Washington Chapter Chat
December 2013

WA Chapter of NIGP
2013 –2014 Incoming & Outgoing Board & Chairs

Jessica Smith – Social Media, Cynthia Shaw – Membership, Cheryl Jones – President, Ginny Justiniano – Vice President, Nelson Dans – Past President & Region 12 Board Dave Davis – Chapter Relations/Historian
[Not Pictured – Linda Hodgson – Daley Accounting]

Membership – Larry Oline
Treasurer – Josh Kilka
President – Cheryl Jones
Secretary – Tim Shay
Vice President – Ginny Justiniano

WA Chapter of NIGP
2014 Newly Elected Board

Thank you for a wonderful 2013
Looking forward to a fantastic 2014
Your Board and Committee Chairs
Lean Procurement Session at the 2013 Forum – Orlando

By Steve Demel
Tacoma School District

At the 2013 Forum in Orlando I led an interactive session on lean procurement. The session was attended by about 80 people. During the session we divided into seven groups. For the first exercise, each group was assigned one of the 7 waste categories associated with “lean” thinking with a task of identifying examples of these wastes in their organizations. During the second exercise each group was to identify their top waste candidate and develop potential steps for fixing the waste.

I thought it might be of interest to other purchasing professionals to see the results of this session and the two exercises.

Exercise 1. Identify examples of waste in your own organization within your assigned waste category.

Waiting
- Waiting for information
- Waiting for approvals/multiple signatures to issue solicitations
- Scope requirements from users
  o Written reports
  o Technical requirements
  o Qualifications
  o Plans from consultants
  o Information from governing board
- Contract review by Attorneys
- Contract review by internal or external parties
- Lack of technology
- Email and phones
- Lack of empowerment (CYA)
- Waiting for project managers to respond to questions on specifications
- Waiting for decisions
- Incomplete submittals

Rejects
- Rebidding work due to changes in specifications
- Initially sole sourcing work, then having to go back and bid same work
- Incomplete information in the solicitation
- Award work without funding
- Pull item off the agenda due to not having the proper authority
Excess inventory
- Office supplies
- Retention of files, templates (duplications), forms, records
- Maintenance and repair parts / unused equipment and materials

Transportation
- Not taking advantage of job site delivery
- Inter office delivery of documents
- Wrong decisions on shipping charges resulting in higher costs
- Having the wrong individuals at the table during the planning phase
- Placement of fueling sites
- Purchasing vehicles that are not fuel efficient

Over Production
- Too many signatures/approvals
- Excess sample documents
- Over use of cc's in emails
- Records requests
- Not consolidating purchases – too many transactions

Over Processing
- Now have 4 signatures on a contract instead of 2, and all then pages must be initialed
- Have existing contract with labor rates, but now have to get quotes as well
- Have electronic contract tracking system, but are also keeping track on paper
- Have 2 systems – contract management & financial systems, but have to enter same info into both systems
- Stamp every page of a contract by hand

Exercise 2. Each group selected their top waste candidate and developed potential steps for fixing the waste. The results follow:

- Waste: Waiting for scope requirements and qualifications
  - Give timeframe for when to provide information
  - Send reminder before the due date to submit info
  - Provide training, including acceptable scopes of work and measurable objectives
  - Provide sample scopes and qualifications
  - Set meetings and provide assistance to develop, tweak and finalize scope as needed

- Waste: Organization has Three electronic systems that don’t communicate
  - Map the process and identify the requirements to Management to get approval for a new system
  - Possibly provide a link so all systems that could communicate together
  - Identify one of three systems that is the strongest that may be supported by modules or patches in the other two systems in order to communicate
- **Waste: Purchasing vehicles that are not fuel efficient**
  - Research analysis
  - Assess the needs
  - Investigate equivalent vehicles
  - Compare to other government agencies
  - Create usage report
  - Determine cost savings

- **Waste: Stamping every page by hand of each contract**
  - Understanding why it is required
  - Obtain buy-in to change the process of stamping original on every page
  - Suggest electronic solutions/alternatives
  - Implement an electronic form (watermarked)

- **Waste: Retention file management**
  - Establish retention policy
  - Set up limits / time periods
  - Establish a manager to account for the files
  - Establish electronic storage

- **Waste: Rebidding work due to changes/errors in specifications**
  - Note: all stakeholders, including procurement, should be engaged from the beginning
  - Identify expertise internally or externally
  - Advanced planning of the project
  - Quality specification review by all stakeholders
  - Utilize standardization on checklist to ensure no steps have been missed
  - Verify funding

- **Waste: Incomplete submittals**
  - Training
  - Checklist
  - Return to department
  - Send samples of what is needed
  - Better guidance from procurement
  - Holding departments accountable

**Homework Challenge:** Use examples provided above, or just look around your own organization. Waste is usually easy to find. See if you can initiate efforts to eliminate waste by fixing current processes related to one or more wastes. Good luck!
Certification

The UPPCC has introduced new certification eligibility requirements effective January 1, 2014.

**Note:** Certification Deadlines through December 31, 2013 using 2013 requirements

Apply by 12/31/2013, the application will be evaluated under 2013 requirements with testing opportunities of May 2014 and Oct 2014.

**Additional Note:**
Applications received by the UPPCC as of 1/1/2014 will be reviewed using new requirements. See [http://www.uppcc.org/certified/newcertelig.aspx](http://www.uppcc.org/certified/newcertelig.aspx)

Become Certified

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**Eligibility**

**UPPCC has introduced new certification eligibility requirements effective January 1, 2014. Click here to access the new requirements.**

The UPPCC programs are designed specifically for the public procurement professionals. Only those individuals who have public purchasing experience are eligible. The programs include three essential components for eligibility:

- **Work experience**
- **Coursework in procurement**
- **Formal education**

Unlike most purchasing-related certification programs, the Council requires substantial work experience in purchasing which must include years of public purchasing experience. This work experience must be complemented by formal training courses specifically in procurement as well as formal education; with some college work preferred for a CPPB designation and a college degree required for CPPO candidates who do not hold a CPPB designation.

The requirements for work experience and formal coursework are dependent upon the amount of formal college education achieved by the candidate at the time of application. For example, a four-year or advanced college degree will reduce the coursework and experience requirements.
FREE Webinars

All webinars hosted by NIGP are complimentary to NIGP members. Advanced registration is required in order to receive log-on instructions and to establish a record of participation.

NIGP Webinars are 90-minute topical online classes that provide time-challenged professionals the opportunity to earn contact hours without ever having to leave the office. All you need is a computer. Offered throughout the year, Webinars are a great way for you and the entire procurement team to stay abreast of the best practices and current issues in the profession.

Offered at various times during the day, a Webinar includes 60-70 minutes of information followed by a Q&A session.

All registrants receive a certificate of completion and one contact hour for attending.

Upcoming Webinars:

January 2014

- January 16 – Contract Price Adjustments
- January 22 – Qualifications-Based Selection for Architectural and Engineering Services (Based on the Public Procurement Practice Qualifications-Based Selection for Architectural and Engineering Services)

February 2014

- February 19 - Debriefing Session with Vendors

March 2014

- March 5 - Negotiation is Not Confrontation

General Webinar Information

- Participant Tips for Attending a Webinar
- FAQs
- VoIP Fact Sheet
- System Requirements
- On-Demand Webinar Recordings are available for free download to Institute members in the NIGP Online Store
- Directions for downloading FREE webinar recordings
- Search for all upcoming webinars in Course Schedule (Helpful Search Tips: To optimize your webinar class search in the Course Schedule use the "Search by Keyword" criteria and type in "Webinar." You can also use the drop-down "Select a Topic" browse criteria and look for "Webinar.")
BY JOSH KLIKA
WSDOT

To get the current status of educational offerings for our chapter, Theresa Teschlog, CPPB, Education and Research Committee Chair, answers a couple questions.

Q. What are some of the highlights of the last year in regards to your committee’s efforts in education?
A. During 2013, the Education and Research Committee has offered three successful NIGP courses and two successful chapter courses as well as several “lunch and learns” sponsored by the City of Bellevue:
- Effective Contract Writing
- CPPB Prep
- Developing and Managing Requests for Proposals in the Public Sector
- Performance Measures and Logic Models (Chapter Course)
- Effective Solicitations, Best Practices in Public Procurement (Chapter Course)

Q. What can the chapter members do to help support the effort to bring educational opportunities?
A. Chapter members can talk to a committee member if their agency is interested in hosting a particular class or educational opportunity. The chapter’s best training opportunities happen when agencies welcome other agencies to their in house training or are willing to host NIGP courses. Members can also encourage their agency to allow them to attend Chapter sponsored training as all of the NIGP courses have minimum registration requirements.

Q. What can chapter members expect to see in the near future as far as educational offerings?
A. 2014 is going to be an exciting year! We have two new NIGP courses, Introduction to Public Procurement in March (Everett) and Legal Aspects of Public Procurement in June (Tacoma). The chapter is committed to offering one CPPB Prep class each spring as long as the minimum registration requirement of 8 attendees is met.

In addition, we are working with local instructors to bring the same chapter classes that are taught in Western Washington to other areas of Washington such as the Spokane area. In addition, the chapter is working with the Oregon state chapters to offer training in the Vancouver area in the fall. As a chapter, we understand that our members are from many different regions in Washington and as an Education Committee we strive to ensure that ALL of our members are provided with opportunities to receive training in their region.

Q. Any other items of interest you would like to share with our members as it relates to education?
A. If you are interested in a particular class and do not see it on the Education Calendar then let me know and we will see if there is more interest for the class. Also, in January the committee will have several open spots, if you are passionate about Education and would like to serve on the Education and Research Committee then please contact me. I strive to have equal representation on the committee from the different regions in the state and would especially like to reach out to interested members in Northern and North-Eastern Washington.

To contact Theresa: theresa.teschlog@commtrans.org
To see the current educational opportunities for the chapter, go to:
Upcoming Chapter Event

2014 Annual Meeting, Honors, Awards and Recognition Event

Tuesday, January 21, 2014
City of Seattle, City Hall, Bertha Knight Landes Room
600 Fourth Ave Seattle WA 9811

Registration closes Thursday, January 16, 2014 at 5:00 PM

Annual Business Meeting

Training:
- Leading a High Performance Team-How to Take Your Herd To The Winner’s Circle
- Purchasing an Public Disclosure
- Economic and Revenue Outlook
- Honors, Awards and Recognition
- Installation of 2014 Officers

To register and for detailed information about this event please visit our website at 2014 Annual Business Meeting.

For driving directions, parking information and alternate transportation options please visit Seattle City Hall.
As the holiday season is upon us, it is now New Year resolution time. If you are like me, most if not all of the “classics” are going to be on your list. Also, if you are like me, these “classics” will be on the list again for the next holiday season, as they were not accomplished, hence not crossed off the list.

Being a procurement profession means we always need to think outside the box and look for best value, even when it comes to things like resolutions. This being the case, I decided for my list, I would add one new item that I would be sure to accomplish and cross off, giving my list the “best value” it deserves. I am going to add “becomes a mentor” to my list.

How am I going to be able to accomplish this resolution? A mentor by definition is a trusted counselor or guide. I have been fortunate in my career, as I have had the opportunity to receive great career and life guidance and counseling from quite a few different procurement professionals. Their example has helped me script my playbook for the upcoming year. Using their inspiration, here’s my examples of how to become a mentor:

- Plan a lunch or dinner every month or two to talk both career and outside interests.
- Provide guidance on a career plan and be that person to talk to when new opportunities arise.
- Assist with providing further networking opportunities with other procurement professionals.
- Help with achieving professional certification by sharing your experiences, training materials, or just plain help them with gathering the proper materials to apply. (Sharing a copy of the application you used to certify doesn’t hurt).

If becoming a mentor to procurement professional seems like a fit for your resolution list for the New Year, feel free to steal this one for yourself. No doubt, during the next holiday season, you will be able to finally cross one off your list as well.
Public Servants Doing Public Service Opportunity Continues

In an effort to continue our Chapter’s public service, hosted another repackaging event at Northwest Harvest on **Saturday, October 26th**, at warehouses in Kent:

**Kent Warehouse**
22220 West Valley Hwy. (68th Ave. S.)
Kent, WA  98032

If you are interested in being part of future WA Chapter of NIGP charitable events by giving back to the community, please contact Craig Bush at Craig.Bush@seattlecolleges.edu for the Kent Warehouse Event or if you would like to coordinate participating in such an event at the Yakima or Spokane Warehouse.

**Spots are limited, so please sign up right away for future opportunities. It is a great opportunity to get to know your peers outside of the workplace.**

The mission of Northwest Harvest is to provide nutritious food to hungry people statewide in a manner that respects their dignity, while fighting to eliminate hunger. Their vision is ample nutritious food is available to everyone in Washington State.

Northwest Harvest is the only non-profit food bank distributor operating statewide in Washington with a network of more than 350 food banks, meal programs and high-need schools. They provide over 1.7 million meals every month to this network.

If you or some you know would like to be part of the Charitable Events Committee or have suggestions for future charitable events please contact Craig Bush.
Recipe Corner

BREAKFAST TRIFLE

INGREDIENTS

- 1/2 cup Splenda
- 4 cups plain nonfat yogurt
- 2 teaspoons vanilla extract
- 9 slices Italian style or other white bread, crusts removed
- 12 oz frozen unsweetened raspberries, thawed
- 2 tablespoons Splenda
- 1 (15 oz) can cling peaches, no sugar added, drained
- 16 oz frozen dark pitted sweet cherries, thawed and drained
- 1 banana, thinly sliced

Directions

Blend 1/2 cup of Splenda plain yogurt and vanilla together. Cut bread into rectangles. Mix raspberries and 2 tablespoons Splenda (do not drain). Pour 1/3 cup yogurt mixture in the bottom of a glass bowl. Place 1/3 of the sliced bread on top of yogurt mixture. Top bread with 1/3 of the peaches, 1/3 of cherries, and 1/3 of raspberries. Drizzle about 1/3 of the raspberry juice onto the bread. Place 1/3 of the banana slices on top of the raspberries. Pour 1/3 of the yogurt mixture over the bread and fruit. Repeat steps 4-7 two more times, ending by pouring the remaining yogurt over the fruit. Cover and refrigerate at least 2 hours or overnight, allowing the bread to fully absorb the fruit juices.

ARTICHOKE CHICKEN

INGREDIENTS

- 4 boneless, skinless chicken breasts (you may use chicken tenders to equal 4 breasts)
- 1 (15 oz) can artichoke hearts, drained, and chopped
- 1 (6 oz) can water chestnuts, drained, and chopped
- 8 oz mayonnaise
- 8 oz parmesan cheese, grated
- Garlic pepper

Directions

Preheat oven to 375 degrees. Pour enough extra-virgin olive oil in the bottom of an 11"x9" baking dish to coat bottom. [Do NOT substitute a non-stick spray; the chicken will turn out too dry if you use a spray.] Chop the artichoke hearts and the water chestnuts into rough chop chunks. (a pulsing food processor works great for this). Combine artichoke hearts, water chestnuts, mayonnaise, and parmesan cheese. Arrange chicken breasts (or tenders) in the baking dish. Season with garlic pepper. Spread the artichoke heart mixture evenly over each breast (or tenders). Cover the pan with foil and bake for 20 minutes. Remove foil and bake for another 10 minutes. Test chicken for doneness by pressing down on the middle of the breast with a fork. If the juices run clear, it’s done.