President’s Message
January 2007

Greetings, fellow chapter members,

Annual membership meeting. Please plan to join us on January 23, 2007 for our important annual meeting in Seattle. The Education and Research Committee has arranged some great training on procurement fraud by the Department of Justice. We will present an activity plan and budget for membership approval as well as present honors and awards to the many professionals who have contributed to the success of the chapter and to their organizations. These are just some of the events that will take place – see you there.

Election results. Thank you for the confidence you’ve shown in me by electing me for another term as President. You also elected a wonderful group of officers to lead our chapter in 2007. Please welcome the officers elected for positions on the 2007 Board of Directors.

I’m very happy to announce that Alyce Benge, CPPO, Issaquah School District, and Sue Ownby, CPPO, City of Yakima, have agreed to continue with their important standing committee duties as chairpersons of the Education and Research Committee and the Public Relations and Marketing Committee respectively.

I look forward to working with these experienced professionals to build an even better and stronger chapter. Please let them know how you would like to participate as members of a committee.

My thanks to Mary McLean, Snohomish Health District, and her special Nominations and Elections Committee members, Nancy Woods and Clark Langstraat, for organizing and conducting a timely election.

The outgoing 2006 Board of Directors and the incoming 2007 Board of Directors held a joint planning meeting in Everett on October 20th. We spent a day of quality time reviewing our accomplishments of the past year and laying the ground work for success in 2007.

Vice President
Charlotte Walther,
Port of Everett
Recording Secretary
Nelson Park, CPPB,
City of Seattle
Treasurer
Terrie Roberts,
C.P.M., Spokane County
Membership Secretary
Becky Eisminger,
CPPO, Port of Vancouver

Washington State Chapter of NIGP
Dave Davis, President
In addition to outlining a budget and activity plan for 2007, we voted to recommend the purchase of **ChapterManager website** software. After a great deal of research and interviews with several chapters already using the software, we’re very confident that it will give our chapter the tool it needs to reach even more of our professional colleagues around the state and establish a convenient “virtual meeting place” for our membership. This decision was endorsed by the membership on October 27th. We are working with the provider to assemble the content and receive training, and hope to unveil the finished website at the January 23, 2007 annual meeting.

The Board of Directors usually meets on the fourth Wednesday of each month at 11:00 – 12:30 to coordinate the events and activities of the chapter. Any member is welcome to attend any Board meeting either by phone or in person. Please contact me for dial-in instructions.

It was great to see so many of you at the **membership meeting** on November 1st in Tacoma. Over 40 current and potential members participated in the business meeting. Our information booth at the GA Tradeshow drew a lot of interest as well.

Please read more in this newsletter about **important activities** that are scheduled in the coming months:

- **January 18-19, 2007** – CPPB Review Seminar
- **January 23, 2007** – Annual Honors and Awards meeting, Seattle
- **March 22, 2007**, *Excellence in Procurement Summit*, Olympia

Thank you to all who have returned their **membership renewals** in a timely fashion. I hope everyone will continue to promote chapter membership among your friends and colleagues. A strong and involved membership is our best key to success.

Call or e-mail me anytime with your comments and suggestions.

Regards,

Dave Davis, CPPO
360-570-6711
davida@wsdot.wa.gov

**Membership Committee Report**

*Charlotte Walther, Chair, Port of Everett*

The Chapter began the year with 163 members and ended 2006 with 185 members, a net increase of 22 members. There were 66 new members and 42 non-renewals (almost half of which were retirees or changes in jobs or locations).

The Membership Committee finished a very active year. The Committee developed recruiting materials and implemented a recruitment plan, which included approximately 350 mailings and other forms of contact. Based upon results of the survey we conducted at the beginning of the year, we developed membership cards and issued them along with chapter pins to all members. And, we upgraded the membership applications, renewal notices and recordkeeping processes. Our chapter was recognized at the National NIGP Forum in Florida for its outstanding growth.

On a personal note, I would like to thank the Committee members -- Debbie Anderson, CPPB, Yakima County; Janet Bulman, City of Shoreline; Becky Eisiminger, CPPO, Port of Vancouver; and Linda Olson, WSDOT – for all of the hard work they did this year. They are an outstanding group to work with and did a great job! Becky was elected Membership Secretary for 2007 and will chair the Membership Committee. She and the remaining committee members are already planning for 2007 and their

**Upcoming Events**

- **January 18-19**, Port of Everett
  CPPB/CPPB Review Course & Testing
- **January 23**, 8:00 am – 2:00 pm
  City of Seattle City Hall
  Annual Membership Meeting
- **February 26-28**, Olympia, WA
  NIGP LEAP Course
  Sourcing in the Public Sector
- **March 22**, Olympia, WA
  Excellence in Procurement Summit
  Accountability & Performance Measures
- **April 18**, Enzian Inn
  Leavenworth, WA
  Basics in Public Works Contracting
- **April 18-20**, Enzian Inn
  Leavenworth, WA
  Spring PNPPA Conference
- **May 16-18**, Community Transit
  Everett, WA
  NIGP LEAP Course
  Contract Administration
- **May**, TBD
  NIGP Course
  Leadership and Management in Public Procurement
- **June**, TBD
  1-day Course
  The Art of Contract Formation
efforts and dedication will continue to strengthen our Chapter growth!

Treasurer’s Report
Amy Pierce, Treasurer
September 2006
Beginning Balance $25,969.00
Receipts
Total Receipts $2,900.00
Expenditures
Total Expenses 1,172.00
Ending Balance 27,097.00

Education & Research Committee News
Alyce Benge, CPPO
Committee Chair
63rd Annual Pacific Northwest Conference – Spokane
Our Chapter was pleased to be invited by NAPM-Spokane (ISM affiliate) to support a public procurement training track at October’s Pacific Northwest Conference. The five sessions led by Dave Davis, Bruce Brady and Alyce Benge were well-attended by public agency peers as well as private industry procurement professionals attending the conference.

You don’t have to be participating in a study group to attend the CPPB review class and test on January 19th. This next opportunity for NIGP’s CPPB review class comes on January 18th at the Port of Everett. You do have to be registered to attend the CPPB review class and test. The CPPB review test will be administered at the same location the next day – Friday, January 19, 2007. Please contact Charlotte Walther at charlottew@portofeverett.com or 425-388-0606 for more information. Additional CPPB and CPPO review classes and testing dates will be scheduled as requested.

2007 Education – January, February, March
2007 starts out strong with our Annual Chapter Meeting in Seattle, CPPB review and testing in Everett, A February LEAP class, and Purchasing Month’s no-charge Excellence in Procurement Summit. March’s Summit topic is sure to be something you’ll want to know more about – Accountability and Performance Measures.

Don't miss the Chapter's first LEAP class in 2007 - SOURCING IN THE PUBLIC SECTOR. Mr. William Tommie, CPPO, Purchasing Coordinator for School District 5 in Irmo, South Carolina, will be presenting this comprehensive overview of the sourcing process. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes are explored in this 3-day LEAP course.

Class will be held in Olympia, WA, Room G3 at the General Administration Building, February 26-28, 2007. Our Seminar Contact, Neva Peckham, can answer questions about lodging and parking. She can be reached at 360-902-7425 or npeckha@ga.wa.gov.

Applications, Bridges, Classes
This was the subject of my presentation in Spokane – the A, B, C’s of CPPB and CPPO. Are you interested in certification but don’t know what to do next? Check out the Certification Handbook at www.uppcc.org for FAQ’s and all the information you need to take that next step. I’m always excited to discuss education and certification with anyone, so please call me if you have a general question or something specific to our chapter activities – Alyce Benge, 425-837-7070, bengea@issaquah.wednet.edu.

Scholarship Committee News
Charlotte Walther, Chair, Port of Everett; Timolin Abrom, Pierce Transit; Debbie Anderson, CPBP, Yakima County, Clark Langstraat, C.P.M., City of Everett; Cathy Robinson, City of Shoreline; Mayvis Schwab, City of Bellevue; Helen Small, City of Tacoma

APPLICATIONS FOR SCHOLARSHIPS ARE BEING ACCEPTED

The 2006-2007 Scholarship Committee is excited to announce that the Washington State Chapter of NIGP is accepting Scholarship Applications for Chapter-sponsored training events scheduled for 2007. A copy of the guidelines, application and 2007 event schedule are included in the newsletter. The first class eligible for scholarship consideration is the 3-day LEAP class, SOURCING IN THE PUBLIC SECTOR, February 26-28, 2007, Olympia, WA. The deadline for submitting a Scholarship Application for this class is January 15, 2007. The deadline for submitting applications for other Chapter-sponsored classes will be 60 days prior to the date of the class. (If necessary, the Committee may set other deadlines and, should this happen, the membership will be notified in advance.) Since specific dates for some classes have not yet been set, please plan to submit your application 60 days from the first day of the month during which the class is scheduled. Classes not sponsored by the Chapter (i.e., PNPPA, National NIGP Forum, ISM) are not eligible for Chapter scholarships.

Please feel free to contact Charlotte Walther, 425-388-0606, charlottew@portofeverett.com, should you have any questions.
GUIDELINES

SCHOLARSHIP PROGRAM:

The Chapter has established a Scholarship Program for the purpose of assisting individual Chapter members who are interested in furthering the development of their purchasing and material management skills and professionalism that may otherwise be unable to do so. Scholarship(s) must be used for professional development at a Chapter-sponsored seminar/conference or attendance at other training that is reviewed and recommended to the Board by the Scholarship Committee and reviewed and approved by the Chapter Board of Directors. A scholarship may not be applied toward the cost of a past event or accomplishment.

QUALIFICATIONS:

1. Individual must be a paid and active member of Washington State Chapter-NIGP and in good standing for at least one year prior and in the current year to receive a scholarship award.
2. Applications must be submitted by the established deadline(s). No late applications will be considered.
3. Members may apply for multiple scholarships; however, only one scholarship per year will be awarded to a member.
4. Members that have received a scholarship award from the Chapter may not apply for a new scholarship for a period of 2 years from the date of scholarship award.
5. A maximum of 2 scholarships shall be awarded in any given Chapter calendar year to members who are employed by the same agency.
6. A single scholarship may not exceed the cost of registration for the event, unless the Chapter has previously approved otherwise.
7. Scholarships recipients cannot transfer their scholarship to another person, but the Scholarship Committee can reassign unused scholarships.
8. No member of the Scholarship Committee may be considered for a scholarship during that member’s term of service on the committee.

APPLICATION PROCESS:

Applicants are required to submit a complete application package. Failure to submit a complete application package shall disqualify the applicant. Applicants must complete and submit their application to the Chapter Scholarship Administrator no later than 60 days in advance of the scheduled event or the deadline date established by the Scholarship Committee. If the applicant is employed, the application must be signed by the applicant’s immediate supervisor. The applicant may provide additional supporting documentation that the applicant believes would assist the committee in their evaluation of the complete application package. The Scholarship Administrator will arrange for the Scholarship Committee to review and evaluate applications received. All applicants shall be notified in writing of the committee’s decisions. Scholarship winners will be announced as soon as practicable after selection. The announcement will identify the scholarship type(s) and the winner(s).

SCHOLARSHIP SELECTION CRITERIA:

The committee will review all scholarship requests and award a scholarship based on the following criteria:

1. **Financial Need Statement (Pass/Fail)** – The request shall provide a statement of the need for financial assistance. The statement should state that the requestor and/or their agency, due to lack of funding, is unable to pay for the event. All applicants must provide this information. If the applicant is employed, the Financial Need Statement requires the acknowledgement from the applicant’s direct supervisor. Scholarship funds will only be used for expenses that are not covered by other reimbursements from the employer or
other granting sources. Applicant must note in their Financial Need Statement all other payments or reimbursements to be received from any other sources.

2. **Professional Procurement Goals (40 points)** – Applicant shall submit information that lists their goals in the procurement profession and how they view their membership in the Chapter will help them to obtain their goals.

3. **Training (40 points)** - Applicant shall state how the training they are applying for will help them to obtain their professional development and goals.

4. **Contributions to the Procurement Profession and/or the Chapter (20 points)** – Applicant shall provide information that shows contributions the individual has made to the procurement profession and/or the Chapter. Examples of these contributions are, but not limited to:
   - Serving on the Chapter Board or committees
   - Serving as an officer, committee member or task force member involved in public procurement (e.g., NIGP, ISM, PNPPA, etc.)
   - Writing policies or procedures for effective and efficient public procurement
   - Writing and sharing of training materials and articles
   - Development of websites for posting public contract opportunities
   - Development of electronic procurement system
   - Serving as a speaker at a purchasing-related function

There are a total of 100 points possible. **Scholarships for each training event is limited to one.** Awards will be based on the highest score. In the case of a tie, the winning applicant will be determined by a drawing of the names of the tied applicants. Race, creed, color, national origin, gender, age, or the employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships.

**PAYMENT PROCESS:**

Scholarship payments shall be paid for either the registration fee or the applicant’s travel expenses. Payment will not be made for both the registration fee and travel expenses. The applicant shall designate which form of reimbursement they are applying for on the application. The amount of the payment will not exceed the limits established by the Scholarship Committee.

1. **Registration Fee**: Shall be held in the Chapter funds and paid directly to the seminar coordinator by the Chapter Treasurer upon successful completion of the seminar.

2. **Travel Expenses**: Expenses may include payment of mileage, lodging and per diem. Request for payment along with supporting documentation shall be provided on an approved travel expense form to the Scholarship Administrator for review and approval and, once approved; the Scholarship Administrator will forward the approved travel form to the Chapter Treasurer for payment. Mileage shall be based on the US Internal Revenue Service (IRS) mileage rate in effect at the time the travel was performed. The per diem shall be based on the Federal government per diem for the city where the training was conducted and in effect at the time of training. If meals are provided as part of the seminar, the cost of the meals shall be deducted from the per diem. The first day of travel shall be paid at the full per diem amount, with the last day of travel being paid at a rate of 50% of the per diem rate. The Scholarship Administrator is responsible for ensuring the proper mileage and per diem rates are paid for travel expenses. A member of the Scholarship Committee shall review all forms and documentation prior to payment and, along with the Scholarship Administrator, shall approve and sign the appropriate forms.

**APPEALS:**

Written appeals must be submitted to the Scholarship Administrator within 14 days of the date on the Committee’s written letter of decision notification. The Scholarship Administrator or designated Scholarship Committee member will present appeals to the Chapter Board of Directors for a decision. Decisions by the Board of Directors will be final.

Page 2 of 2
Washington State Chapter of NIGP
Scholarship Program Guidelines
Washington State Chapter of NIGP
Scholarship Program

SCHOLARSHIP APPLICATION

APPLICANT INFORMATION

Name: ___________________________ Certifications: ___________________________
Position/Title: ___________________________
Agency: ___________________________
Mailing Address: ___________________________
City: ___________________________ State: WA Zip: ___________
Phone: ___________________________ Fax: ___________________________ E-Mail: ___________________________

ASSISTANCE REQUESTED

Applying For (Name of Class): ___________________________
Date(s): ___________________________ Location: ___________________________
Assistance Requested (Only One Selection Allowed): _____Registration
_____Travel Reimbursement
Amount Requested: $ ___________ (May be awarded in whole or in part dependent upon availability of funds.)
Applicant’s Signature: ___________________________ Date: ___________________________

SUPERVISOR’S CERTIFICATION & SIGNATURE (REQUIRED)

“As the Applicant’s supervisor, I certify our agency is unable to fund Applicant’s funding request for the named event.”
Supervisor Signature: ___________________________ Date: ___________________________
Print Supervisor’s Name & Title: ___________________________
Phone: ___________________________ Fax: ___________________________ E-Mail: ___________________________

Submit completed form to: Charlotte Walther
WA-NIGP Scholarship Committee Administrator
Port of Everett
P.O. Box 538
Everett, WA 98206
Phone: 425-388-0606; charlottew@portofeverett.com

The Scholarship Committee will review your application. The Scholarship Committee Administrator will notify you in writing of the Scholarship Committee’s decision. The Chapter will not issue payments directly to members unless prior authorization has been approved for reimbursement requests. Members must provide registration information or travel reimbursement information.

Approval Date: ___________ Scholarship Administrator Signature: ___________________________
Not Approved: ___________ Reason for Non-Approval: ___________________________
SCHOLARSHIP APPLICATION INFORMATION

The following information is required. Applicants can provide the information below or on an attached sheet. No more than two pages is requested. The applicant may provide additional supporting documentation that the applicant believes would assist the committee in their evaluation of the complete application package. Please type, print, or write clearly:

1. **Financial Need Statement (Pass/Fail)** – Applicant shall provide a statement of need for financial assistance and must note all other payments or reimbursements to be received from any other sources.

2. **Professional Procurement Goals (40 points)** – Applicant shall submit information that lists their goals in the procurement profession and how they view their membership in the Chapter will help them to obtain their goals.

3. **Training (40 points)** - Applicant shall state how the training they are applying for will help them to obtain their professional development and goals.

4. **Contributions to the Procurement Profession and/or the Chapter (20 points)** – Applicant shall provide information that shows contributions the individual has made to the procurement profession and/or the Chapter.
## 2007 EDUCATION PLAN

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<td>Annual Chapter Meeting</td>
<td>Sourcing in the Public Sector</td>
<td>Excellence in Procurement</td>
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<td>Bertha Knight Landis Room</td>
<td>LEAP Class</td>
<td>Summit: Accountability and Performance Measurement</td>
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<td>City of Seattle City Hall</td>
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<td>CPPB Review &amp; Test</td>
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<td>Workshop: Public Works Contracting</td>
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<td>Leavenworth, WA</td>
<td>LEAP Class</td>
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<td>Community Transit, Everett</td>
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<td>19-20</td>
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<td>Spring PNPPA Conference</td>
<td>Leadership and Management</td>
<td>NIGP test question writing</td>
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<td>Leavenworth, WA</td>
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<td>session – open to CPPB and CPPO’s (no charge)</td>
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<td>Government Track, NAPM Pacific Northwest Purchasing Conference</td>
<td>Chapter Business Meeting in conjunction with OSP Trade Show</td>
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AS REQUESTED: CPPB and CPPO Review Courses and Test scheduling

Contact: Alyce Benge, CPPO, C.P.M.
Director of Purchasing Services, Issaquah School District
425-837-7070, 425-837-7075 fax
bengea@issaquah.wednet.edu
WASHINGTON STATE CHAPTER OF NIGP
Presents a 3-Day LEAP Seminar

February 26-28, 2007 - Olympia, WA
Contact hours: 24 hours - UPPCC Re-Certification points: 3 - CEU Units: 2.25

Seminar Fees: National Member - $550; Chapter Member - $725; Nonmember - $825 (does not include lunches)
Location: General Administration Building, Room G-3
210 11th Ave SW, Olympia, WA 98504
Time: 8:00 AM – 5:00 PM
Instructor: William J. Tommie, CPPO
Class Size: Minimum requirement is 8; Registration deadline is January 31, 2007
Lodging/Parking: Check with Seminar Contact for Lodging and Parking suggestions
Seminar Contact: Neva Peckham, Contract Specialist, Office of State Procurement
360-902-7425, npeckha@ga.wa.gov

General Description:
This course provides the participant with a comprehensive overview of the sourcing process within the public sector. Essential elements, including pre-sourcing planning, needs assessment, specifications, scope of work, deliverables, procurement strategies, value analysis, and internal control processes are explored. Determining the appropriate sourcing method, preparing the relevant sourcing invitation document, managing the acquisition process, evaluation of response submissions, and contract awards will also be explored. In addition, trends and technology developments and their effect on processes will be discussed.

Intended Audience:
Sourcing, by government organizations is a different and complex process, filled with rules, regulations, procedures, court decisions, conflict of interest prohibitions, and issues that can complicate and confound the lives of government officials charged with procurement responsibilities. This course is intended for those who want to learn how to navigate the process and increase their understanding of the critical issues that frame the concept of public sector sourcing and discusses future sourcing challenges. Procurement practitioners at all levels, senior agency managers, suppliers, and internal customers who wish to understand their role in the public sector acquisition process are encouraged to attend.

Objectives:
Upon successful completion of this course participants will be able to:
- Identify how sourcing can engage the internal/external community in the acquisition process
- Examine the processes, apply the correct procedures and identify the appropriate mechanisms for the acquisition of specific goods and services
- Apply the essential elements of sourcing within the acquisition process in a logical and transparent manner
Seminar Fees:
- Make checks payable to Washington State Chapter of NIGP
- Mail check with registration form to the Education Committee address found in the upper right corner
- Chapter Federal Tax ID No. 16-1671379
- Registrations received after the deadline or without payment may not be accepted

- NIGP National Member - $550
- NIGP Chapter Member - $725
- Non-Member - $825

Please send information on membership:
- NIGP
- WA State Chapter

Cancellation Fee: Cancellation fee of 30% if cancelled after the deadline date. No refunds for cancellations after the deadline date which bring the attendance below the minimum attendance requirement of 8.

NSF Charge: $29 (NSF charge subject to change should the bank increase or decrease the NSF fee.)

Registrant Information: (Please print all information)

Name: __________________________
  o Mr.   o Ms.   Last Name   First Name   Middle
Title: __________________________
Full Agency Name: __________________________
Work Address: __________________________
City and State/Province: __________________________ Zip Code/P.C. __________________________
Work Phone: (   )____________________ Ext. ________ Fax: (   )____________________
Email: __________________________

Seminar Information:
When: Monday thru Wednesday, February 26-28, 2007 - 8:00 am to 5:00 pm
Instructor: William J. Tommie, CPPO
Where: General Administration, Room G-3, 210 11th Ave SW, Olympia WA 98504
Seminar Contact: Neva Peckham, Contract Specialist, npeckha@ga.wa.gov, 360-902-7425
Lodging/Parking: Check with Seminar Contact for suggestions
WASHINGTON STATE CHAPTER OF NIGP

Presents a 1-Day Seminar

BASICS OF PUBLIC WORKS

CONTRACTS ADMINISTRATION

April 18, 2007 - Leavenworth, WA

UPPCC Certification Contact hours: 7 hours - UPPCC Re-Certification points: .87

Seminar Fees:  
NIGP National or Chapter Member - $150; Nonmember - $180
*lunch is included in registration fee*

Location:  
Enzian Inn, Leavenworth, WA

Time:  
8:30 AM – 4:30 PM

Instructor:  
Charlotte Walther, Procurement & Contracts Administrator, Port of Everett, Everett, WA

Class Size:  
Minimum requirement is 10; Registration deadline of April 4, 2007

Lodging/Parking:  
Same as PNPPA information

Seminar Contact:  
Cathy Robinson, purchasing@ci.shoreline.wa.us, 206-546-2188

Course Content:  
The course will cover the basic processes of managing public works contracts from the beginning of the project to the end, to include the following:

- Contracts Administrator's Role
- Coordination With Engineers And Project Managers
- Ensuring Project Manual Contains Necessary Documentation For Contracts Administration
- Posting Bid Documents
- Bid Openings, Reviewing Bids, And Bid Results Posting
- Awarding The Contract
- Reviewing Contract Documentation (Contract, Insurance, Bonds, Etc.)
- Administering The Contract While Project Is Ongoing
- Project Closeout And Releasing Retainage
- Small Public Works Rosters And Bid Processes
- Limited Public Works Process
- Prevailing Wages And Prevailing Wages Reporting
- Bid, Performance And Payment Bonds
- Certificates Of Insurance and Insurance Coverage
- Federally Funded Projects
- And Much More…
REGISTRATION FORM
(Send completed registration form and payment to the above address)

Basics of Public Works Contract Administration
April 18, 2007 – Leavenworth, WA
Registration Deadline – April 4, 2007

Fees: NIGP National or Chapter Member - $150; Nonmember - $180; lunch Included
Registrations received after the deadline or without payment will not be accepted
(Make check payable to Washington State Chapter of NIGP)

Cancellation Fee: Cancellation fee of 30% if cancelled after the deadline date.

NSF Charge: $29 (NSF charge subject to change if bank increases or decreases NSF charge.)

Registration Information: (Please print all information)

Registramt Name_________________________________________ Title_____________________________________

Full Agency Name______________________________________

Address___________________________________________________

City and State/Province____________________________________ Zip Code/P.C.______________________________

Email ___________________________ Phone________________________ Fax __________________________

Seminar Information:

When: Wednesday, April 18, 2007 - 8:30 am to 4:30 pm
Instructor: Charlotte Walther, Procurement & Contracts Administrator, Port of Everett, Everett, WA
Where: Enzian Inn, Leavenworth, WA
Seminar Contact: Cathy Robinson, purchasing@ci.shoreline.wa.us, 206-546-2188
Lodging/Parking: Check with Seminar Contact or Spring PNPPA Conference information for more details