
Missouri Association of Public Purchasing

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President's Message

A wealth of experiences, information and insight – that's how I would describe the NIGP Forum held in HOT but beautiful Phoenix, Arizona, July 17-23, at which I proudly represented the Missouri Association of Public Purchasing, Inc. as your president. I talked with purchasing professionals from Canada, Oregon, Florida, Mississippi, Arizona, and Virginia on such subjects as: Chapter Relations, How to Motivate your Chapter Members, Performance Contracting, Time and Material Contracting, Court Cases, Software Nightmares, to name only a few. A synopsis follows:

My first experience at the Forum was attending the Chapter President's Breakfast Saturday morning in which I sat with chapter presidents from Louisiana and Oregon. Louis Moore, NIGP President, welcomed us and indicated the following issues being pursued by NIGP presently: 1) Federal Group Exemption – a chapter could use NIGP's federal group

tax exemption instead of filing individually. There would be at least a \$300 fee by NIGP's legal Counsel to draw up forms for the chapter.

- 2) Group Liability Insurance for officer and event liability is being researched and NIGP will contact the chapters later with information. I plan to discuss these items with the board in October. If you would like to comment, please fax, e-mail, or call me; I would appreciate hearing from you.

During the First Timers Meeting, I had to get 20 signatures, phone numbers from other first timers and/or guests of the meeting, and then I was able to snack on refreshments – what an incentive ! It was a good way to meet other purchasing people

and not feel you're the only first timer – there were many. Now I have 20 contacts for purchasing questions, information, etc.

Some of the following were discussed at networking sessions I attended: governmental entities have privatized auto maintenance and parts including Sumeno County and Fort Lauderdale, Florida. Others established an RFP for service and received a lot of competition: Nappenburg County, NC and Santa Rosa, CA are the best places for specifications. Rochester, MN has privatized mailroom and duplicating services with Xerox. The following should be considered if privatization is being considered: 1) looking at areas to see which way is best – for instance, looking at in house provision versus privatization; proving inside services is better than outsourcing; unions may

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be competing against private companies. 2) Using another nearby city or governmental agency for services rather than a private company; 3) Level the playing field with vendors and in-house; may have to educate departments on how to bid.

Other topics discussed at networking sessions included:

1) Procurement card being used by majority of entities with success. 2) Photo red traffic light – takes pictures of vehicles with license plate; vehicle is ticketed based on registration of vehicle (not driver); RFP process; now looking at digital cameras; not one violation reversed; Howard County, NY using it. 3) Elected officials at purchasing conferences, networking with members and attending the sessions.

The ABA has been assigned the task of updating the Model Procurement Code for state and local governments and would like our input. The project's web page is <http://MPC-SERVER.mit.edu> and it was demonstrated to us how we could make our suggestions on the web page. All governmental purchasers are invited to visit the web page and submit their suggestions

I will give you an example of a case in our Court Case session (the answer can be found somewhere else in this newsletter so you can come up with your answer before you read the answer). *Fenske Printing V. Brinkman*, 349 NW 2d 47 (SD 1984) is a case involving a contract for the purchase of legislative printing work; the specification for one of the items in the proposal stated that each bidder was required to submit a sample of

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fifty weight paper with its bid. The colors of the paper were to be goldenrod and blue. The lowest bidder submitted a 50 lb. sample of goldenrod but a 70 lb. sample of the blue paper. The bid was awarded to this lowest bidder and the unsuccessful bidder filed suit claiming the lowest bidder was nonresponsive.

"Freedom is the mainspring of economic progress" was the theme of Dr. Barry Ausmus', (Senior Economist, National Center for Policy Analysis, Phoenix, AZ) speech during the General Session. He stated that information technology is replacing raw materials, Formerly he said information was limited to a select few people, but with the evolution of faxes, computers, C-Span, CNN, the Internet, etc., a whole new world of electronic commerce has developed. Netscape Browser software was only in existence approximately 10 months before it had accumulated over 10 million users. The Internet has had such an impact that Walmart Corporation, formerly catering to lower income people, is spending one billion dollars on its web site in 1999 to stay on the electronic commerce edge. Now the world is moving from *massification* to *demassification*. Market customization has become a new buzz word in the business world from golf clubs, clothing, to airlines and autos. Instead of the federal government driving distribution and transaction costs down, it will be state and local governments handling the job (our level). The United States is laying 4,000 miles of fiber optic cable per day. Every citizen can be on the phone at the same time using only 5% of

the fiber thus driving the cost of communication down. We are experiencing deregulation of the telephone industry as well as the electric utility industry anticipating that this will drive the costs of these commodities down. Clients and customers want solutions to lower costs. The competitive edge will be solutions rather than just commodities or goods.

This synopsis included only some of the sessions, not all that I attended. As you can tell, it was a busy, but productive time – all in five days. To be able to network with purchasing professionals from all over the United States is a great opportunity. I encourage you to pursue the opportunity to attend a forum. Thank you again for allowing me to attend !

By Linda Windsor, CPPB, City of Columbia, 1998 MAPP President

Double Your Brain Power

You probably wish sometimes that you could think faster, grasp new information quickly and recall more of what you read and hear. If so, you'll find the help you've yearned for in **Double Your Brain Power** by Jean Marie Stine. Examples:

- Tackle information you want to commit to your short-term memory in the morning. Reason: The brain section that stores short-term memory items performs about 15% better in the morning. But switch to the afternoon for items you want to keep in your long-term memory because that part of your memory

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bank hits its stride later in the day.

- Reverse and rephrase to overcome negative thoughts about your ability to learn something new. Example: Instead of “I won’t remember what I’m learning,” tell your brain “I’ve already learned to recall many things – names, dates, computer commands. So I can and will remember this.”
- Plan for an upcoming learning event by selecting a reward you’ll give yourself afterwards. Pick something you wouldn’t usually buy or do. Picture yourself enjoying the reward just before the learning event starts. Repeat the process whenever you feel anxious about learning the information. Note: No matter how things turn out, give yourself the reward.
- Answer these questions after you read something you want to remember: What was it about? What parts of it were most important? What opinions, if any, did it contain? What’s my opinion on it? What element makes it unique? Note: Do this mentally or in writing – whichever works best for you.
- Rely on graphic devices to increase your reading speed and to help you zero in on the main points in books and other publications. Examples: italics, boldface, underlining, bulleted lists, charts, graphs, etc. As you go through pages, ignore regular text and scan only for these devices. When you find one, slow down

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and read those sections more carefully.

- Boost your thinking power by taking the time to really think about the answers to these questions about a situation, some information, or a problem: What seems to be the key idea here? Does this resemble or parallel anything I’ve already learned or experienced? Do I still have a nagging question about any part of this? When I put everything together, what do I see as most important?

Source: *Double Your Brain Power: increase Your memory by Using All of Your Brain All the Time*, by Jean Marie Stine, Prentice Hall, 240 Frisch Court, Paramus, NJ; and *Communication Briefings*, Vol. XVII, No. II

REMINDER:

The MAPP 1998 Fall Conference is scheduled for October 14-16 in St. Louis at the Westport Sheraton. Registration information can be found with this newsletter mailing. If you have questions, contact Torey Parker at 314-889-2530 or Bruce Kendrick at 314-889-2068

FORUM NOTES

Did you know that 18 Missouri representatives were present at the Annual Forum in Phoenix Arizona? This is amazing and I am impressed! While the weather was HOT and DRY, the conference was HOT yet not DRY!

At the National Forum, we have the opportunity to obtain professional training, network with other purchasing professionals from across the world and obtain valuable information to bring back to our local work place and chapter. My favorite sessions were the Networking Sessions where the floor was open to current topics and issues. The sessions are grouped by entity type and size. This year for the last session they made a few changes. I had the opportunity to attend a session on bidding food. This session was very informative and all members were eager to share. I also attended the Chapter Share Fair. Here I picked up sample rosters, training brochures and organization brochures. I plan to share this information at our next Board Meeting. I really believe MAPP should be represented next year in Canada.

While I tried to attend all of the sessions offered, I did not get the chance to attend them all. I did, however, pick up every course handout I could get. Some are short and others are very detailed and provide great information. If you are interested in a copy of these, please contact me. The following is a list of items I believe were very thorough and will be helpful in my operation:

- Bid Rigging - It Happens: What It Is and What To Look For
- Dynamic Presentations - An Underutilized Tool for Success

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- Purchasing with Inclusion: Including Minorities/Women and Business in the Procurement Process
- Time and Materials Contracts
- Protests and Appeals Using the Model Procurement Code
- A Manual for Writing RFP's
- Contracting for Construction
- The ABC's of Contract Administration

I also obtained a sample RFP for Turnkey Fleet Operations.

If it isn't too late, you should try to budget for the next annual forum to be held in Halifax Canada July 23 - 28, 1999. While actual airline rates are not yet available, I understand airline rates are approximately \$400 per person round trip. Air Canada is also offering a convention discount. When booking your flight, use Convention #CV994506. Hotel rates will be approximately \$55 per night. Enroll early and get a reduced conference registration rate. This year I paid \$405.00 for the early registration fee. The Canadian representatives were in Phoenix in full force and they are excited! I can't wait to see the conference schedule.

*By Rebecca Jackson, CPPB,
Boone County Purchasing*

NIGP Forum Vote

MAPP has voted down bringing the NIGP National Conference to Missouri. Official Vote count:

38 votes in favor and 48 opposed.

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Six Ways to Build A Top Staff

To build a staff into a team that does the best possible job for the organization:

1. Be friendly to staff members but don't treat them like personal friends. They want you to be the boss and they want to be employees. It works better that way.
2. Tell them everything. And expect them to tell you the same. Shared knowledge builds loyalty and trust.
3. Practice Pulitzer Prize plagiarism: Steal only from the best. If you need help, reach out to your professional community. Someone, somewhere, somehow will know how to help you.
4. Invest heavily in loyalty. If staff members know that you're always loyal to them, they'll give you the same in return.
5. Realize that fairness establishes your credibility.
6. Never be too busy to laugh. Nothing gets people through a crisis like a good laugh – and a manager who's willing to enjoy it with them.

Source: Gene H. Cheatham writing in Association Source, Florida Society of Association Executives, from Communications Briefings, Vol. XVII, No. II.

JOB OPPORTUNITY

BUYER: The Boone County Purchasing Department is accepting applications for this full

time position. The successful individual's responsibilities will include preparing & reviewing specifications, issuing competitive bid invitations, evaluating bids submitted, and recommending awards. Qualified applicants must possess a Bachelor's degree in a related field; or equivalent combination of education and experience. Previous public procurement experience is preferred. Starting hourly rate is \$10.22. Deadline for accepting applications is Friday, August 7, 1998, at 4:30 p.m.; however, applications will be accepted until the position is filled.

The County offers excellent benefits which includes major medical and dental insurance. If interested in applying for this position, please submit an application in person to: Human Resources Department, 601 E. Walnut - 2nd Floor, Columbia, MO 65201, (573) 886-4395. If special accommodations are required in order to apply, please call in advance.

An Affirmative Action/Equal Opportunity Institution

CLASS UPDATE

Classes for 1999 are going to be:

Advanced Public Purchasing - 3 day class

Public Purchasing Management - 3 day class

Dates have not been set yet. These classes are intended for those who aspire to be managers of the public procurement function.

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Participation in General Public Purchasing, and Intermediate Public Purchasing classes prior to these is desirable, but not required.

If there is sufficient interest, a CPPO review/exam will be scheduled for 1999 also.

Classes tentatively scheduled for the year 2000 are: General Public Purchasing (3 day class); and Intermediate Public Purchasing (3 day class).

These classes are designed to teach the basics of public purchasing and contracting to personnel at the buyer level. They are particularly designed for individuals with 0 to 3 years experience in public purchasing. If there is sufficient interest, a CPPB review/exam will be scheduled for 2000 also.

On another note: if anyone needs information regarding certification requirements, contact either myself or Sandi Fenton at NIGP (703-715-9400, Ext 236). My telephone number is 573-874-6317 and e-mail address LIZS@ci.columbia.mo.us

*By Liz Sanders, CPPB
City of Columbia*

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NEW JOBS/POSITIONS

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Member Update

MAPP notes the loss of Ken White, CPPO, Lifetime Member and past MAPP President (1984) who passed away June 1, 1998. Our sympathy to Ken's family.

T-shirts with the MAPP Logo (Still Available)

The pique style short sleeved golf shirts are 100% cotton. They are royal blue and feature the three color embroidered MAPP logo.

If you would like order one of these beautiful shirts, complete the following order form

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MAPP T-SHIRT ORDER FORM

Name: _____

Entity: _____

Address: _____

Phone: _____

Cost: \$15.00

Size:
___ Medium ___ Large ___
X-Large ___XX-Large
___XXX-Large

Mail Your Check (Payable to MAPP) and Order Form To:

Boone County Purchasing
c/o Rebecca L. Jackson, CPPB
MAPP Secretary
601 E. Walnut, 2nd Floor
Columbia, MO 65201

THE ANSWER:

RULING OF COURT CASE IN PRESIDENT'S ADDRESS: In Fenske Printing vs. Brinkman: The Supreme Court of South Dakota held that the unsuccessful bidder had not shown that the successful bidder's failure to submit two samples of 50 lb. paper gave the successful bidder any advantage over other bidders or prevented the State from conducting any tests. Therefore, the unsuccessful bidder had failed to show that the bid was non-responsive. In general, an unsuccessful bidder has the burden of showing that

the successful bid was not responsive.

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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 Governmental 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. That means, tell me what you think. If you want to write for the newsletter or if you have ideas for an article, call Liz Palazzolo at 573-751-4885 or send an e-mail at palazl@mail.ia.state.mo.us or send it to the MAPP home page at www.mappi.org