



NIGP- Utah Chapter

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NIGP- Utah Chapter Officers:

President: Jared Gardner, C.P.M., CPPO

Vice-President: Kurt Prusse

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George Brinkerhoff

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Chapter President's Message

Fellow Colleagues:

I'm sure this article finds many of you as busy as my office is as we endeavor once again to conquer the annual accent up the mountain of requisitions to reach the peak "Fiscal Year End Peak." Good luck to each of you! Hope to see you at the top!

I would like to share with you an experience a few of my staff and I have had over the past month that has further driven home value of the principles of identifying spend and direct communication with your customers.



Jared Gardner- President

Here in our district we have two classification types of funds district funds and school funds. Without going into the finite details of our policy in a nut shell most all district fund purchases and all large school fund purchases pass through our central purchasing office. The policy allows for smaller purchases with school funds to be spent through the individual schools. What this means is there are a large number of purchases where our district policy applies that we have no easy way to review.

Wanting to see what was happening in our schools and being an opportunist we partnered with our Accounting Department to join them on their annual financial audits. We didn't attend all of the schools, but many learning lessons came from the process:

Make contracts readily available and user friendly. This had been a specific focus of our department this year and still we found individuals who were uncertain of the proper source.

Value of online ordering tools. We found where contracts had easy to use web pages populated with our contract pricing, fewer problems exist.

Need to constantly be looking for contracting opportunities. From our process we have identified several contracting opportunities that will benefit our district.

We found this time spent auditing to be very valuable and would recommend "ride alongs" with your audit folks.

Sincerely,

Jared Gardner, CPPO, C.P.M.
President, NIGP Utah Chapter



Utah Chapter News

NIGP NATIONAL has recently made several new 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: Kurt Prusse (Weber SD) kuprusse@weber.k12.ut.us
- Financial: Mark Parry (State Purchasing) mparry@utah.gov
- Historian: Kate Fotsch (U of U) kfotsch@purchasing.utah.edu
- Membership: Stephen Elms (Draper City) steve.elms@draper.ut.us
- Marketing/Public Relations: Trever Ward (UDOT) tward@utah.gov
- Education: Tracie Montano (UDOT) tmontano@utah.gov
- Nominating: Glendon Mitchell (SL County) gmitchell@slco.org

“When we are no longer able to change a situation we are challenged to change ourselves..”

-Viktor Frankl

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 17, 2011: *Beyond Illusions*
- Brad Barton

BRING YOUR BUSINESS CARDS FOR A BOOK GIVEAWAY!!!

What’s Your Problem?
- Kurt Prusse, Weber School District

September 20, 2011: *Topic and Speakers TBD*

Classroom Corner

For article, see:

http://govpro.com/resource_center/proposals_bids/one-bid-201006-07/

June 1, 2010

Only One Bid... Now What?- by Fred Marks

There it is in front of you: A nice fat envelope. The only envelope. Welcome to the world of "one bid" (cue the background music). After you have said a few rude remarks under your breath (relax, we've all done it), and considered hitting the bid box to make more bids appear (doesn't work at all, but it does show that you have the intellect for management), it's time to consider your next actions. Even after all your review and considerations, it really won't tell you anything other than the bid information from one of your bidders. It's not a snapshot of the marketplace, nor is it an true indication of current market conditions.

There are reasons that you have received one bid, and before you decide whether to open it or not, you need more information. Let's first examine some of the factors — both internal and external,

some under your control, others not — that resulted in one bid. First, did you call the bidders during the bid period to determine if they would bid or not? If not, why? Are there things you can change to make the bid papers more palatable to them as bidders?

Internal factors include the specifications. Were they written to allow multiple bidders, or were they targeted toward one bidder or product? Are they clear? Is your pricing formula fair and consistent with how the marketplace prices its product? Are you asking for something the marketplace cannot provide or that is too complicated? Are your terms and conditions unreasonable?

What research did you do prior to sending out the bid? Did you survey the marketplace? Are you dealing with a sole or proprietary source? Is the marketplace stable enough to give you a firm price? If not, do you have the appropriate price adjustment clause that will keep both you and the bidder whole during the term of the contract?

What input, if any, did your end user give to you in producing the bid papers? Did they get it from independent research or from one outside vendor?

Did you check with your colleagues around the country to see if they are having the same problems as you? Market conditions change from region to region and are sometimes localized.

What research did you use to develop your bid list? Did you use the same bidders as last time or did you add new ones? Have you checked sources outside your local area? Did you contact a trade association to see if they have members that could assist you? Does the trade association have standard specifications that you could use instead of your home-grown specifications?

After you consider all this, and still decide to open the bid (if your procedures allow it), what are you going to do with the information? How will you verify that the prices are fair and reasonable? If you assure yourself, based on research, that they are, what internal documents (cont.)

*"It's not a snapshot of the marketplace, nor is it a true indication of current market conditions."
- Fred Marks*



Classroom Corner (cont.)

do you need to process in order to make an award?

Personally I have never liked receiving one bid, as it really never told me anything. It's as bad as not receiving any bids. I felt it reflected on my professionalism, and nothing annoyed me more than not being able to say that a price is fair and reasonable. It's a disservice to our internal clients.

I realize that's a harsh view, but feeling that way made me not take the bid process for granted. Treat each bid as a separate challenge, do your research, ask your questions and eliminate one, or no, bids. And thanks to M.C. of Halifax Water for the idea for this article.

About the Author

Frederick Marks, CPPO, VCO, is a retired purchasing officer who has held positions as a supervising buyer for the Port Authority of New York and New Jersey as well as director of material management for Northern Virginia Community College. Contact Marks at fmmarks@mindspring.com.

NIGP National Member Resources

NIGP National has a number of member-exclusive resources for national members. These resources include:

- The NIGP Resource Library, containing RFP documents, templates, forms, etc for RFP development.
- The VAULT- an active repository of documents including the latest analysis, market moving news, and sector insights
- MEASURE- tool for recording and reporting on delivered savings.
- Online Supplier Directory
- Discussion Lists- collaborate with fellow members online in the "PurchIssues" community or through list groups including: chapters, diversity, green, higher education, K-12, Legislative, Technology, and Techspecs.
- Contact-An- Expert
- Membership Directory

(Please see GO PRO magazine, December/January 2011 issue, page 58 for additional details)

Special Notes / Announcements

Please Note:

Our next chapter meeting will be Tuesday, May 17, 2011. See you there!

Our speaker, Brad Barton, will be giving away copies of his book- bring your business cards for the drawing!



Special Notes / Announcements (cont).

What's Your Problem?

We would like to include a discussion session at each chapter meeting called "What's Your Problem". We would like to get your questions, feedback, input, suggestions, etc. for this portion of our chapter meeting.

Please send any topic requests, questions, etc. to Kurt Prusse at kuprusse@weber.k12.ut.us.

Thank you in advance for your participation and input.

The Happiest Careers In America

A new study reveals employees value coworkers and personal control over compensation.

To evaluate the data, CareerBliss.com conducted 200,000 independent employee reviews from 70,000 jobs all over the country to collect 1,600,000 data points on nine factors of workplace happiness. These included the employee's relationship with their boss and co-workers, their work environment, job resources, compensation, growth opportunities, company culture, company reputation, daily tasks and job control over the work that they do on a daily basis.

Each factor was followed by a ranking of how important that element was in the employee's overall happiness. These numbers were combined to find an average rating of overall employee happiness for each job type.

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|---------------------------|-------------------------------|
| 1. Biotechnology | 6. Accounting |
| 2. Customer Service | 7. Finance |
| 3. Education | 8. Nonprofit- Social Services |
| 4. Admin- Clerical | 9. Health Care |
| 5. Purchasing-Procurement | 10. Legal |

Purchasing-Procurement: Often an overlooked career path, these professionals are responsible for the materials and goods for corporations, and they rely on superior negotiating skills to secure the best deals possible. CareerBliss CEO Heidi Golledge jokes that "having the power to spend other people's money" must feel good.

For full article, visit: <http://blogs.forbes.com/meghancasserly/2011/02/10/the-happiest-careers-in-america/>

Upcoming NIGP Webinars

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

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|--------------------------|--|
| Thursday, May 12, 2011: | <i>How to Ask for What You Want: Selecting the Right Method for your Procurement</i> |
| Thursday, June 02, 2011: | <i>Spend Analysis & Spend Management Basics: How to Get Started and Identify Savings</i> |
| Tuesday, June 07, 2011: | <i>Principles of Effective Contract Writing</i> |
- (On-Demand Webinar Recordings are also available for purchase 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)

Brad Barton, CSP

Ready for a high energy, magical experience? Brad Barton, CSP does the trick. He serves as Immediate Past President of the local National Speakers Association chapter. He's a celebrated member of the International Brotherhood of Magicians and author of *Beyond Illusions*.

He is an NCAA academic and athletic All-American, competed in the US Olympic trials and was named Weber State University Athlete of the Year. He resides in Ogden, Utah with his wife of 20 years and their six children.

He has spoken at conventions in California and Colorado; talked in Texas and Tennessee; presented positively in Pennsylvania... well you get the idea. He inspires his audiences to look beyond illusions with their power of positive perception and create real magic!

Beyond Illusions

Did you know the same techniques magicians use to intentionally fool their audiences for fun, also disguise illusions in our personal and work worlds that aren't so fun?

Brad Barton proves it!

This master illusionist and Certified Speaking Professional reveals how sneaky magicians use slight of hand, misdirection and mental conditioning to diminish an audience's ability to see the truth which lies beyond the illusion. With a skilled presenter on a stage, this can be great fun. In our personal and professional lives this can be, not-so-fun.

Whether strengthening your healthy work environment, serving your community, or building a rewarding personal life, you already possess all you need to move beyond destructive illusions and enhance your bright and successful future – just like magic!

Have fun and laugh out loud as you discover what lies beyond illusions – and return to work with enhanced perspective, perception and focus.

Are you ready for a high energy, magical experience?

Here it comes!