

# MO. ASSOC. OF PUBLIC PURCHASING

NEWSLETTER

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## President's Message

The new year is that time when we reflect most on the past, rethink our priorities, and set new goals. Most of us promise that *this* year we will spend more time doing those things that we feel should have taken higher priority last year. Many of us spent the entire year (and many others like it) thinking that as soon as we get "this" done we will be able to do "that." The truth is that although our intentions are very good, each year seems to be just as busy or busier than the year before, and unless we

make the time to do those things we feel are important, they simply will never happen.

This year, as you think about those things that are important to you personally, I would like to encourage you to consider doing something for yourself professionally as well. You should have probably heard it said that anything worth doing is worth doing well. Your career should be one of your top priorities. After all, think of all the time you spend on your job! Those projects just keep piling up and we wonder how we are ever going to get it all done. With so much to do and so little time to do it, we must find ways to work smarter, not harder.

Our conference committee is already very busy planning the spring conference. Special activities are being planned since this year we will be celebrating MAPP's 25th Anniversary. This would be a perfect opportunity to get involved and do something for yourself professionally. Networking is one of our most valuable resources and conferences provide an excellent opportunity for networking. Many times I have found just the help I needed with a difficult project by networking with other purchasing professionals at a conference or attending a session on a particular topic of interest. I often find that someone else has already done what I am struggling to do, and is willing to offer valuable advice or share a copy of their bid. On several occasions I have discovered that the item I am trying to buy is already available on a cooperative agreement.

Think of the time saved! That time I might have spent in my office desperately trying to meet a deadline, trying to decide how best to handle a project, many times would have just been spent "reinventing the wheel." Plan now to attend the conference -- even if you don't feel like you have the time. I know you will find it a worthwhile investment.

One of the Board's top priorities this year will be to continue to work closely with the membership to make sure their needs are being met. We began this effort at the Fall '96 Conference with the session "Goals, Objectives and Direction for MAPP." This session encouraged open communication between the Board and MAPP members. Everyone who attended these sessions seemed very pleased with the results. Your comments were very helpful and will be used by the Board in its efforts to plan future programs and conduct MAPP business. If you have any questions or suggestions, please feel free to contact myself or any Board member. This is your association and we need your input!

Let's make this year the year we *do* something about those priorities. I'm excited about the possibilities for 1997 and look forward to serving as President this year. I know that with your support we can make it one of our best years ever!

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## MAPP's Home Page

by Tony St. Romaine, CPPO  
City of Columbia

MAPP has entered the information technology age and has a site now on the Internet. The URL is <http://www.mappi.org>

The site includes the entire membership directory, bylaws, information on upcoming conferences and seminars, chapter news, links to other chapters and NIGP.

Changes and updates are being made to the site on a daily basis. It is hoped that you will find the information useful and informative.

Check it out !!! Comments and suggestions are welcome. You can e-mail them to [tstromaine@trib.net](mailto:tstromaine@trib.net) or fax them to Tony St. Romaine at 573-443-3716. Happy Surfin' !!

## Right and Wrong

If you're feeling a bit prosaic, and if you're feeling a bit sure footed about where you stand in the reinventing world of public purchasing, then opportunity doth knock at your door. NIGP is sponsoring an essay contest on the subject of "Ethics in Public Purchasing." Entries must be postmarked on or before 3/31/97. The NIGP Ethics Committee wants the following format followed:

- 1,000 words or fewer
- Submit five (5) double-spaced copies
- Submit author's name, address and phone number on the cover page only

To be eligible, you must be employed by national agency members of NIGP, have individual

national membership, and be a member of an NIGP chapter organization such as MAPP. Judging criteria will include originality, message/content, focus, clarity, and grammar.

"Why bother?" Well, the winner gets \$400.00 toward the cost of attending the 1997 NIGP national forum in Fort Lauderdale, Florida (August 15-20); publication in the NIGP Technical Bulletin; three (3) points toward recertification; and points toward manager or buyer of the year. First and second runners-up receive the same awards excepting the \$400.00 toward the Forum and Products Exposition.

## Mid-Missouri Public Purchasing Co-Op

by Rebecca L. Jackson, CPPB  
Boone County Purchasing

Cooperative contracts are not just synonymous with State of Missouri state contracts. In the County of Boone, there are several entities participating in cooperative procurement of a different nature. In 1989, representatives from the University of Missouri - Columbia, the City of Columbia, and Columbia Public Schools formed what is called the Mid-Missouri Public Purchasing Cooperative (MMPPC). Membership of the organization has grown to include six more non-profit governmental entities. In addition to the official MMPPC membership, five other governmental entities receive meeting information and are invited to attend each meeting.

The MMPPC was established to provide a cooperative purchasing consortium for nongovernmental units. The group's first responsibility was to create a Statement of Purpose

and Understanding. The basic concept of this document is that the program is voluntary in nature, all members agree to promote the best interests of taxpayers without prejudice or favor, all members agree to approach the development of standards and specifications with an open mind, and all members agree and understand that all participants must abide by the result of bids and secure their requirements from the lowest and best responsible bidder meeting specifications outlined in the invitation for bid and resulting contract. Members are not required to purchase from a cooperative contract unless they were an active participant in the bid request and stated that they would fulfill certain obligations. At the same time, other members can benefit from the contract if they were not an active participant using the resulting contract in a "piggy-back" fashion.

The second goal of MMPPC was to develop a bid boiler-plate meeting the strictest of requirements of any member entity. The cooperative has also agreed to abide by the strictest of advertising requirements of any member entity. This truly was a cooperative effort combining the best information from each entity while meeting the minimum requirements of each entity. This bid boiler plate carries the logo of the cooperative and any bid submitted on behalf of the cooperative is done so by using cooperative documents.

When the members of the MMPPC identify an item for bid, interested entities chose one participant to serve as lead. This individual gathers the specification requirements from each participating member, compiles the information into the bid specification, advertises the bid, and mails bid documents to the agreed upon vendors. The lead member is

responsible for carrying out the bid opening, tabulation, and dissemination of bid results to participating entities; this could include but not be limited to a bid tabulation and copies of each response. The participating entities evaluate the responses to determine the successful vendor(s). All participating entities have an equal voice in this process. All contracts are placed directly with business firms by the participating entity. No governmental unit shall make sales to any other governmental unit.

To date, the cooperative has successfully completed thirteen bid requests. A few examples include asphalt mix, potassium chloride, pest control, laser cartridges, radios and related equipment, and long distance phone service. MMPPC meets on a monthly basis to decide which items are conducive to cooperative bidding. Entities try to be as flexible as possible regarding existing contract extensions or early contract termination dates in order to coincide with cooperative bid dates.

I know that this collaborative effort has saved smaller non-profit governmental units a considerable amount of money when they have the opportunity to purchase goods or services at a higher quantity discount than what would have been available to them as a single entity attempting to buy those same goods and services. The Mid-Missouri Public Purchasing Cooperative has provided our governmental entity another avenue for acquiring goods and services in a cost effective manner while at the same time providing a local professional resource network.

## New Member Profiles

MAPP publishes new members profiles based on information volunteered by the new members themselves. As always, MAPP welcomes its new recruits and encourages all members -- old and new-- to get to know the new kids on the block at conferences or when other opportunities present themselves:

- Angela Gehlert  
State Recycling Coordinator  
Angie began public purchasing in 1990 when she signed on with the State Surplus Property Agency. She worked for the Federal Donations Program that Missouri administers. Her primary responsibilities included determining the eligibility for the federal donation program as well as ensuring compliance with federal and state guidelines for participating in the program. Angie has been the State Recycling Coordinator since October 1996.

### OF NOTE:

Laura Ortmeier, CPPB, Buyer III, State of Missouri, is the mother of a new baby girl -- Leslie Lynn Ortmeier -- born December 30, 1996. Baby and mom are doing well. Congratulations Laura and family !

*If you know of something going on with yourself or a fellow-MAPP member that you think is worthy of note, tell us ! Contact Liz and she'll publish it !!!*

## Some No No's

Since networking (small "N") is part of the public buyer's job, being effective

at this is an important skill to hone. The effective networker, while doing lots of things, never does certain things. What follows is a listing of the No No's on networking reprinted from Communications Briefings (January 1997):

- Don't be shy. How can you get what you want if you don't ask for it ?
- Don't be greedy. If you are, you will be remembered for all the wrong reasons.
- Don't feel like a beggar. Everyone deserves to look for ways to advance in their careers.
- Don't lose perspective. Think of each contact as a stepping stone and don't expect any one person to fulfill all of your career needs.
- Don't forget your contacts. Follow up with a letter of thanks and let them know that you've reached a new and better position with their help.

## Are You Customer Focused ?

In the reinvented world of public purchasing, the buyer with "backbone" has been retreaded. The word "NO" is passe. After all, our buying experience has *always* shown the customer is *always* right. Your challenge in the reinvented world of public purchasing is to find the legal buttresses to support your customer's choices. As this reinvention of our professional psyches takes root, how do we engender its full growth and flourishing like the cultivated little rose that it is ???? Well, ask yourself whether or not you could survive the acid test of customer focussing.

Do you have customers loyal enough to help your organization succeed ? To find out, say "yes, " "no," or "somewhat" to the following six statements:

*(Note: The questions here are business oriented, but they are still relevant to ask in the government setting. Remember, part of being reinvented is to follow the lead of successful private enterprises.)*

1: I use empirical data, not perceptions, to determine my customers' needs.

2: I know the extent to which my customers value my company's (read "entity's") products and services.

3: I know the extent to which my customers are satisfied with my company's products and services.

4: I know exactly how my customers perceive my company versus how they perceive the competition.

5: In the last six months, I've communicated with my customers more about improving my products and service than about curing problems.

6: My customers would say that I have a clear understanding of their business goals and operations.

Scoring: Give yourself 10 points for each "yes"; 5 points for each "somewhat"; and 0 points for each "no."

If you scored 50-60  
Congratulations ! You're doing great

If you scored 20-45  
It's time for you to determine ways to improve your customers' satisfaction

If you scored 0-15  
You need to significantly change the way you deal with customers.

(Source: Communications Briefings, January 1997)

## MAPP's 25th

1997 marks the 25th year for MAPP. The organization has stood the test of time and appears to be embarking in a healthy period of redefining its goals and purposes. Key to this endeavor will be members' input. The Spring Conference will center on this 25th anniversary as its theme. As a reminder, the **Spring Conference** is scheduled for April 16-18 at the Lodge of the Four Seasons at the Lake of the Ozarks. As President Beckwith says in her message, the Spring Conference will offer ample opportunities to network with our professional counterparts as well as learn more skills for success in public purchasing. Mark your calendars ! Registration information will be sent soon. If you're interested in helping with the conference, contact Tony St. Romaine at 573-443-7687. Remember, if you're certified, helping with a conference is worth recertification points.

## March is Public Purchasing Month

The month of March is designated as public purchasing month by NIGP. Local observances to mark public awareness of our profession are encouraged by NIGP. The MAPP Board is scheduled to meet with Governor Carnahan for his official proclamation of March as public purchasing month.

## The Nominations Are ...

By Kathy Garske, CPPB  
Central Missouri State University

The Past Presidents Committee is thrilled with the response to the mailing sent out -- "Wanted: Manager and Buyer of the Year !" We certainly appreciate all those who sent nominations and would like to announce the following list of nominees from our MAPP membership:

*(Note: an "M" indicates nomination for Manager of the Year; a "B" indicates nomination for Buyer of the Year. Most nominees are in the large entity category.)*

- *Wanda Auffert*, CPPB,  
Northwest MO State University (M)

- *Karen Boeger*, CPPB, State  
DPMM (M)

- *Terry Hartman*, MO  
Highways & Transportation (B)

- *Jerry Hillen*, Metropolitan St.  
Louis Psychiatric Center (M)

- *Susan May*, CPPB, Mo  
Vocational Enterprises (M)

- *Rebecca Jackson*, CPPB,  
Boone County Government (M)

- *Laura Ortmeyer*, CPPB, State  
DPMM (B)

- *Sheri Rowlett*, CPPB, State  
DPMM (B)

- *Joan Wilson*, CPPO, State  
DPMM (M)

- *Mary Call*, CPPB, State

## DPMM (B)

The MAPP Board will make four awards -- two each for Manager and Buyer in each of the small and large entity categories. A Criteria Data Form will be used to evaluate nominee qualifications. This is the first year MAPP has had such a form to aide in choosing the winners. A huge "Congratulations !" goes out to all nominees who have been recognized by their co-workers for contributions in their fields.

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*The Missouri Association of Public Purchasing (MAPP) is a not-for-profit organization comprised of professional buyers and purchasing managers employed by public entities which serve the taxpayers of the State of Missouri. MAPP is dedicated to promoting and insuring appropriate, open, and fair use of public resources through the competitive bid process. The work ethic of every MAPP member is "More Value for the Tax Dollar !" MAPP is an affiliate of the National Institute of Government Purchasing. The MAPP newsletter is published on a quarterly basis for the purpose of informing members of developments in the local organization as well as development in themes relevant to the profession of public purchasing.*

*Thank you to all newsletter contributors. Reader feedback is solicited. If you want to write for the newsletter or if you have ideas for an article, call Liz Palazzolo at 573-751-4885 or E-mail at [lpalazzo@mail.state.mo.us](mailto:lpalazzo@mail.state.mo.us).*