Dear Chapter Members and Colleagues,

As the 2017 calendar year comes to a close, I would like to take a moment once again to echo the sentiments from the December luncheon. I firmly believe that our Chapter and its’ members are the best group of procurement professionals in the business. It is because of your hard work, volunteer efforts, and dedication to the profession that our Chapter continues to be successful year after year. So please give yourselves another round of well-deserved applause!

It has been truly been an honor to serve as your 2017 President and to be a part of such an amazing organization. I would be remiss if I did not give a special thanks to each of the Board members for the countless hours and enormous level of effort they have given this past year. In addition, every one of the event chairs, committee chairs and members, and volunteers did a phenomenal job in making each event a success. Thank you for all you did to ensure these events took place seamlessly and successfully.

As I move into the Past President role, I will continue to support the efforts of the Chapter and the Board. As my first official “Past President” duty, I was honored to conduct the Installation of Officers at the December luncheon. Please join me in welcoming the 2018 Board Officers to their positions. I know that they will continue to promote our Chapter and excellence in public procurement. The torch (aka gavel) has been passed on to someone who is both a great friend and colleague, Ms. Stephanie Bunford. I have every faith that she will lead the Chapter on to even bigger and better things in 2018.

(Continued next page)
The Chapter held several events this past year, all of which were prosperous, as a direct result of your efforts. These events included the Trade Show, Golf Tournament, Reverse Trade Show, four Chapter luncheons and several NIGP professional development courses. In addition, many scholarships were issued, allowing members to attend events such as the annual FAPPO conference, NIGP’s National Forum or one of the educational workshops. The Board, in an effort to give back to the membership, offered each member a “Lunch on Us” coupon for either the September or December Chapter luncheons. There were a total of 69 members that took advantage of this unique opportunity.

I am so honored to be a part of an organization that goes above and beyond in their willingness to give to others. Through your efforts we were able to raise over $2,300 in raffles throughout the year and collected so many items in need as well as gift cards and additional cash donations for the Ronald McDonald House of Tampa Bay.

Although I have said it many times before, I don’t think I could ever say it enough, thank you! Thank you for being a member of our Chapter and for your continued support and dedication. Thank you again for giving me the opportunity to be the 2017 Tampa Bay Area Chapter of NIGP President.

On behalf of the Board, we would like to wish you and your families a very Merry Christmas and a Happy New Year!

Amy Flack, CPPO, CPPB,
Chapter President - 2017

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
Board Member Updates

TBAC Vice President

As we bring 2017 to a close, I would like to take a moment to thank all of you for making this year a huge success. Your dedication to our Chapter and your efforts through volunteering and attending events are what enables our Chapter to be so successful.

Reminder, please review the 2017 Member Scholarship Point Tracker uploaded to the Chapter’s website under “Documents and Files” “Chapter Scholarships”. In addition, I have updated each member’s profile so you can access your total number of points earned through October when you log into Chapter Manager. I will make one more update to the point tracker and your profile in January.

Additionally, the Board has been hard at work planning for next year’s events. Below are several dates for next year’s events:

March 2nd – “Procurement Month” Luncheon
April 6th – Spring Reverse Trade Show at the University Community Center
May 18th – Annual Golf Tournament at Seven Springs Country Club
October 12th - Trade Show - location TBD

I am excited to be your Chapter President in 2018. As always, please don’t hesitate to email me any questions or suggestions.

Thank you again for all your support!

Stephanie Bunford, CPPB
Chapter Vice President - 2017
**TBAC Treasurer**

The big event for Fall was this year’s Reverse Trade Show which took place on October 13, 2017. The Fall Reverse Trade Show made a profit of $20,655.54 after expenses. The Chapter was able to offer three (3) scholarships and ten (10) subsidies for the NIGP Advanced Negotiations seminar that took place on November 3 and 4, 2017 in Ybor City. Also, a substantial number of Annual Chapter Membership payments were received in November totaling $2,301.89, with more expected to be received in December.

Beginning in January 2017 through November 2017, the Chapter has made a profit of $20,160.43! That is largely due to the success of the recent Fall Reverse Trade Show and the Spring Trade Show that took place at the Tampa Convention Center in April 2017. The Spring Trade Show made a profit of $35,021.22. Other income generators for the Chapter in 2017 included the Spring Golf Tournament, $3,889.52 profit after expenses, and Annual Chapter Membership dues in the amount of $5,547.11 through November. Additionally, yours and our vendors generous “50/50” donations allowed the Chapter to present a contribution to the Ronald McDonald House at the December Chapter Luncheon in the amount of $2,342.34 for calendar year 2017.

The Annual Budget for 2018 was adopted by the Board December 1, 2017 with expenses projected to total $93,695.00 and income expected to total $107,000.000.

Please let me take a moment to thank you for allowing me to be your Chapter Treasurer in 2017. It was a rewarding experience and I truly learned a great deal about how our Chapter functions and operates. I look forward to preparing Tara Bohnsack to be the 2018 Chapter Treasurer as I advance to my next responsibility as Vice Chair. Happy Holidays!

*David D. Fechter, AICP, CPPB*
Chapter Treasurer - 2017

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**TBAC Secretary**

The Chapter Board held three (3) meetings during the fourth quarter. Below are dates and highlights on priority items:

Chapter Board meeting dates:

September 22, 2017 –Rusty Pelican
October 9, 2017 – Phone conference
November 8, 2017 – Tampa Airport

Highlights of items discussed and/or approved and action taken during the first quarter included:

Reverse Trade Show
2018 Planning Meeting and Events
Board Elections

*Tara Bohnsack, CPPO, CPPB*
Chapter Secretary - 2017
Our annual reverse trade show was again a huge success!!

We held it at the University Area Community Center, with volunteers assisting in numerous capacities. We had over 180 attendees register and participate, with multiple sponsors. The attendees enjoyed the networking sessions and said they truly get a lot accomplished when attending and meeting the various entities, 23 agency tables to be exact. The reverse trade show enables them to meet and interact with so many entities, which would otherwise take them several months to accomplish. A big THANK YOU to all who participated in any way, shape or form to make this event a success. Without you, the volunteers, this would not be a success. Thanks also to our great board, who go above & beyond!!!

Michelle Gomez

2017 Reverse Trade Show Chair
A big **CONGRATULATIONS** to our sales incentive winners:

First Place ($200.00) - Amy Flack (Hillsborough Aviation Authority)
Second Place ($150.00) - Ce-Ce Gibbons-Peoples (City of Tampa)
Third Place (100.00) - Laurie Roberts (Retired)

Agency winner ($100.00 Pizza Party) - City of Tampa

Your hard work helped make our 2017 Reverse Trade Show a SUCCESS!
2017 Fall Reverse Trade Sales Incentive Winners
December Chapter Luncheon

See the Chapter website for more pictures!
2018 Board Installations

(Left to right)

Stephanie Bunford, CPPB —President
District School Board of Pasco County

Dave Fechter, AICP, CPPB —Vice President
Pinellas County BoCC

Tara Bohnsack, CPPO, CPPB —Treasurer
Hillsborough Aviation Authority

Bobbie Hamilton, CPPB —Secretary
Hernando County BoCC

Mina Kaeding, CPPO, CPPB, Ph.D. —Programs Chair
Hillsborough County Public Schools

Michelle Gomez—Membership Chair
City of Tampa

Amy Flack, CPPO, CPPB —Past President
Hillsborough Aviation Authority
Impartiality in Public Procurement

Impartiality is a principle of justice, requiring that decisions should be based on objective criteria, rather than based on bias, prejudice, or preferring to benefit to one company over another for unethical reasons. This applies to all purchases no matter the procurement method. Unbiased decision-making and actions are essential to ensure fairness for the public good. Guidelines in being impartial include being open, fair and non-discriminatory in all processes. If a solicitation requires open competition and award is to the lowest responsive and responsible bidder or most qualified, the award decision should be impartial and fair to all bidders. It is also important to remember that smaller purchases need to follow the same integrity. Although competitive quotes may not be required, the award should always be impartial. Another guideline is treating suppliers equally without imposing unnecessary constraints on the competitive market. Keeping the scope of work generic without taking away from the purpose of the purchase will prevent unnecessary constraints. Also, refraining from specifications that require name brand items that would restrict competition. Always include “or equal to” when possible to keep competition fair.

Submitted by:

Bobbie Hamilton, CPPB
Purchasing Agent II
Hernando County BoCC
Delegating Procurement Authority with More Confidence and Less Heartburn

In a recent Government Procurement article, “Doing Delegations Right,” delegating procurement authority was discussed. Certainly, delegation goes well beyond detailed policy documents, as the article pointed out. But what are the keys to ensuring that procurement decisions delegated to outside departments are performed within those written boundaries?

The author suggested that the individuals outside of the department must be vetted for qualifications and trustworthiness, as we would do for a bidder (reputation, values, personal traits and competencies). I would agree that qualification, especially when p-card purchases are considered, is critical. Credit worthiness, through outside verifications, is an objective criteria and is extremely important when delegating under an agency-wide P-card program. But, when we consider trustworthiness as the article suggests, we are entering a more subjective area.

How can a Procurement Department determine trustworthiness, or more importantly does it have the latitude to actually choose or vet the designee? If we are considering a non-P-card delegated transaction (with typically no personal credit check on the employee), the role of purchaser will most likely be chosen from within the requesting department. Further, the department’s vetting of the individual may not involve any more strategy than simply assigning the source selection to the beneficiary of the buy or to the individual with the available resources to execute the buy.

Realistically, confidence with delegation begins with oversight of the program. As vetting designee trustworthiness may be outside of Procurement’s role, clear boundaries and consequences for non-compliance may be the real tools to ensure that delegation is in the right hands. The best approach may be a frequent audit of purchases through simple reporting tools. No delegation program should be initiated until these tools are in place. The weakness of these audits, of course, is that they identify non-compliance after it has occurred.

The most effective “antacid” to the heartburn of delegation is much more proactive: training. Before a delegation program is launched or the first audit report is run, comprehensive training of the designees (regardless of how they were selected) is the major key to success and compliance. Basic public procurement, ethics, and agency-specific policies must all be covered. Due to constantly changing roles in outside departments, this training must be available on an ongoing basis. Former designees training replacement designees will deteriorate compliance faster than a second generation copy blurs the small print on a contract! After the policy is carefully crafted and approved, continuous training and oversight are the primary keys to doing delegations right – and keeping them right.

Submitted by:
Barbara Grilli, CPPO, CPPB, C.P.M., FCCM
Purchasing Manager, City of St. Petersburg
Thank you to all of the members that brought items for the Ronald McDonald House “wish list”. Your selfless donations will make Christmas a little brighter for families staying at our local Ronald McDonald houses while their children undergo medical treatment at local hospitals.
The Twelve Days of Christmas

The word search puzzle:

D P L A D I E S J I A
L O A S W A N S C X H
U O V R T R R I Q E R
K D R E T E D S N E I
L C M D S R R S F E N
S X D B S E I E T R G
D D N I M B S D M D S
I J J M I E S D G U X
A T U R E Y J E B E D
M R D G L E G Y M J H
D S K B P S R E P I P

PARTRIDGE  BIRDS  SWANS  LORDS
DOVES      RINGS  MAIDS  PIPERS
HENS       GESESE  LADIES  DRUMMERS

A PARTRIDGE in a pear tree.
Two turtle Doves
Three French Hens
Four calling Birds
Five golden Rings
Six Geese a-laying
Seven Swans a-swimming
Eight Maids a-milking
Nine Ladies dancing
Ten Lords a-leaping
Eleven Pipers piping
Twelve Drummers drumming
**TBAC NIGP Online Store**

How about a gift for yourself this holiday season? Shop the TBAC NIGP Online Store for polo shirts, T-shirts, Oxfords and more! Treat yourself and promote our Chapter!

Click [HERE](#) to go to the online store.

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**Time to Update Your Membership**

Have you visited Chapter Manager and updated your profile lately? If not, this is a great time to log in and make sure all of your information is correct. Be sure to add your birthday and any certifications you may have!

Click [HERE](#) to log in to Chapter Manager.
Claudette Henry (10/05) Retired
Tracy Edwards (10/07) Hillsborough County BoCC
Jennifer Miller (10/09) Hillsborough County Sheriff’s Office
Inger Welch (10/13) Hillsborough County BoCC
Anthony McGee (10/14) City of Tampa
Stephanie Douglas (10/15) Hillsborough County Sheriff’s Office
Christine Jones (10/28) Hillsborough County Public Schools
Rodney Brown (10/31) Hillsborough County BoCC
Patrick Palmer (11/01) Hillsborough County Public Schools
Arlene Zimney (11/05) Retired
Joe Benjamin (11/07) Hillsborough County Aviation Authority
Stacy Gundry (11/18) Tampa Bay Water
Karen Main (12/02) Pinellas County Sheriff’s Office
Stefanie Faber (12/03) Hillsborough Community College
Gregory Spearman (12/05) City of Tampa
Bobbie Hamilton (12/06) Hernando County BoCC
Cheryl Miller (12/09) City of Palmetto
Rebecca Morrison (12/09) Hillsborough Community College
Lisa Deckard (12/14) Tampa Bay Water
Lisa Marshall (12/15) Southwest Florida Water Mgt District
Timothy Shoby (12/16) Hillsborough County Aviation Authority
Sharon Rohrer (12/26) Hillsborough County BoCC
Ce Ce Gibbons-Peoples (12/27) City of Tampa

Make sure to update your membership profile in Chapter Manager!
And in Other News.....

Check out the Tampa Bay Area Purchasing Cooperative!

Website: [http://tampabayareapc.wix.com/tbapc](http://tampabayareapc.wix.com/tbapc)

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. If you have any issues with signing on to our new website or other membership questions please contact Membership Chair Celeste Gibbons-Peoples with questions

[celeste.gibbons-peoples@tampagov.net](mailto:celeste.gibbons-peoples@tampagov.net)

Have any suggestions for speakers for our upcoming Chapter Meetings? If so, contact Mina Kaeding at 813-272-4326
PROFESSIONAL DEVELOPMENT NEWS

Upcoming Classes for 2018

Sourcing in the Public Sector

THERE IS NO CHAPTER SUBSIDY FOR THIS CLASS

Instructor – Mr. Michael B. Gustafson, CPPO, CPPB, MBA

January 8, 2018 – January 10, 2018
8:00 am—5:00 pm

Moccasin Lake Nature Park
2750 Park Trail Lane
Clearwater, FL 33579

Stay tuned for a survey on suggestions for more classes for 2018!!

Statewide Classes:
or contact Kathleen Fisher at (813) 870-8732.
**Tampa Bay Area Chapter NIGP, Inc**  
www.nigp-tampabay.org  
NOTE: THE NEWSLETTER IS ALSO POSTED ON OUR WEBSITE

Send articles, recognitions, and/or pictures to:  
Rhonda Simmons, 2018 Communications Chair  
Email: rsimmons@ctsfl.us

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**Tampa Bay Area Chapter**  
National Institute of Governmental Purchasing, Inc.  
2018 Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 16, 2018</td>
<td>Board Meeting 11:30 am - 1:30 pm, Tampa Airport Warehouse</td>
</tr>
<tr>
<td>January 31, 2018</td>
<td>Deadline for Manager and Buyer of the Year</td>
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<tr>
<td>February 1, 2018</td>
<td>Scholarship Applications Due</td>
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<tr>
<td>February 13, 2018</td>
<td>Board Meeting 10:00 am - 12:00 pm, Telephone Conference</td>
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<tr>
<td>March 2, 2018</td>
<td>Chapter Luncheon 11:30 am - 2:00 pm, Rusty Pelican</td>
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<tr>
<td>March 27, 2018</td>
<td>Board Meeting 2:00 pm - 3:30 pm, Rusty Pelican</td>
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<tr>
<td>March 2, 2018</td>
<td>Board Meeting 11:30 am - 1:30 pm, Tampa Airport Warehouse</td>
</tr>
<tr>
<td>April 6, 2018</td>
<td>Reverse Trade Show, University Community Center</td>
</tr>
<tr>
<td>April 17, 2018</td>
<td>Board Meeting 10:00 am - 12:00 pm, Telephone Conference</td>
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<tr>
<td>May 8, 2018</td>
<td>Board Meeting 10:00 am - 12:00 pm, Telephone Conference</td>
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<tr>
<td>May 18, 2018</td>
<td>Golf Tournament, Seven Springs Country Club</td>
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<tr>
<td>May 22 - 25, 2018</td>
<td>FAPPO Conference, Orlando</td>
</tr>
<tr>
<td>June 1, 2018</td>
<td>Chapter Luncheon 11:30 am - 2:00 pm, Rusty Pelican</td>
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<tr>
<td>June 1, 2018</td>
<td>Board Meeting 2:00 pm - 3:30 pm, Rusty Pelican</td>
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<tr>
<td>June 26, 2018</td>
<td>Board Meeting 11:30 am - 1:30 pm, Tampa Airport Warehouse</td>
</tr>
<tr>
<td>July 17, 2018</td>
<td>Board Meeting 10:00 am - 12:00 pm, Telephone Conference</td>
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<tr>
<td>August 7, 2018</td>
<td>Board Meeting 11:00 am - 1:30 pm, Tampa Airport Warehouse</td>
</tr>
<tr>
<td>August 18 - 22, 2018</td>
<td>NIGP Forum, Nashville, TN</td>
</tr>
<tr>
<td>September 7, 2018</td>
<td>Chapter Luncheon 11:30 am - 2:00 pm, Rusty Pelican</td>
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<tr>
<td>September 7, 2018</td>
<td>Board Meeting 2:00 pm - 3:30 pm, Rusty Pelican</td>
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<tr>
<td>October 2, 2018</td>
<td>Board Meeting 10:00 am - 12:00 pm, Telephone Conference</td>
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<tr>
<td>October 12, 2018</td>
<td>Trade Show, Location TBD</td>
</tr>
<tr>
<td>November 6, 2018</td>
<td>Board Meeting 11:00 am - 1:30 pm, Tampa Airport Warehouse</td>
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<tr>
<td>December 7, 2018</td>
<td>Chapter Luncheon 11:30 am - 3:00 pm, Rusty Pelican</td>
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