

NIGP- Utah Chapter

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NIGP- Utah Chapter Officers:

President: Adrian Ruger,
C.P.M.

Vice-President: Trever
Ward

Secretary: Kay Healey,
C.P.M.

Treasurer: Mark Parry

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

Board of Directors:

Greg Maynard, CPPO,
C.P.M.

George Brinkerhoff

Tracie Montano, CPPB



Procurement News

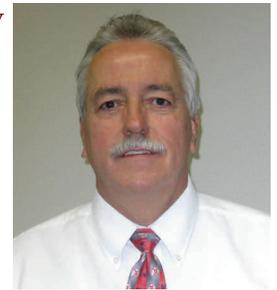
Procurement News

November 2012

Chapter President's Message

Dear Colleagues:

I can't believe it's been a year since I first assumed the responsibilities of NIGP Utah Chapter President. How the time has flown. I want each of you to know that I have not taken this responsibility lightly. I have strived (as each of my predecessors have) to work for improvements in our local chapter. I have enjoyed serving in this position and will look forward to any opportunity that is afforded to me to serve in the future.



Adrian Ruger- President

I believe we have been successful in moving this organization forward in many areas, thanks to the diligent efforts of your board members and other members at large. We have tweaked the chapter bi-laws and handbook to improve and clarify the language in those documents. We have also improved the scholarship program. We have strived to continue improving the quality of training provided to members, and I believe we have been successful in that area.

I felt good about our second annual picnic and hope it will continue. I was honored that we recognized Kay Healey as Manager of the year and Dan Reisner and Phil Johnson posthumously as co-buyers of the year. All were deserving of those awards. I was fortunate to attend the National NIGP Forum in Seattle last August and was pleased with the professionalism of the national organization and the quality of the training provided.

I am hopeful that our efforts will be fruitful in the continued growth of our local chapter. As membership grows, our ability to improve the training to the members increases. Quality training and other services to the members is what we strive for. So here's to another successful year for NIGP - onward and upward!

Sincerely,
Adrian Ruger
President, NIGP Utah Chapter



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: Trever Ward (UDOT) tward@utah.gov
- Financial: Garret Johnston (State Procurement) gkjohnston@utah.gov
- Historian: Jennifer Porter (State Procurement) jenniferporter@utah.gov
- Membership: Debbie Smith (Granite SD) dsmith@graniteschools.org
- Marketing/Public Relations: Glendon Mitchell (UofU) gmitchell@purchasing.utah.edu
- Education: Mike Smith (UofU) msmith@purchasing.utah.edu
- Nominating: Jared Gardner (Granite SD) jbgardner@graniteschools.org

“Always bear in mind that your own resolution to succeed is more important than any one thing.”

-Abraham Lincoln

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.)

Tuesday, Dec 04, 2012: Shirley Williams, State Purchasing-
Negotiations of Terms and Conditions in Contracts

Reports on NIGP– National Forum Presentations

Tuesday, Jan 15, 2013: *Topic and Speakers TBD*

Classroom Corner

'Even Superman Has a Weakness- What is your Kryptonite? "

By Ruth Estrada- (from Government Procurement magazine, Oct/Nov 2012, p. 10-11)

When a government scandal hits the news, we all shake our heads in disbelief. Why would that buyer circumvent the rules? How shameful that a purchasing director would award a contract to his buddy! But were these individuals evil-doers or were they your average, hard-working individuals who gave in to a weakness?

We all know that every fictional superhero has one debilitating weakness. Could it be we are all good guys who, if we give in to our one fatal flaw, might end up doing something professionally unethical? If Superman can be stopped in his tracks by a little Kryptonite, could you make a bad decision when confronted with your weakness? Do any of the following fatal flaws apply to you?

Captain Oblivious walks into the office and immediately stumbles over a large box of paper on the floor. He goes about his day with his cape tucked into the back of his pants. Everyone at the office loves Captain Oblivious because he is so at ease with himself and allows life's little problems to just roll off his back. Unfortunately, Captain Oblivious' relaxed manner is also his fatal flaw. He is the definition of complacent, just going through the motions, pushing paper and never really focusing on his job.

Although he doesn't mean to do anything unethical, he just does not pay attention to the details. When a scope of work for a new solicitation hits his desk, he doesn't take the time to read it carefully. He skims it and misses the fact that the scope of work appears to be written by the current contractor who provides the service. The scope is so restrictive that no other vendor has a chance of competing fairly for the work. Captain Oblivious publishes the solicitation "as is" and receives a protest. The agency is accused of playing favorites because they published restrictive specifications that preclude open and fair competition, and Captain Oblivious can only shrug his shoulders as to why.

Super People Pleaser is the nicest person in the whole agency. She prides herself on providing excellent customer service. In fact, Super People Pleaser hates to say no and gets sick to her stomach if she cannot give customers what they want. When her customer department submits a questionable sole source request, stating that a product is the best and only solution, Super People Pleaser does not investigate the validity of the sole source justification. She simply approves it and issues the purchase order. And when the politicians in her agency start to pester her that their constituents are not being awarded contracts, Super People Pleaser remedies the situation and issues low-dollar purchase orders to the vendors, skipping the competitive process. At the end of the day, Super People Pleaser goes home happy because she did exactly what everyone wanted. However, she does not stop to

consider that doing the socially convenient thing and the ethically correct thing may not be one and the same.

Know It All Man is a certified genius. His extensive training and education have made him the authority on everything related to procurement. When something new or different pops up on his desk, he does not think twice about it. "I don't need to look up the rules or ask others for input. I can figure this out on my own," he says. Sure, Know It All Man has never published a design-build solicitation before, but he vaguely remembers the state statute that applies. The customer department is relying on Know It All Man's expertise when it comes to issuing and awarding this solicitation. They are shocked to discover that the process did not have the correct committee member composition, or that they evaluated pricing before they were legally allowed to. Know It All Man is too proud to admit that, even with all his knowledge, there may be occasion to consult the laws, regulations and procedures to ensure he is doing everything correctly.

Invisible Gal is as stealthy as a ninja and can fly under any radar. However, sometimes the power gets to her head. When Invisible Gal is in a rush, she is tempted to cut corners. She has been known to process a change order without getting all the necessary approvals. (continued)

"Could it be we are all good guys who, if we give in to our one fatal flaw, might end up doing something professionally unethical? "

- Ruth Estrada

Invisible Gal feels pressured to get her work processed quickly and to be recognized as a hard worker. Her powers keep her hidden, and she assumes no one will know that she skipped a few steps. Besides, she reasons, "This one tiny act isn't a big deal in the long run." Invisible Gal does not realize that the Super Audit Team is on the scene reviewing files. How will Invisible Gal explain the missing documentation when Super Audit Team inevitably tracks her down? She may be invisible, but her actions leave a vapor trail of destruction behind her.

Do any of these superheroes sound familiar to you? In their hearts they want to believe they are doing their job in a manner that provides best value for the goods and services purchased by the agency, preserves the public trust, and protects the public interest. But by giving in to their weaknesses and not thinking through the consequences of their unethical actions, they become the bad guys in their own agencies.

We have all had days when we find it difficult to concentrate on the details, to say no to a superior, to ask the probing questions, to ask for help, or to be the

One who puts an important project on hold because there is missing information. But being a true superhero means you have to ensure your conduct is always ethical and stand up for the values and guiding principles of the public procurement professions. Doing so instills public trust and will keep you and your agency on the side of truth and justice!

Ruth Estrada, CPPB is a Senior Contract Officer for the City of Tucson, Ariz. This article is based on the winning essay in the 2012 NIGP Ethics Essay Contest.

December Chapter Meeting Luncheon

In conjunction with our December Chapter Election meeting, we will be having a luncheon, so come hungry! In addition to the scrumptious snacks normally served, the lunch menu will include:
Croissant sandwiches (Ham & Swiss; Roast Beef & Cheddar; Turkey & Provolone)
Turkey & Swiss Wraps
Veggies
Chips
Drinks
Surprise Dessert (translation: we haven't decided yet, but this could be big!)

For those with special dietary restrictions, please feel free to bring something from home and enjoy lunch together with us.

Please RSVP if you plan to attend the chapter meeting to help us plan enough food : tonya.hodges@slcschools.org . We will have plenty of food for those whose plans change last minute and you are able to attend.

Special Notes/Announcements

Please Note:

**Our next chapter meeting will be Tuesday, December 4, 2012.
See you there!**



Special Notes / Announcements (cont).

Chapter Manager & Buyer of the Year Award Nominations

Please start considering nominating your supervisor(s) and/or co-worker(s) for the 2012 NIGP Utah Chapter Manager and Buyer of the Year awards! The nomination form is attached to the email of this newsletter. Please have your nominations turned in by Thursday, December 20, 2012 to Trever Ward at tward@utah.gov.

Election Time !!!

Please plan to attend our December 4th meeting. This is our annual Election Meeting, to elect officers for our next fun filled and rewarding year with NIGP- Utah Chapter. Please come and support your fellow purchasing professionals in this process. If you are unable to attend, please fill out the ballot attached to the email of this newsletter, and mail it in absentee to be received by December 3rd.

If you wish to volunteer for a chapter committee, please contact anyone on the NIGP- Utah chapter board.

Upcoming NIGP Webinars

(\$59 for Members/\$180 for Non-Members. Register at www.nigp.org)

Tuesday, Nov 27, 2012:	<i>Performance-Based Contracting: More than a Good Idea, It's Good Practice</i>
Thursday, Nov 29, 2012:	<i>Considering Various RFP Evaluation Methodologies</i>
Thursday, Dec 6, 2012:	<i>Emergency Purchasing: Preparedness for Procurement Of officials</i>
Tuesday, Dec 11 2012:	<i>Performance Measurement and Services</i>
<i>(On-Demand Webinar Recordings are also available for purchase in the NIGP Online Store)</i>	

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

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

Speaker Biographies (Selected)

Shirley Williams- State Contract Analyst, State of Utah, Division of Purchasing

Shirley has been a Contract Analyst with the State of Utah, Division of Purchasing, for twelve years. She was the main person negotiating terms and conditions for State Cooperative Contracts, with assistance from the Assistant Attorney General assigned to Purchasing, during those years. She has worked on complex terms and conditions in IT Contracts with many companies. Shirley helped develop many of the policies and guidelines for reviewing and negotiating contracts for the State of Utah.

Additionally, Shirley reviewed most of the Agency Contracts over \$50,000 that were processed through State Purchasing for many years. She analyzed the contracts for correct contract form and content; and she reviewed terms and conditions for changes and for additional terms and conditions being added by vendors. Shirley assisted agencies on preparing contracts, and guided agencies on terms and conditions issues in contracts. She presented several Contract Training Sessions for State of Utah agencies.

Previously, Shirley worked as a Contract Administrator with the Division of Information Technology Services (now the Department of Technology Services). She prepared contracts and she frequently negotiated terms and conditions on IT Contracts.

Prior to working for the State, Shirley worked for a CPA firm preparing Financial Statements and preparing Individual and Partnership Tax Returns.