Dear Chapter Members and Colleagues,

What an exciting year we have had here in our Chapter! We hosted a successful Spring Trade Show and Fall Reverse Trade Show, our first ever Educational Symposium, a 5K Run, hosted a golf tournament, implemented our new Strategic Plan, introduced the “We Care” Greeting Card Program, awarded over $50,000 dollars in professional development scholarships to members which included assisting 23 members with paid registration, hotel and/or airfare to attend Forum in Philadelphia. We continued our 50/50 raffles at Chapter meetings and added it to our Reverse Trade Show line up which to date has collected almost $800 to be donated to our 2014 charity, the Humane Society of Tampa. Additionally, we are collecting donations of staple items needed by the Humane Society which will be delivered to them after the December Chapter Holiday Meeting.

At the national level, during 2014 we had a finalist for NIGP Manager of the Year, the Chapter was a finalist for NIGP Medium-Size Chapter of the Year, the Chapter was recognized for the highest number (first and second place) of registered attendees to NIGP sponsored classes by a local chapter in 2013. We have also congratulated six new UPPCC certified CPPO and CPPB chapter members so far this year. We also hosted four NIGP classes at a 50% subsidized rate for Chapter members, introduced our on-line registration to attend chapter meetings and are rolling our new and improved Chapter website in December.

On a more personal note, we have had additions to our Chapter “family” and their extended families, as well as the loss of one of our own. We have celebrated graduations, birthdays, anniversaries, new jobs and retirements. All-in-all, the future appears to be

(Continued next page)
(President’s Letter Continued from Cover)

brighter for most of our agencies than it has been in a number of years.

As we come to the holidays and the end of the year, I would like to express my deepest gratitude to the Chapter for allowing me the honor of leading our organization in 2014. I am so proud of all that we have accomplished and know that with the leaders coming in after me, even bigger and better things are on the way.

In closing, I would also like to wish all of you a very happy holiday season, Merry Christmas, and a VERY Happy and prosperous New Year.

Theresa Webb, CPPO, CPPB, C.P.M., FCCM
Chapter President - 2014

Want to Get the Latest Quick Updates on Chapter News?
Want to Show Off the Photos from Chapter Meetings on Your Smart Phone?

OR VISIT:
https://www.facebook.com/pages/NIGP-Tampa-Bay-Area-Chapter/314130835389581
The Tampa Bay Area Purchasing Cooperative (TBAPC) had another productive and fruitful year in 2014. At its January meeting, non-lead agency members met with lead agency members and articulated what needs existed and were anticipated in 2014. This was done in an effort to provide an understanding of each group’s concerns and requirements in order to build better cooperative bids.

As part of the March meeting agenda, Michael Schlesinger, City of St Petersburg, gave an excellent presentation on Business Ethics in Procurement, which was comprehensive and well received. Ms. Peg McPherson, Commodities and Procurement Director with RESPECT of Florida, presented at the May meeting. At the July meeting, Rocky Milburn, Purchasing Agent with PRIDE Enterprises, presented. Both RESPECT and PRIDE presenters detailed what their agencies provide and how our local agencies are able to benefit from using their services. Finally, Mr. Rick Stiff, City of St Petersburg Emergency Management/Fire Rescue, gave an encore presentation on Contracting in a Disaster Environment, which again was excellent and informative.

The year-end TBAPC meeting took place on December 3, 2014. A TBAPC tradition, the holiday meeting was held at the Olive Garden in Pinellas Park and included officer election and a discussion about the upcoming year’s Goals and Objectives. Looking forward to 2015, the first TBAPC meeting is scheduled for January 21, 2015 at the Pinellas Suncoast Transit Authority Auditorium. We look forward to you joining us in person or by teleconference. Your participation is what makes cooperative contracts and the benefits they provide happen.

Dave Fechter
TBAPC Chair 2014
Procurement Analyst, Pinellas County BO
SECRETARY’S REPORT

Since my last newsletter update the Chapter Board has held two meetings. Below are the dates and details on some of the items we covered in those meetings:

Chapter Board Meeting Dates
- October 14th via Webex
- November 14th at Tampa International Airport
- November 21st via Webex/Conference Call

Highlights of Items Discussed and/or Approved
- September and October Financial Statement and Disbursements
- December Luncheon and Humane Society “Wish List” Gift Collection
- Success of Reverse Trade Show
  Two Diamond Sponsors, Five Gold Sponsors, 7 Silver Sponsors and 5 Food Sponsors
- Chapter Manager” Website Implementation to replace current Chapter website
  Approved initial funding for site set-up to start in early December
  $5,828 for first year set-up cost
  $1,340 for annual maintenance (on-going)
- Finalized decisions related to Spring Trade Show at A La Carte Pavilion (April 2015)
- Planning on Stuffed Toy Drive for Ronald McDonald House at Tampa General Hospital (June 2015 Luncheon)
- Executive Board Operations Manual revisions (to be discussed at December Luncheon)
  Includes changes to address recent Board resignation and multiple Executive Board Members working at same agency due to new employment hiring.
- Buyer and Manager of Year Applications for 2015

Keep a lookout for the announcement of the official switch to the Chapter Manager version of our website in early December.

Please contact me if you have any questions!

Kevin Frye, CPPO, CPPB
Chapter Secretary - 2014

Don’t get lost!
If your email address has changed due to retirement or your agency has changed your address, remember to update your member profile with the most current information! If you have changed agencies, please update as soon as your new agency enrolls you as a member. Contact Membership Chair Tony McGee with questions. Anthony.McGee@TampaGov.net
As of October 31, 2014, the Chapter has a net loss of $17,047.67. The net profit realized from the October Reverse Trade Show of $18,899 helped a great deal toward our year-to-date net loss deficit.

As we come toward the end of this year, I will be finalizing the Chapter budget for 2015. My goal is to present a balanced budget so we complete 2015 without incurring a loss.

Our Spring 2015 Trade Show at the new venue in Tampa is a very exciting change. I do believe this will regenerate interest and start our year off to a financially healthy position.

Karen Main CPPO, CPPB
Chapter Treasurer - 2014

Looking to Further Your Education? Deadline for applying for NIGP Scholarships is December 13, 2014. Apply for either an Academic or Professional Development Scholarship. The NIGP Scholarship program will award a maximum of $10,000.00 per calendar year.

The Academic program is for: 1) students enrolled in an accredited college or University degree program leading to an academic degree in the field of, or related to, purchasing/procurement, materials management, supply chain management, inventory control, specifications development, contract administration, and contract negotiations or 2) students enrolled in an accredited college or University program leading to an Executive Certificate. Students must be enrolled in a full-time program leading to a college degree or Executive Certificate or a part-time program of purchasing related courses.

The Professional Development program is for those individuals who are interested in enhancing their professional development (via Institute and/or NIGP Chapter seminar courses or workshops, and certification preparation classes and testing and application fees).

Click here for scholarship requirements and general application instructions.

GOOD FOR YOU!

Famous NOT last words—"It has been my pleasure to be your newsletter editor and Communications Chair since issue 33 in March 2009. I hope to continue to provide news for future editions. Best of luck to new Chair Evy Romero as you create issue 60 and beyond!" Barbara Grilli
THIS JUST IN!

NIGP has just announce a mini-conference to be held in Tampa, FL at the Marriott Westshore, March 12-14th. This conference will focus on workshops and content of most interest to attendees at 2014 Forum in Philadelphia, based on a follow-up survey. The conference information will be posted on the NIGP website and on-line registration will open in early December.

The conference will start with a luncheon on Thursday March 12th followed with workshops and networking opportunities. A full day of workshops packed with attendee participation will happen on Friday the 13th and continue on Saturday morning the 14th. The event will wrap up around noon on Saturday - a perfect schedule for those who might not be able to be out of the office for five days of Forum.
The Tampa Bay Chapter of NIGP Board invites all members to submit nominations for TBAC Professional Buyer of the Year, and TBAC Professional Manager of the Year! Nominations for both must be submitted NO LATER than 5:00 PM, Monday, January 26, 2015. This is a great opportunity to recognize the professional contributions of one of your Chapter colleagues. Submit your nominations via email to Kevin Frye at Kevin.frye@tampagov.net by the deadline. Applications will be available for download on the Chapter website at www.nigp-tampabay.org on Monday, December 6, 2014.

To be considered for the TBAC Manager of the Year, the nomination letter with supporting documentation of no more than 10 pages and candidate information must include how the candidate has demonstrated:

1. Contributions to the entity he/she serves,
2. Contributions to the Institute or profession, and
3. Contributions to an NIGP Chapter.

EXAMPLES: Contributions in which the candidate actively promoted education and professional development, was supportive of public purchasing organizations, demonstrated passion for the vision and mission of NIGP, maintained high ethical and moral standards and has portrayed exceptional leadership in public procurement.

Nomination Letter and candidate information must be typed. Applications may be submitted by an agency, co-worker, chapter affiliate or a self-nomination.
The preceding details were included to provide the basics for qualification. Please review and start thinking of the great members in our chapter who exhibit these qualities...maybe even a self-nomination is in order! Official form can be found online. Good luck!
The Chapter’s Fall Reverse Trade Show – *Pathways to Procurement* – was held on Friday, October 24, 2014 at the University Area Community Development Corporation Center. Refreshments and breakfast snacks were offered to all attendees.

This year’s RTS featured two separate vendor workshops that ran concurrently to the show. The first workshop, *W R On-line, R U?,* provided instruction on how to register and receive solicitation notifications through various electronic notification systems. The second workshop, *How to Do Business,* provided the vendors with information on doing business with several different types of entities. Both workshops were very well attended by the vendor community.

Participation from both vendors and governmental entities exceeded our expectations. Twenty-eight member agencies were represented with 77 registered participants to meet and greet the vendors. There were a total of 16 vendor sponsorships sold and 164 individuals in attendance from the vendor community.

I would like to take a moment to extend a very special thank you to each of the hard-working volunteers, committee chairs and workshop speakers for their outstanding support of this event. As a result of your participation, the Chapter provides valuable scholarship points for volunteers to use towards attending Forum, FAPPO or other NIGP seminars that provide professional development and recertification points.

Thanks to all of your efforts, the net profit for the Chapter for this event is $18,889.04. It is *your* commitment and dedication that made this year’s Reverse Trade Show such a huge success! *Fantastic job to all that participated in this event!*

*Amy Flack, CPPB*

*Fall RTS Chair*
Scenes From the Show!
THANKS TO ALL OF OUR RTS SPONSORS!!

"Pathways to Procurement"
SPONSORS

DIAMOND SPONSORS
TD Bank

HD Supply

GOLD SPONSORS
Sprint

PCO

APG

TRANSCOR

SILVER SPONSORS
GWT

REDCELL

GWT

GLOBAL

MANHEIM

Firm Solutions

Ameresco

www.respectofflorida.org

FAEDO'S

Sams Club
When December rolls around, we know it’s time for the office potluck, or holiday party; but sometimes it is the time that free goodies start rolling in from various suppliers. While it’s one thing to accept a tin of cookies from someone you have ongoing business with, what would you say if this person offered you a couple of Lightning tickets?

Consider your agency’s gift policy first. In addition, what kind of message are you sending about yourself, and your agency, to accept such a gift? How would it look on the evening news broadcast, regardless of the value of the gift and its compliance with “policy.” In other words, does it pass the “sniff” test?

In today’s business world, suppliers are under considerable pressure to land the sale. In their given industry, this may be perfectly routine behavior (especially if they sell primarily to the private sector) and to a certain extent, a gesture of goodwill. However when a gift moves the needle on the personal integrity meter in the wrong direction, careers can be impacted or permanently ruined. Frequently indiscretion with gifts is brought to light by competitors of the gifter. Many times the extension of lavish or inappropriate gifts is focused on field contract administrators or end users who may or may not be as aware of the agency ethics policy as we are in Procurement. Certainly ignorance of the rules does not excuse violation of them, but if your agency does not send out an ethics reminder at year end to all employees, it should seriously consider doing so.

In this hyper-connected, hyper-transparent world, ethics issues come to light more readily than ever. From video and photos at a holiday function, to conversations at the local grocery store nothing is without surveillance. If you feel you are only a tiny cog in the huge machine, consider the fact that social networking can reduce that machine to a tiny toy – under a spotlight.
There is nothing intrinsically wrong with giving a gift that is within allowable thresholds and policy, but at the same time employees and employers need to focus on the intent of the gift. At Forum, several sessions provided insight on some appropriate and valuable use of supplier relationships in developing RFIs. In some cases, the ages old “arms-length” relationship with suppliers can actually result in producing solicitations that are vastly out of touch with the market. If the gift intent is simple awareness that passes the agency and personal integrity meter, gracious acceptance may be the best course of action and may open up a conversation with a future resource or further solidify your work with an existing resource. However, care should be taken with logo items that could give an inappropriate impression if displayed in a Procurement office or are utilized by a Procurement Officer in a meeting, regardless of value. Yes it is a delicate balance.

Trust your gut. If you accept a gift, would you be able to remain impartial about this person or company? Would you continue to be fair or would you treat them differently? What is the timing of this gift? Is there an active solicitation involving this company or a prime contractor they work with?

If it is clearly something that must be refused, don’t be insulting. Treat every offer of a gift in good faith. At the same time, be gracious when declining or accepting it under certain rules: “Please understand, based on policy, I can't accept this for myself.” If it is appropriate in your agency to share the item with the department, stating that to the supplier is a great way to decline or define the condition of your acceptance.

We all work hard all year to establish credibility and trust among our colleagues, the supplier community, and most importantly - with our internal and external stakeholders. Credibility and trust in our actions are built around accountability and appearances. If accepting a gift or attending an event with or sponsored by a supplier undermines your credibility or creates the appearance of impropriety (or has any potential of doing so), don’t do it! You may never get a second chance at repairing your reputation.

Barbara Grilli, CPPO, CPPB, C.P.m., FCCM
TBAC Communications Chair
Procurement Manager, City of St. Petersburg
MEMBERS YOU SUPPLY THE THUNDER AND A GRACIOUS PERSON HAS AGREED TO SUPPLY THE …..

3 - CLUB LEVEL LIGHTING TICKETS FOR THE JANUARY 15th GAME
SPECIAL DRAWING TO BE HELD AT THE DECEMBER LUNCHEON
2 – Raffle Tickets For $5.00

ALSO PLEASE REMEMBER OUR NORMAL 50/50 DRAWING. LAST CHANCE TO WIN FOR 2015....NOW THAT WOULD BE A NICE HOLIDAY BONUS!
1 – Raffle Ticket for a $1.00 or 6 – Raffle Tickets for $5.00

AND HOW COULD WE FORGET THE....
FOOD/TREAT/BLANKET/BEDDING/KITTY LITTER/TOY DRIVE FOR THE HUMANE SOCIETY TAMPA BAY!
$5 Donation -1 Ticket or $25 Donation gets you -6 Tickets
PROFESSIONAL DEVELOPMENT NEWS

Upcoming Classes for 2014 - 2015
Selections Based on Your Survey Responses!
ALL REGISTRATION FEES REFLECT A 40% SUBSIDY FROM YOUR CHAPTER.
CLASSES (UNLESS NOTED OTHERWISE) TO BE HELD AT
THE CHILDREN’S BOARD OF HILLSBOROUGH COUNTY

Thanks to all who took our Pro-D Survey.
2015 Class Schedule coming soon!

Statewide Classes:
Details: [http://www.nigp-tampabay.org/ProfessionalDevelopment.asp](http://www.nigp-tampabay.org/ProfessionalDevelopment.asp)
or call Mark Shuman at 727-588-6179

Who do you know? Suggestions for exciting speakers for our Chapter Meetings? Contact Mina Kaeding at 813-272-4326
## Tampa Bay Area Chapter NIGP, Inc

www.nigp-tampabay.org

NOTE: THE NEWSLETTER IS ALSO POSTED ON OUR WEBSITE

### COMMUNICATIONS:

Email the news from your corner of the world to:
evelina.romero@stpete.org
Phone: 727-892-5297

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