



NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

MARCH 2007 NEWSLETTER



MARCH IS PURCHASING MONTH!



Governor Huntsman signing a proclamation recognizing March as Purchasing Month- March 2006

MESSAGE FROM THE CHAPTER PRESIDENT

Fellow Purchasing Professionals,

March 2007

Hopefully you are aware that March is Purchasing Month. Now is a great time to “toot our own horn” so to speak. The national organization has sent out buttons to help us announce that “I’m a Purchasing Pro”.

Annually here in Utah, the Governor signs a proclamation in the presence of the leadership of ISM and as of last year, the leadership of the NIGP Utah chapter. This year, the Governor was too busy to meet with us, but he did sign the Proclamation. So it's official.

What can we do to bring our profession more before the public? Below are a few ideas that national has suggested:

Get involved and plan for some fun and important activities:

- Encourage your county, township, city, etc., to proclaim March as ***Purchasing Month***.
- If you've already obtained a proclamation, see if you can get it renewed and/or announced again.
- Try making a presentation in your community colleges or universities on Purchasing as a profession.
- Send a press release to your local press on all the activities happening in your area.
- Partner with other agencies, or your chapter to generate a public event. See if you can find sponsors to offset costs.
- Make sure your agency knows that March is ***Purchasing Month*** by announcing it at your staff meetings; sending a notice of events to your HR office and to your boss.
- Generate a fundraising activity for a local charity or scholarship fund that lets the public know who you are and why you care.
- Hold events in your department every week. They can be as simple as having a "P" day where you have popcorn and purchasing bingo in the afternoon, a pizza party, and Peach or Pistachio ice-cream to something more complex like a scavenger hunt.

On another note, as a chapter, we are making progress. We now have fifty members and will soon have a web site of our own! Hopefully by the end of March or early April our web site will be up and functional so we can better serve you.

I would also like to encourage you to consider running for a chapter office as many hands make for light work. Our May meeting will be our annual business meeting besides training. Please plan now to attend this most important meeting. In the mean time, we hope to see you on the 20th for great follow-up to our January meeting.

Let me conclude with the following thought by Henry Ford, "Whether you think you can, or you can't, you are usually right."

Again, I appreciate the opportunity to continue to serve you and hope that you will join us for friendship, education and just plain fun! If you have any questions, please feel free to contact me: greg.maynard@slc.k12.ut.us or (801) 578-8264

Sincerely yours,
Gregory Maynard, CPPO, C.P.M., MBA
2006-07 President, Utah Chapter NIGP



Upcoming Meeting Dates

CHAPTER MEETINGS:

Tuesday, March 20, 2007- Troubleshooting problems in Writing Specifications-
(9AM-12 Noon, Murray City Hall [5025 S. State]) Doug Richens and additional guests

Tuesday, May 22, 2007- Election Meeting
(9AM-12 Noon, Murray City Hall)Emergency Planning- Mike Stever- SLC Office of
Emergency Preparedness
Emergency Procurement- Greg Maynard

UPCOMING WEBINARS (To register, go to www.nigp.org)

Thursday, March 22, 2007- Procurement Cards Level I: Plastic With a Purpose
A Beginner's Guide to P-Cards

Thursday, April 15, 2007 – Life Cycle Costing- How It Can Benefit Your Agency

Thursday, April 26, 2007- Procurement Cards Level II: Best Business Practices
& Beyond: An Intermediate Discussion of P-Cards

62nd Annual NIGP Forum 2007

August 4-8, 2007 in Hartford, CT. For more information and registration, go online to
www.nigp.org/forum.

Utah Chapter News

GOOD LUCK to Jared Gardner, Purchasing Agent for State of Utah, who will shortly be taking the CPPO certification exam!

CERTIFICATION has its rewards! Contact Dean Pope, Education Chairman at dean.pope@granite.k12.ut.us for more information on how you can become certified.

A NEW LIBRARY of NIGP recommended texts has been purchased for use by chapter members studying for CPPB or CPPO certification exams. To check-out these texts (texts may be checked-

out up to 60 days), please contact Dean Pope at the email listed above. If you have checked out texts, please return them to Dean Pope.

TEXTS INCLUDE:

- Introduction to Public Procurement*
- Legal Aspects of Public Procurement*
- Planning, Scheduling and Requirement Analysis*
- Sourcing in the Public Sector*
- Developing and Managing RFP's in the Public Sector*
- Contract Administration*

THE NEW CHAPTER WEBSITE will be up and running shortly. More information will be forthcoming.

THANK YOU to all those who have been serving in chapter positions and committees!

THE MAY CHAPTER MEETING will be our annual business meeting, in conjunction with training. Please consider running for a chapter office. The following are available positions:

President, Vice President, Secretary, Treasurer, Board of Directors (1 year, 2 year, and 3 year positions), Finance Committee Chairperson, Education Committee Chairperson, Membership Committee Chairperson, Public Relations & Marketing Committee Chairperson, Honors & Awards Committee Chairperson, Historical Committee Chairperson, and Chapter Newsletter Editor.

VOLUNTEERS for chapter committees would be greatly appreciated!

Classroom Corner

"But it's not just learning things that's important. It's learning what to do with what you learn and learning why you learn things at all that matters." - Norton Juster

(Excerpt from Q&A article: Anonymous. [Supply Management](#). London: [Dec 12, 2002](#). Vol.7, Iss. 25; pg. 19, 1 pgs)

Q: I have to put together a guide to writing specifications for goods and services that anyone involved in procurement in my local authority can use. Although I have written quite a number of specifications for services, my experience for goods is limited and I have not had any formal training in specification writing (other than what is covered in the CIPS graduate diploma). What tips would you recommend?

A: Andy Davies, head of procurement at Surrey County Council, writes: The secret of successful specification writing is to stay in control. You should never be swayed by what a supplier thinks you need or by a user who may have been influenced by a supplier as to what he or she needs.

Remember the basics from your CIPS studies:

* Be concise and use clear language that is free of jargon.

- * Specify performance where possible and describe what you need the goods to do rather than their physical characteristics (unless these are crucial).
- * Challenge why, for example, you think you need a Ferrari when a Fiesta might perform to your needs just as well.
- * Use recognized standards where possible (for example, for public procurement in the European Union, you may be legally obliged to use its rules).
- * Remember who the users are and what their operational requirements are (for example, will the goods need to work in extreme cold?).
- * Ask yourself whether users will require training to use, store or handle the item. Remember laws on health, safety and the control of hazardous substances.
- * What requirements do you have for the availability and cost of consumables, fuel or spares? How will they be stored?
- * Do you have special ethical or sustainability requirements? Do you need to specify requirements about ethical employment practices or the materials and processes used in manufacture? What about disposal of the item at the end of its life?

For suggestions or submissions for future newsletters, please contact Tonya Hodges, Newsletter Coordinator, at tonya.hodges@slc.k12.ut.us.