



NIGP- Utah Chapter

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NIGP- Utah Chapter Officers:

President: Glendon Mitchell, C.P.M., CPPO

Vice-President: Tiffany Sorensen, CPP

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Jared Gardner, C.P.M., CPPO

Carol Heales

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Chapter President's Message

Fellow Colleagues,

On the national scene, cooperative purchasing efforts have exploded these past 10 years. Reasons probably vary slightly but the same core goals and fundamentals appear to drive these various efforts. Increased purchasing volume is a primary foundation for cooperative contacting that

- * Maximizes buying power
- * Minimizes commodity or service costs while maintaining quality
- * Maximizes ability to negotiate better terms
- * Appeals to a larger supply chain (manufacturer direct)
- * Minimizes internal administrative efforts of participating members
- * Minimizes internal administrative costs of participating members
- * Often results in better solicitations
- * Other



Glendon Mitchell- President

I'm sure each of you could add several more benefits to your organization.

We are fortunate that the State of Utah provides a significant cooperative contracting effort along with the leadership that benefits each of our organizations. Many if not all of our institutions utilize 'State Contracts' and probably take many of their efforts in our behalf for granted.

We welcome Brenda Veldevere and her friends from the State of Utah Division of Purchasing to our upcoming chapter meeting. I invite you to attend on May 18th to learn more about State of Utah contracts and current efforts, events and details.

Buy with a smile,

Glendon Mitchell, President

NIGP Utah Chapter



Utah Chapter News

DEADLINE for the UPPCC certification exam applications for the October 2010 testing period is July 19, 2010, with exam registration due September 13, 2010. Good luck to those choosing to take the exam in October!

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

Committee Chairpersons

Honors & Awards: Paul Worthen (Granite SD) paul.worthen@granite.k12.ut.us

Financial: *Currently Looking for a Volunteer!*

Historian: Mindi Bos (Sandy City) mbos@sandy.utah.gov; 801-568-7148

Membership: Stephen Elms (Draper City) steve.elms@draper.ut.us;
801-576-6514

Marketing/Public Relations: Greg Maynard (SLCSD)
greg.maynard@slc.k12.ut.us; 801-578-8264

Education: Traci Montano (UDOT), tmontano@utah.gov; 801-964-4534

Nominating: *Currently Looking for a Volunteer!*

*"Success is not
the key to
happiness.*

*Happiness is the
key to success.*

*If you love what
you are doing,*

*you will be
successful."*

*-Albert
Schweitzer*

Upcoming Meeting Dates

(All meetings are held at 9:00 AM at the SL County Building, room S1007 [2100 S. State] unless otherwise posted. PUBLIC PARKING is available in the parking structure if outside lots are full.)

May 18, 2010:

"Take Life by the Helm"

- Doug Nielsen, CSP (Certified Speaking Professional)

State Cooperative Contracts

Brenda Veldevere, State Purchasing

September 21, 2010:

Topic and Speakers TBD

Classroom Corner

(Third of a three part article- Excerpts From "Time for an Ethics Reality Check/ Is Anyone Watching? (And Other Ethical Questions)" by Rob Rickard. Reprinted, with permission, from GoPro magazine, October/November 2009 issue. Copyright 2009 by Penton Media, New York, NY.)

Don't be fooled by nine common misconceptions about ethics. For this publication, the seventh through ninth misconceptions are listed..

Misconception Number 7: "If it happens outside of work, what I do does not matter."

I was teaching an ethics class in one of the Midwest states last year and, during the course of the class, students shared ethics-related events in their work and personal lives. One young lady had a particularly gripping story that I still remember vividly. She was a young mom with two growing children, and there were always more bills than dollars. One evening after work with both children in tow, she had to do some grocery shopping. Walking toward the checkout line, she noticed a wad of money on the floor, more than \$400. The cashier had not observed her "find," so only she and her children knew about the money. Her children, ecstatic that the extra money could help them out, were baffled when the young mom asked

the checkout attendant to call the store manager. She explained to the manager where and how she had found the money and gave it to the manager, over the protests of her children. She later explained to them that it was the right thing to do. Besides, she added, "the person who lost the money may have needed it even more." She shared with the class that the single action of turning in the money had a far greater impact on her children than she realized. Later, they often mentioned the action and applied it to decisions they made. She had modeled ethical behavior, illustrating that what we do does matter.

Misconception Number 8: "The end justifies the means (or if it saves the agency money, it must be OK)."

Occasionally people who have contracting authority do not see the harm of "steering" contracts to family or friends. This is an unethical practice, as illustrated by a fire department of a large city in the Pacific Northwest with multiple fire stations. One manager for the department was responsible for the maintenance and upkeep for those stations. Over a two-year period, the manager awarded 27 contracts worth more than \$85,000 to a company owned by his son. Many of the contracts were just under the \$5,000 requiring competition. In some

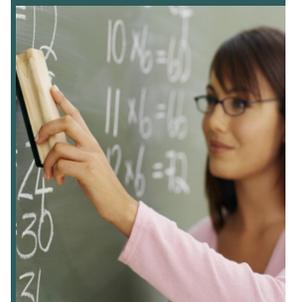
cases multiple contracts just under the \$5,000 threshold were issued to his son's company for the same project within the same week. Investigators identified a pattern of routing contracts falling just under that threshold to his son's company. The manager was quoted saying, "The work was performed satisfactorily, and I believe the city received a good product for a fair price. I received no personal gain from the work." Fragmenting or other forms of dividing work or otherwise inhibiting or eliminating competition is a very unethical practice.

Misconception Number 9: "Everyone else does it."

A transportation agency in one of the Western states operated maintenance stations throughout the state to provide service to travelers. The agency practiced centralized purchasing, but delegated certain purchasing thresholds to the maintenance stations for operational efficiency. The stations were required to use established contracts for many of the day-to-day operational materials. A telemarketer contacted one of the maintenance station employees to sell some janitorial supplies. The offer was for the employee who placed an order to receive a coupon valued at 10 percent of the order. As employees from other stations were contacted, they were told, "Others in your agency are already ordering from us and getting the coupons." (cont.)

"Fragmenting or other forms of dividing work or otherwise inhibiting or eliminating competition is a very unethical practice."

- Rob Rickard



Classroom Corner (cont.)

That was usually enough to “loosen” a purchase order or two or more. Eventually the law caught up with the telemarketer, and the company was closed down. As news of the criminal investigation reached internal auditors of the agency, they searched the purchasing database to find activity with that firm. Internal auditors found a total of 12 employees who had placed orders and received coupons. Those employees faced various levels of discipline. The unethical actions of others should never be allowed to influence behavior..

As these examples show, it matters a lot how we analyze and respond to day -to-day occurrences, both big and small, in our lives. Ethical decision-making and ethical behavior are critical, both personally and professionally. When we use ethical decision-making practices in our personal lives, the carryover of those practices into our professional lives is easier and more effective. The principles for a strong ethical foundation are not complex:

- believe that you can make a difference and that it does matter;
- model ethical practices to tell everyone you are ethical and to create a pattern for them to follow;-- don't get caught up in the cloudy thinking that others are doing it, or that it will only be this one time
- remember that the end never justifies the means if it includes any form of ethical compromise.

In public purchasing, our lives and actions are in a fishbowl. Everything we do is transparent. Our actions are evaluated after the fact so that the outcome is already known. We need to ensure that all our decision-making processes are of the highest ethical standards. We not only need to know our rules, but we need to follow them. If they do not achieve the highest ethical outcomes, we need to change them. We need to use “best practices” in the industry such as multiple levels of review when financial decisions are made. As purchasing professionals, we must make a difference. We can model the ethical standards for others to follow. Mark Twain said: “Always do the right thing. This will gratify some people and astonish the rest!” Let's go out and astonish some people!

Special Notes/Announcements



Special Notes / Announcements (cont).

NIGP Chapter Meeting Attendance Roll

As you know, attendance at NIGP Utah chapter meetings is self reported on a roll that is at each meeting. It is our understanding that the roll did not circulate through the entire group at the January meeting. You are welcome to mark your attendance at an upcoming meeting (May 18th), or you can email Steve Elms (Draper City) at: steve.elms@draper.ut.us .

There was not a roll at the EdPAC training meeting on Nov. 5, 2009 and you are welcome to report attendance as noted above. This information is especially important to those who are maintaining certifications.

Please take a minute to review your information as listed on the roll for accuracy including email address, phone numbers, etc.

Thank you in advance for checking the 'details'.

What's Your Problem?

As many of you may recall in a previous meeting we held a discussion session where we discussed problems being faced by some of our organizations lead by Glendon Mitchell. We had many positive responses to this session and so we are implementing this discussion opportunity as a standing event in our membership meetings. This session will be known as "What's Your Problem?".

I will be leading this discussion session and would like to have input from our membership regarding what issues you are currently struggling with. Please email me (jbgardner@graniteschools.org) any issues you would recommend by September 18th.

Note: if I do not here from you, then I will simply use this as my own personal problem session. Trust me, you do not want to see this.

Jared Gardner

Board of Directors

Announcing our new Chapter Secretary!

We would like to take a moment and thank David Bryan for serving as our Chapter Secretary so willingly. David has now moved on to other adventures, and we would like to say a big Thank You to Mike Rigby with State Purchasing, for volunteering to fill the Secretary vacancy for the remainder of the year. Thanks Mike!

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

Phone:: 801-578-8261 ; Email: tonya.hodges@slc.k12.ut.us

Special Notes / Announcements (cont).

Upcoming NIGP Webinars

(\$75 for Members/\$105 for Non-Members. Register at www.nigp.org)

- Thursday, May 6, 2010: *RFP Series: RFP Evaluation Criteria*
- Tuesday, May 18, 2010: *Spec Series: Using Resources to Develop Specifications*
- Wednesday, May 26, 2010: *RFP Series: How to Write a Statement/Scope of Work*
- Wednesday, June 16, 2010: *RFP Series: RFP's for Construction and A&E Services*
- Monday, June 21, 2010: *RFP Series: Negotiating the Contract : Getting to Yes*
- Thursday, June 24, 2010: *Maximize Savings with Automated Payment Solutions: pCards, EFT's And ACH Transactions.*

Speaker Biographies (Selected)

Doug Nielsen-- CSP (certified speaking professional), MSW, LCSW
Aligning people and performance through ownership.

With seventeen years experience as an expert in peak performance, he has been instrumental in assisting thousands of individuals and organizations gain a competitive advantage by aligning people and performance through principles of personal ownership and accountability.

Doug earned his bachelor's degree in Clinical Social Work and Psychology and later his Master's degree in Behavioral Science in 1993 from the UNLV. He immediately began a successful career as a motivational speaker, trainer, author and coach.

Doug infuses every presentation with energy and enthusiasm – through interaction, challenging discussion, motivational examples, sleight of hand magic, and his favorite guitar. In working with Doug, participants learn how to gain control of their lives and develop the motivation to consistently succeed personally and professionally.



Brenda Veldevere –

Brenda has been a purchasing agent with the (State) Division of Purchasing for the past 14 years. She currently manages over 100 state cooperative contracts including the copier contracts. Brenda has a Bachelor's degree in Political Science from the University of Utah. She is a resident of West Jordan and is married with 4 small children.

"It is not so important to know everything as to appreciate what we learn."

-Hannah More