



NIGP- Utah Chapter

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NIGP- Utah Chapter Officers:

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Chapter President's Message

Dear NIGP Utah Chapter Members,

What an exciting time of year we as public procurement professionals are experiencing right now. Many of your agencies are laden in year-end deadlines and you may feel as though you will never take a breath from the stifling load of requisitions and projects that lie on your desk. It is during this time of year that we really hone in on those skills and abilities that add value to our organizations and our careers.

Last August I had the opportunity to attend a course at the NIGP National Forum that discussed skills that every public procurement professional should have in order to be effective in their duties. The Volcker Alliance, a non-profit think tank, created a framework of twelve core competencies that came as a result of an extensive study conducted with multiple agencies across the country. In addition to creating the framework, the Volcker Alliance also studies where public procurement professionals currently fall in their performance of these core competencies. I really liked this study because it helped me see where I currently excel and where I can improve. Although it lacks ideas on how to achieve these competencies, it provides a good launch pad for discovering our talents and abilities. I have included a list of these competencies as well as their findings regarding performance levels on the next page.

A lot is demanded of us each and every day and this time of year certainly brings those demands into sharper focus. We have the opportunity at our next chapter meeting to learn and discuss personal, organizational, and industry change. I would strongly encourage you to take a few minutes and review the core competencies listed below and determine those in which you are currently excelling. Then take a few moments and determine those areas in which you can improve. Change is inevitable and the best way to deal with change in our lives and organizations is to be equipped with the right tools that will help us change for the better.

The full report can be found at:

<https://www.volckeralliance.org/publications/doing-peoples-business-key-competencies-effective-public-procurement>

Warmest Regards,
Jason Steinmann, President- NIGP Utah Chapter



Jason Steinmann- President



Utah Chapter News

NIGP NATIONAL has made several online courses available. For more information on these courses, visit www.nigp.org , or email customer-care@nigp.org

- Basics of Business Math* *Business Communication– Written Communication*
- Fundamentals of Business Management Leading High-Performance Teams*
- Negotiating Skills– Influence and Persuasion* *Project Management*
- Time Management Fundamentals*

VOLUNTEER to serve on a chapter committee! If you are interested, please contact the committee chairperson listed below:

Committee Chairpersons

Honors & Awards: Colette Brown (UofU) cbrown@purchasing.utah.edu

Financial: Kurt Prusse (Jordan SD) kurt.prusse@jordandistrict.org

Historian: *Position Open!*

Membership: Erica Langenfass (Sandy City) elangenfass@sandy.ut.gov

Marketing/Public Relations: Tonya Hodges (Salt Lake City SD)
tonya.hodges@slcschools.org

Education: Nancy Webb (Canyons SD) nancy.webb@canyonsdistrict.org

Nominating: Gayle Christensen (Canyons SD)
gayle.christensen@canyonsdistrict.org

Community Involvement: *Position Open!*

*“A wise man will
make more
opportunities than he
finds.”*

-Sir Francis Bacon

Upcoming Meeting Dates

MEETING LOCATION: All chapter meetings will be held at the Canyons School District Professional Development Center , 9361 South 300 East, Sandy. Meetings will be held 9:00 am – 12:00 pm.

Tuesday, May 8, 2018:

Jake Gunnoe, PhD- Leadership Society of Arizona
Who wants to be a Millennial-aire?

Colette Brown, Senior Buyer- Univ. of Utah
The Four Tendencies by Gretchen Rubin

Tuesday, September 11, 2018:

TBD

Classroom Corner

The Textbook Purchasing Gauntlet (From Government Procurement, Apr/May 2018, p. 12-13)

Are you surprised that textbooks are a difficult purchase involving significant hurdles? In Michigan K-12 public education, competitive invitations to bid (ITBs) are required by law whenever the contract for construction, renovation, repair, or remodeling; or the purchase of supplies materials or equipment exceeds \$23,417 (the 2017 minimum threshold amount). This threshold amount may increase annually based on adjustments in the Consumer Price Index.

Textbooks are considered materials and need to be competitively bid whenever the purchase exceeds the threshold amount. Sounds simple, right? The ITB is a straightforward process, requiring unit prices for specific quantities to identified school buildings. Each item is individually listed; whether it is a hard cover textbook, soft cover consumable or software subscription. There are even more opportunities for bidders by providing pricing on both used and new condition textbooks. Boilerplate language includes, among other things, the district's exhaustive reservation of rights.

Pilot Program Hurdle

This simple purchase becomes complicated. The first hurdle occurs when curriculum classroom leaders evaluate the textbook in a pilot program offered by the publisher. This program is a free test to evaluate a new program in the classroom from November to March. Curriculum leaders then choose whether or not to approve the program.

Sounds great, right? Except the publisher may require brand-new condition on all returned materials, and charge the district for all shipping charges.

The second hurdle occurs when the publishing company convinces the educational services department that they are a sole source and the department simply needs to send them a purchase order for the entire cost. Sometimes, the publisher ties in the free pilot program to a requirement that the district must exclusively purchase from them for a number of years.

The purchasing department becomes aware of this procurement after the department has typed a purchase order that well exceeds the bid threshold amount. Note that Michigan does not allow sole source as an exception from the competitive bid requirement. The purchasing department is seemingly arbitrarily delaying the purchase of materials that are needed to help educate students. Since the publisher told the department that these materials can only be purchased from them, why is the purchasing department holding the order?

After many conversations, the ITB is quickly issued and bids are publicly received from numerous companies. Remember, the publisher said that they are sole source for this material. Low bid is recommended for every item, with the publisher commonly awarded (cont.)

"Textbooks are considered materials and need to be competitively bid whenever the purchase exceeds the threshold amount."

- Laura Harrington



Procurement Week: March 11–17

The software subscriptions and resellers awarded the remaining materials. The Board approves the recommendation, purchase orders are sent, products are delivered, invoices are paid, state law has been followed and the district saved 20 to 50 percent in the process.

Deactivate Software Subscription Hurdle

The final significant hurdle occurs, however, when the publisher deactivates our paid software subscriptions at the state of the school year. The publisher's rationale being that the district violated the pilot agreement to purchase all materials from them for many years, and they will only reactivate the subscriptions when we purchase all the hard copy materials from them. This deactivation significantly affects both teacher and students since these subscriptions include assessment, review and testing tools that go beyond the standard textbook.

The purchasing department now learns about the obscure pilot material agreement that a teacher may have unknowingly agreed to without authority none months ago. The district never receives a copy of the signed pilot agreement.

The purchasing department reminds the publisher that they signed and submitted ITB pricing on these items without clarifications nor exceptions and without referencing any prior agreement. Furthermore, the publisher did not protest the bid award nor question the purchase order. The publisher sent itemized invoices that corresponded to their bid submission and deposited the district's payment. Lastly, the publisher is reminded that tie agreements are illegal, and the district will not be party to any such request.

The software subscriptions are reactivated, solving the last hurdle for this procurement... until the department surprises me with a new textbook program.

Laura Harrington, CPPO, CPPB, is Purchasing & Risk Management Supervisor at Chippewa Valley Schools in Clinton Township, Michigan. She can be reached at lharrington@cvs.k12.mi.us .

Special Notes / Announcements

Please Note:

Our next chapter meeting will be Tuesday, May 8, 2018. See you there!



Special Notes / Announcements (cont).

NIGP National Forum 2018

Did you enjoy NIGP Forum in SLC last August? Were you able to take away tips and information that help you and your organization? Consider attending NIGP Forum 2018 in Nashville, TN! Conference dates are August 19-22, 2018. If you are able, please take advantage of this fantastic event to network and gain skills and knowledge to help you in your everyday responsibilities!

Chapter Website Maintenance Manager Needed

The chapter is hoping to find a member that would be able and willing to do our chapter website maintenance. If you are interested, please contact Jason Steinmann at jjsteinmann@graniteschools.org . We need your talent and skills!

Volunteers Needed!

Our chapter needs your help! Please consider volunteering as a committee chair or member. We are currently looking for chairs for the following committees: Historian and Community Involvement.

We would also love additional committee members for all our committees. Please contact a member of the chapter board if you are interested.

Upcoming NIGP Webinars

(Complimentary for Members/\$190 for Non-Members. Register at www.nigp.org)

Thursday, May 10, 2018:	<i>One Byte at a Time: Understanding Software Procurement</i>
Wednesday, May 16, 2018:	<i>Procurement, Best Value Sourcing & Smart Contracts with Block chain & Cryptocurrency- A Glimpse of the Future</i>
Thursday, May 24, 2018:	<i>Technically, it's not a Bid- Practical Guidance for IFBs/ITTs</i>
Wednesday, May 30, 2018:	<i>Fleets for the Future: Applying Innovative Coop Procurement Strategies to Public Fleets</i>

(On-Demand Webinar Recordings are also available for free download to Institute members in the NIGP Online Store)

For newsletter submissions or comments, please contact Tonya Hodges, Newsletter Editor:

Phone: 801-578-8261 ; Email: tonya.hodges@slcschools.org

Speaker Biographies (Selected)

Jake Gunnoe, PhD. Researcher, Lecturer, & Success Coach. Leadership Society of Arizona

Dr. Jake Gunnoe is an education consultant and sits on the Board of Directors at the Leadership Society of Arizona, a 501c3 non-profit organization. Jake's current research efforts focus on integrating engineering and scientific processes with professional talent management and leadership development. Using his research background, Jake co-founded the Leadership Society of Arizona with the objective of providing young students with professional success coaching to help them prepare for their futures. He has since worked with over 500 high school students in Arizona.

From his research, Dr. Gunnoe has published ten papers in the past two years and two industry reports regarding talent management and acquisition. He has developed over 40 online management education modules for industry professionals and high school students. He has consulted with over 70 companies to help them improve talent management processes. He assisted in teaching seven undergraduate/graduate courses totaling over 100 students with an overall 10 out of 10 teaching assistant rating.

Dr. Gunnoe currently presents to groups of industry leaders offering insight on how to better engage the millennial workforce. The crux of his efforts stem from his previous research at Arizona State University (ASU). Dr. Gunnoe earned his Ph.D. in Construction Management with a research focus on integrating engineering and scientific processes with professional talent management and leadership development. He worked within the Performance Based Studies Research Group (PBSRG), a large research center spanning across several research disciplines. He completed his undergraduate degree in Mechanical Engineering and his Master's in Construction Management both at ASU.

Colette Brown, Senior Buyer. University of Utah

Colette Brown serves as the Vice President of the Utah Chapter of the National Institute for Government Purchasing (NIGP). Colette is a Senior Buyer with the University of Utah where she has been employed since 2015. She received her bachelor's degree from BYU-Idaho in Business Management with an emphasis in Supply Chain. In 2017, she served on the NASPO Office Furniture RFP Committee to create six (6) statewide cooperative furnishing contracts. Her passions include learning about human nature and personalities. She is a Questioner who will be presenting on The Four Tendencies by Gretchen Rubin.

If you cannot attend our chapter meetings in person, stream us live on YouTube Live! Here is the link for the meeting:

www.youtube.com/channel/UCbzRnjdT2gTfEpixKt9IEWg/live

If you are viewing the feed, check in on the chat portion of the feed so we can know who is joining us remotely. Thank you!

