP Board of Directors. In addition to Tennessee, her Region VI includes the states of Alabama, Arkansas, Louisiana, and Mississippi. Stephanie is currently the Assistant Comptroller for Pulaski County Government and has been with the Agency for six years. She currently holds her CPPO and CPPB designation.. She is very active in the Arkansas Chapter of NIGP and is currently the Chapter President. She was chapter President-Elect in 2005, Treasurer in 2004, named Manager of the Year by her Chapter for the year 2003 and was the conference co-chair in 2003. On a national level, she was named Manager of the Year Runner Up for 2004, has served on the Forum Committee and before her recent board appointment was the Forum Committee Vice- Chair. She will be speaking on the very important topic of “Networking.”

### **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.

## OPPORTUNITY FOR COMMUNITY SERVICE

The 14<sup>th</sup> Annual Operation Stand Down event for homeless veterans in the Middle TN area is coming in October. The dates are October 13-15, 2006 and will be held at the National Guard Armory on Sidco Drive in Nashville. There are some items still needed for the event. Planning for the event is moving along nicely. If you would like to get involved, please attend the next Event Planning Meeting scheduled for Thursday, August 24, 2 PM, at the OSDN offices. Needed items are:

- Good used Men's clothing – all sizes and styles. Please drop by our office at 1101 Edgehill Avenue, Suite 1000 on the corner of 12<sup>th</sup> and Edgehill. Due to the small size of our organization we are not able to make pickups on donated items.
- Brand new underwear and t-shirts – all sizes. For underwear both boxers and briefs are needed.
- Financial Donations. Attached is a Program Ad Form. Please make copies and encourage folks to purchase an ad in the Stand Down Program. All financial donors will receive a letter from OSDN which is their receipt for IRS purposes.
- Volunteers. It takes around 500 volunteers to do the event. If you would like to help anytime between the setup on Wednesday and Thursday, October 11 and 12 through the days of the event, Friday – Sunday, October 13-15, please call 321-3919 and ask for Jean. She will get you signed up. You can also e-mail her at [jean@osdnashville.org](mailto:jean@osdnashville.org).

If you have any questions about this year's Stand Down, please do not hesitate to call 321-3919. Any of the staff will be glad to assist you, or you can ask for me, Bill Burleigh, the Co-Chair for the event along with Don Samuels. Don is the Assistant Commissioner for the TN Dept of Veterans Affairs. His number is 741-4790. He will be glad to discuss Stand Down with you also.

Thank You,

Bill Burleigh  
Event Co-Chair  
Operation Stand Down

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Meet Miss **Parker Amelia**, daughter of Chapter Member **Davita Brown-Miller**. She was born July 17, 2006. At last report, Mother and Daughter were doing fine.

**Other Leap Seminars to be offered by Georgia Chapter in September:**

“Developing and Managing Effective Request for Proposals (RFP’s) in the Public Sector is the Leap Seminar we are offering in Nashville in October. It is not being offered in Georgia in September however other Leap seminars are and the information follows:

**Georgia Chapter NIGP, Attn: Sue Franklin – Treasurer, Clayton County Board of Commissioners - Central Services, 7994 N. McDonough Street, Jonesboro, GA 30236. NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING GEORGIA CHAPTER Seminar Information September 11-12-13, 2006**

Mountain Creek Inn, Callaway Gardens Resort, 17800 U.S. Highway 27, Pine Mountain, Ga. 31822

**2006 FALL SEMINARS FEATURING NIGP LEAP CLASSES SEMINAR AGENDA**

Sunday , September 10, 2006

4:00 PM – 6:00 PM PRE-REGISTRATION

5:30 PM – 9:00 PM HOSPITALITY SUITE – NETWORKING SESSION\*

Monday, September 11, 2006

7:00 AM – 7:45 AM CONTINENTAL BREAKFAST IN HOSPITALITY SUITE

7:00 AM – 8:00 AM REGISTRATION

8:00 AM – 12:00 PM LEAP CLASSES AND WORKSHOP

12:00 PM – 1:00 PM LUNCH and CHAPTER MEETING

1:00 PM – 5:00 PM LEAP CLASSES AND WORKSHOP

5:00 PM – 6:00 PM RECEPTION IN THE HOSPITALITY SUITE\*

6:00 PM – OUTDOOR PICNIC\*

8:00 PM – 10:00 PM HOSPITALITY SUITE – NETWORKING SESSION\*

Tuesday, September 12, 2006

7:00 AM – 7:45 AM CONTINENTAL BREAKFAST IN HOSPITALITY SUITE

8:00 AM – 12:00 PM LEAP CLASSES

12:00 PM – 1:30 PM LUNCH Provided

1:30 PM – 5:00 PM LEAP CLASSES

5:30 PM – 7:00 PM PIZZA PARTY AND ICE CREAM SOCIAL - HOSPITALITY SUITE \*

7:00 PM - 10:00 PM NETWORKING SESSION\*

Wednesday, September 13, 2006

7:00 AM – 7:45 AM BREAKFAST – Provided

8:00 AM – 12:00 PM LEAP CLASSES

12:00 AM – 1:00 PM LUNCH ON YOUR OWN

1:00 PM – 5:00 PM LEAP CLASSES

\*Guests are welcome to attend

**ACCOMMODATIONS**

**DEADLINE FOR HOTEL REGISTRATION IS August 11, 2006**

Discounted room rates are as follows: \$114.00 per night, this includes admission into the Gardens. Call 1-800-CALLAWAY advise the reservation agent that you are attending the GA. CHAPTER NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING MEETING to book your room. DEPOSIT First night payment in advance required by hotel and DEPOSITS ARE NON-REFUNDABLE UNLESS INDIVIDUAL CANCELLATION IS RECEIVED SEVEN (7) DAYS PRIOR TO ARRIVAL. Please reserve early. DIRECTIONS Callaway Gardens® is in Pine Mountain, Georgia, 60 minutes southwest of Atlanta and 30 minutes North of Columbus. Take I-85 South from Atlanta to I-185 South (exit 21). Continue south to US Hwy. 27 (exit 42). Follow Hwy. 27 South to Pine Mountain. From the south on either I-85 or I-185, exit east on Hwy. 18 to GA Hwy. 354. Turn right onto US Hwy. 27. [www.callawaygardens.com](http://www.callawaygardens.com) for additional information on the gardens and directions. MEALS PROVIDED WITH REGISTRATION

*Continental Breakfast/Monday – Tuesday, Lunch Monday & Tuesday, Dinner Monday and Breakfast Wednesday*

**WORKSHOPS SEMINAR REGISTRATION FORM**

**Advanced Registration Deadline: September, 01, 2006**

**I WILL ATTEND: \_\_\_\_\_ Chapter Workshops ( 1 Day Monday) Leadership, Communication and Advanced WORKS AMOUNT**

\$25.00 , covers workshops, lunch and evening picnic \$ \_\_\_\_\_

\_\_\_\_\_ **LEAP – Introduction to Public Procurement (3 Day Class, Monday – Wednesday)**

National Member \$550, Chapter Member \$725, Non-Member \$825 \$ \_\_\_\_\_

\_\_\_\_\_ **LEAP – Planning, Scheduling and Requirements Analysis (3-Day Class, Monday - Wednesday)**

National Member \$550, Chapter Member \$725, Non-Member \$825 \$ \_\_\_\_\_

\_\_\_\_\_ **LEAP – Sourcing in the Public Sector (3-Day Class, Monday - Wednesday)**

National Member \$550, Chapter Member \$725, Non-Member \$825 \$ \_\_\_\_\_

\_\_\_\_\_ **LEAP- Leadership & Management ( 2-Day Class, Tuesday – Wednesday)**

National Member \$350, Chapter Member \$490, Non-Member \$600 \$ \_\_\_\_\_

**Late Fee (After 09/01/06) \$ 25.00**

**TOTAL**

**REGISTRATION FEE \$ \_\_\_\_\_**

**MEMBERSHIP STATUS**

\_\_\_\_ National Member: NIGP PIN #\* \_\_\_\_\_ Agency Name \_\_\_\_\_

\_\_\_\_ Chapter Member: Chapter Name \_\_\_\_\_ Member# \_\_\_\_\_

\_\_\_\_ Non-Member: (Not a Member of National or Any Chapter)

\*NIGP PIN # is required to qualify for National member discount registration fees

\*For information on your National PIN #,

Email NIGP [username@nigp.org](mailto:username@nigp.org) or  
call NIGP @ 1-800-367-6447, EXT 231

**QUESTIONS/**

**ADDITIONAL INFORMATION**

Donna Kindon: [dkindon@gsc.edu](mailto:dkindon@gsc.edu) (770) 718-3616

Nancy Lam [nancylam2@aol.com](mailto:nancylam2@aol.com) (706) 291-5109

Sue Franklin: [sue.franklin@co.clayton.ga.us](mailto:sue.franklin@co.clayton.ga.us) (770) 477-3589

**After this date, all registrations will be assessed an additional \$25 late fee. Registrations must be faxed to (770) 477- 3594 with PO to guarantee space and written material availability.**

**METHOD OF PAYMENT**

Fed ID # 58-2440880

\_\_\_\_\_ Check Enclosed \$ \_\_\_\_\_

\_\_\_\_\_ Purchase Order \$ \_\_\_\_\_

PO# \_\_\_\_\_

Fax to: (770) 477- 3594

Make check payable to **GA Chapter NIGP &**

**Mail payment with form to:**

Georgia Chapter NIGP

Attn: Sue Franklin – Treasurer

Clayton County Board of Commissioners -

Central Services

7994 N. McDonough Street

Jonesboro, GA 30236

**PLEASE MAIL OR FAX THIS FORM WITH PAYMENT OR PO**

**ATTENDEE INFORMATION**

NAME \_\_\_\_\_

TITLE \_\_\_\_\_

AGENCY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL \_\_\_\_\_

**THREE DAY LEAP SEMINARS September 11, 12, 13, 2006 8:00 a.m. – 5:00 p.m. National Member \$550, Chapter Member \$725, Non-Member \$825 (Note: All registrations postmarked after September 01, 2006 will be assessed a \$25 late fee per person)**

**Introduction to Public Procurement**

Designed to introduce Public Procurement to those new to the professional. This interactive three day seminar describes what Public Procurement is, how it has evolved, looks at the goals of public procurement, and new developments in Public Procurement. The student will study the Public Procurement organization structure and understand the roles of the central procurement office in state and local government. This seminar looks at the environments affecting public procurement (market, legal, and political). This is a great starting point for anyone new to public procurement. The student will learn about contract planning, the formation of the contract, and administration of the contract after award, and post-procurement administration. Lastly, this seminar will discuss ethics and the professional code of ethics.

**Sourcing in the Public Sector**

Through multiple class exercise and participant involvement, this new LEAP seminar will take the student through the entire sourcing, solicitation and award of public procurement documents. Everything from the smallest purchase to the largest, most complete solicitation will be presented during the fact filled course. The student will learn about effective specifications and standards and their importance to the public purchasing process. Course exercises and examples in the composition of solicitation documents will provide real hands on understanding of complex procurements. Finally, the student will learn about the evaluation and award process, including contract development.

**Planning, Scheduling and Requirements Analysis**

This new LEAP seminar is designed to provide an introduction to strategic planning and the procurement planning process. The student will learn about the changing role of procurement and it's involvement in the resource allocation and strategic planning process. A conceptual model will be presented that portrays procurement as a discipline and develops procurement theory. The student will learn how strategic planning is a set of concepts, techniques and tools. The basic knowledge and techniques of planning will be presented. This seminar will help in defining customer needs, researching previous purchases, assessing market conditions and determining the method of solicitation. The learner will spend time learning about the types and appropriateness of various specifications. Finally, the seminar will examine the pricing strategies that can be used effectively in the strategic planning and requirements determination process.

**TWO DAY LEAP SEMINAR September 12, 13, 2006 8:00 a.m. – 5:00 p.m.**

**National Member \$350, Chapter Member \$490, Non-Member \$600**

**FUNDAMENTALS OF LEADERSHIP AND MANAGEMENT IN PUBLIC PROCUREMENT**

Designed to examine leadership and management issues regularly faced by public sector professionals, this course will focus on topics of motivation, decision making, communication, conflict management, group dynamics, and organizational change, with more attention being paid as to how these issues relate. Such discussions of theory with practical application are intended to improve an organization's effectiveness when considering the professional. Any individual contemplating making a move into a public management position, or striving to earn the CPPO designation will find this course to be beneficial.

**MONDAY WORKSHOPS, LUNCH AND OUTDOOR PICNIC Monday, September 11, 2006 8:00 a.m. – 5:00 p.m. \$25.00 Members and Non-Members**

1. 8:00-10:20 Essential Elements of Highly Effective Communicators;
2. 10:30-12:00 Seven Secrets of Exceptional Leaders
3. 1:00-2:30 The 4 Roles of Leadership;
4. 2:45-5:00 Advanced WORKS (Procurement Card Program)