Hello IPPA Membership,

I hope that you all had a great spring and are ready for a great summer. The board is excited about new things happening.

The Education Committee is scheduling many CE opportunities. They have given us a variety of choices. I hope that everyone gets a chance to participate in one or more this year. The committee works very hard to schedule these classes. I understand with budget constraints and scheduling at work, it isn't always easy to fit these in. But it would be great if as many of us as possible could participate this year. This is a confirmation of their hard work.

New Iowa Legislation: There have been some changes in Iowa Code Chapter 26.3; that go into effect July 1, 2016. This change affects Public Notification for infrastructure bids. If you haven’t heard about this, you should investigate and decide how your entity is going to handle these new rules. Senate File 2170 was approved, and starts July 1, 2016.

Reverse Vendor Fair: Planning has begun to gather the list of vendors for initial contact; more to come soon.

Fall Meeting: The annual fall meeting will be in Davenport on Wednesday, October 19, 2016. We are currently scheduling speakers. If you know of a speaker that you think could benefit our group, please contact Kristi Keller, 563-888-2077 or Cindy Whitaker, 563-888-2267. We will be meeting at the Freight House, 421 W River Drive, Davenport, IA. The board and I look forward to seeing all of you there!

Membership: For the fall meeting, we encourage you all to invite any colleagues that are not current members to join us and to get a feel for what our group provides toward professional growth and networking. I have encouraged the membership committee to reach out to eastern Iowa communities, counties, school districts, etc.; inviting them to visit us at the fall meeting. This is an opportunity to see what we have to offer, without driving too far.

Thank you everyone for being members of the IPPA. Hopefully you all see that we are working on some improvements that will make your membership more valuable. We look forward to seeing you for the fall meeting in Davenport.

Sincerely,
Kristi Keller
MEMBER SPOTLIGHT:
TRACIE GUTKNECHT

How many years in Purchasing? or How long have you been in Purchasing?
I have just finished my first year in the Purchasing department.

How did you get into Purchasing?
There was an opening here at the District and I interviewed and was accepted.

What was your most unusual procurement?
Microscope, balance and light source servicing.

Which procurement are you the most proud of?
I am the most proud of a textbook adoption procurement. Our Instructional Services Team had decided that they wished to order textbooks from two vendors for a total of $1.9 million. The shipping on these books was going to be almost $100,000. I reached out to family and friends in the transportation industry for information. They educated me on pricing and standards of shipping. I then contacted a local transport company and made arrangements for picking up the textbooks from these two vendors. We are about 2/3 of the way through, but it looks like we will ultimately save about $85,000 by trying a new process.

Where is your home town?
The Midwest. We moved around a lot growing up. If I have to pick one, I would consider Naperville, IL my home town.

What do you like to do outside of work?
I am an avid golfer during the warm months. Otherwise, I love traveling, reading, photography, crafting and charitable work.

Favorite book, movie, dream vacation? or What is your favorite saying?
One of my favorite quotes: “If you don't like how things are, change it! You're not a tree.” Jim Rohn

Please provide a small paragraph summary about yourself and your background.
I am starting my 4th year with the Cedar Rapids School District. The first few years with the District, I worked in the Buildings and Grounds department where I had numerous duties. My primary duties dealt with the construction projects throughout the District—encumbrance of funds, managing the budgets, small project management, support for large projects and basically all other duties as assigned.

Prior to starting with the District, I worked in the Staffing Industry for 8 years, both as a Branch Manager and as a Regional Manager. As a Branch Manager, I was responsible for all aspects of the business—generating new business, customer service, recruitment, training, receivables, P&L reports, and staff management. As a Regional Manager I supported 6 offices across the state. Staffing is a very stressful, very demanding industry that requires a lot of hours each week, but is very rewarding. You sometimes get the opportunity to change people’s lives by placing them in a job.

I very much enjoyed my work in the staffing industry, but knew I needed a change. I am grateful to have found a place with the Cedar Rapids School District and a new home in the Purchasing department. I have a wonderful manager and teammates and couldn’t do anything without their support. I look forward to learning more about Purchasing and getting my certifications, so that I can be a better, more informed member of my team.

HAVE A PROCUREMENT STORY YOU WOULD LIKE TO SHARE?

The newsletter would like to share your story! We are looking for articles that other procurement professionals would find interesting and/or informative. The article could contain information such as why the procurement was necessary, what processes were used, obstacles that were overcome in the process, how long the procurement cycle took, etc.

Submission information is located at the bottom of page 10
EDUCATIONAL OPPORTUNITIES

Receive a $25 early registration discount per class by registering 60 or more days in advance of a course. A late fee of $50 will be assessed for those registrations received within 30 days of the course.

BE ON THE LOOKOUT

For an e-mail! The Education Committee will notify IPPA members once a class schedule is set.

Contact Laurie McCracken, lmccracken@city.ames.ia.us, Education Committee Chairperson, with questions.

NOMINATION COMMITTEE

Don’t Wait - Nominate!

At the April 2016 Spring IPPA Meeting, the membership voted to change the chapter awards from four awards to two awards, Professional of the Year and Member of the Year.

The Member of the Year Award recognizes an individual’s contributions to the Iowa Public Procurement Association.

The Professional of the Year Award recognizes an individual’s contribution to the Procurement Profession.

In April 2015, the Awards Committee surveyed membership and of those that responded, the majority felt that it was “very important” that IPPA members be recognized for their accomplishments and contributions to their agency and to the public procurement profession. However, when asked why they did not submit a nomination for an award, the majority responded simply because they did not take the time.

I frequently hear purchasing professionals say that they don’t feel acknowledged by their agency and that many view them as a roadblock rather than a valued resource. One of the first steps to overcome this perception is to acknowledge each other in positive public ways.

Do you know a member who has devoted endless hours to the Iowa Public Procurement Association? Served as a board member or officer, served as a committee chair or committee member, served as a project leader, served as a meeting host or organizer, served as newsletter editor or webmaster, recruited chapter members, or submitted articles to the chapter newsletter or website.

Do you know a member who developed an innovative resolution of a critical procurement issue?

Do you know a member who has worked in the background in order to further the goals of our profession?

Do you admire a member of the association for his or her dedication to the profession?

Do you know a member who has demonstrated innovation in changing procurement concepts, policies and procedures to improve efficiency?

Within the next few weeks, IPPA members will be receiving an email with information on how to submit a nomination. I encourage you to take 15 -20 minutes and nominate one of your fellow IPPA colleagues for “Professional of the Year” or “Member of the Year”.

Submitted by Judy Lehman, CPPB
Awards Committee Chair
On April 27, 2016, the City of Cedar Rapids hosted the Iowa Public Procurement Association (IPPA) spring meeting at the Public Library. Over 35 purchasing professionals from around the state attended.

Following a welcome by IPPA President Kristi Keller and Cedar Rapids Assistant City Manager Sandi Fowler, our first session, “Networking for Results” got the day off to a great start. Jan Rushford from Cedar Rapids’ HR Department, got us moving right away by having everyone sit by someone they didn’t know - starting us on the path to networking. Start the conversation and be an active listener to learn more about the other person. Use different ways to network - face-to-face, phone, business, social or cultural events and don’t be shy!

Jody Jacoby, CPPO, Contracts Manager from Minnesota and NIGP Chapter Ambassador for IPPA, gave an overview of NIGP Benefits and Online Resources. Being a member of NIGP provides access to educational courses, the procurement library, sourcing tools, peer networks and publications. NIGP is a vast resource that everyone should utilize.

For the Purchasing Roundtable, attendees formed 4 groups and discussed the following topics, then reported their discussions to the entire group. The notes from the discussions are on the IPPA website.

- Vendor participation
- Cooperative contracts
- Contracts
- Protests

Tours of the new Public Library, highlighting areas where the Cedar Rapids Purchasing Services Division procured items, was very informative. The tours included the rooftop garden, sustained by rainwater - it even rained on the tour participants!

Following lunch and the IPPA Business Meeting, Eric Holthaus, Cedar Rapids Sustainability Coordinator, asked us “What is your Legacy?” The first thing everyone needs to do is start! Look at what other cities and states are doing, pick a commodity and see how you can make a sustainable purchase. We’re not only procurement professionals but sustainability coordinators, too, and we can lead our entities to more sustainable purchasing.

Contracts: The Good, the Bad, the Ugly was presented by Grant Dugdale, Assistant Attorney General for the State of Iowa. A good contract makes the terms clear, provides deliverables and milestones and ensures that all parties have the same understanding of the scope of work. Effective contract management is also key to a good contract. Ambiguity, multiple words for the same concept (doublets and triplets) and run-on sentences all contribute to a bad contract. Contract provisions for the new OMB Super Circular for federally funded projects was also presented.

A community service event was also part of our meeting. IPPA members brought non-perishable food and personal care items for donation to HACAP. A total of 106 pounds was collected and donated!

Submitted by Diane Muench

I am married with two children, a 6 year old and a 19 year old. They keep me young.

In 2014, I left to work with Iowa State University Center for Industrial Research and Services (CIRAS) in their PTAP program. I find it very rewarding to help Iowa businesses interested in govcon and to also build relationships with the public procurement officials and business owners in the state of Iowa.

How many years in Purchasing? or How long have you been in Purchasing?
Although I no longer work in purchasing, I worked for 15 years with the federal government, with about 10 of those years in Purchasing, as a Contracting Officer. I left the federal government nearly 2 years ago to work for the Iowa Procurement Technical Assistance Program (PTAP). It has been a great way to use the knowledge I have about public procurement to help others better understand the processes and procedures.

How did you get into Purchasing?
I found it interesting and challenging, with great career progression- and it paid my bills!!

What was your most unusual procurement?
Security Services during the Iraq Drawdown in 2011.

Which procurement are you the most proud of?
Security Services during the Iraq Drawdown. It was an extremely challenging environment, with many unknowns- the contract was initially let without the government furnished up- armored vehicles that were contractually required. It was my job to work with the contractor to find a solution to this. Iraqi customs held the vehicles for close to a year- every day was a new challenge.

My last 5 years in procurement was in contingency operations overseas in SE Asia during the Iraq/Afghanistan operations. I learned so much and accomplished things I never dreamed I would do when I entered Government Contracting.

Where is your home town?
Rock Island, Illinois is where I grew up… but I am now a Bettendorf, Iowa resident.

What do you like to do outside of work?
I'm very invested and passionate about health and wellness and photography… my Bachelor’s is in Exercise Science- but I ended up going back to for Business coursework. To me, there is no greater asset than your health! We do anything and everything we can to stay active and to promote a healthy active lifestyle with our children.

Favorite book, movie, dream vacation? or What is your favorite saying?
Favorite Book: The Gifts of Imperfection by Brene Brown 
Favorite Saying:
There will come a day when I can no longer do this; today is not that day.
2016 IPPA Spring Meeting Minutes

IPPA Spring Meeting and Training Conference was held Wednesday, April 27, 2016 in Cedar Rapids, IA at the new Cedar Rapids Public Library building. Today’s meeting was hosted by the City of Cedar Rapids Purchasing staff. Sandi Fowler, Assistant City Manager, City of Cedar Rapids welcomed everyone to Cedar Rapids.

Training Presentations were given at today’s conference by: 1) Jan Rushford, City of Cedar Rapids, on “Networking for Results”; 2) Jody Jacoby, Region 6 NIGP Ambassador (Metropolitan Council-Minnesota), on “Public Procurement’s Go-To Resource”; Roundtable discussions, “Purchasing: What’s on your Mind?”; a Library tour of the new Cedar Rapids Library building (very nice); Eric Holthaus, City of Cedar Rapids, on “Purchasing Sustainability: What is your Legacy”; and Grant Dugdale, State of Iowa Attorney General’s Office, on “Contracts, The Good, The Bad, and The Ugly”.

IPPA Awards Nominations: Do you know someone in the IPPA that deserves special recognition? Get your nominations in soon for the 2016 IPPA “Professional of the Year” award and the 2016 IPPA “Member of the Year” award. These awards will be handed out at the upcoming October Fall Meeting.

Drawings were held during today’s meeting: Chris Julson, Iowa Department of Public Health, and Barb Sullivan, Iowa DAS, won a $305 Registration towards a one-day NIGP/IPPA Educational class; and Heather Mell, City of Cedar Rapids, won a Free Registration to either the 2016 Fall or 2017 Spring IPPA Meeting. Congratulations!

The IPPA had a Food Donation Service Project at today’s meeting; 106 pounds of food and paper products were donated to the Hawkeye Area Community Action Program (HACAP) in Cedar Rapids. Won’t that look great on our resume/application when we go forward working towards the NIGP Small Chapter of the Year Award! Great job!

Save the Date: The 2016 Fall IPPA Meeting and Training Conference will be held Wednesday, October 19, 2016 in Davenport, IA, at the Freight House (along the river), hosted by the Cities of Davenport and Bettendorf Procurement staff.

Submitted by: Barb Sullivan
DAS Central Procurement Earns National Recognition

The State of Iowa and the Iowa Department of Administrative Services (DAS) were recognized by a nation-wide government purchasing group for being good stewards of Iowa taxpayer dollars.

Karl Wendt, purchasing manager for the DAS Central Procurement Bureau, also received an Advisory Board Appreciation Award from the U.S. Communities Government Purchasing Alliance. Karl is on the board and oversees the procurement team at DAS. He and the team use the U.S. Communities co-op to leverage buying power on behalf of Iowa taxpayers for goods such as clothing, medical supplies, and auto parts.

Governor's Award Honors Purchasing Agent's Volunteerism

DAS purchasing agent Dave Kaili will be recognized for his volunteer commitment and service with a Governor's Volunteer Award in a special ceremony on June 21. Dave has volunteered in a variety of ways for hundreds of DAS fundraising events supporting the Food Bank of Iowa and Toys for Tots over the course of his 22 years as a State employee. In addition to his commitment to these charity events, Dave's baked beans, chili, and pulled pork recipes are legendary!

Cedar Rapids Purchasing Services Division Receives Certification Award

The Cedar Rapids Purchasing Services Division has been named as a 2015 recipient of the Universal Public Procurement Certification Council’s (UPPCC) Sterling Agency Certification Award. The Sterling Agency Award recognizes exceptional agencies that in addition to achieving a fully certified procurement staff, have maintained UPPCC Agency Certification status for three (3) consecutive years running.

Judy Lehman, Diane Muench, Rebecca Johnson and Heather Mell have earned the Certified Professional Public Buyer (CPPB) designation. This certification is based on years in the public procurement profession, required procurement courses and testing through the UPPCC. Since 2009, the City of Cedar Rapids has been formally recognized for this award at the Institute for Public Procurement (NIGP) Annual Forum which is the largest North American educational conference exclusively for individuals in public procurement.

This is a truly outstanding accomplishment as it "demonstrates an agency's continuous commitment to professionalism and excellence." - Don Buffum, CPPO, UPPCC Governing Board member.
RFP Evaluation Committee Selection Tips

Choosing an RFP evaluation committee is a big responsibility. They are formed to bring fairness and objectivity into the bid award process while keeping the interest of taxpayers in mind. RFP bids are awarded based upon overall “best value.” Here are some tips to help you make committee selections considering there’s no “one-size-fits-all” answer.

The committee’s objective is to select the solicitation response that meets both responsive (the good or service meets desired criteria) and responsible (the supplier is capable of providing the good or service) qualifications. All evaluation committee members are required to sign “conflict of interest” and “non-disclosure” agreements before being able to review RFP responses. Also, each member should have a professional background in the RFP topic covering the following areas:

- Technical
- Legal
- Financial
- Security

Subject Matter Expert

Other factors to consider when picking an evaluation committee:

- **The number of people involved.** The group should be as small as possible, yet include enough diverse perspectives in order to evaluate the RFP properly. It’s normally good to have three to five people on an evaluation team, but there may be times when more people are necessary.

- **Conflicts of interest (potential or perceived).** No member of the committee should have a personal or financial interest in any of the respondents. Though sometimes hard to avoid, the supervisor of a committee member also should not be on the committee.

- **Confidentiality.** The identities of Committee members should remain confidential.

For assistance or questions about evaluation committees, contact a DAS purchasing agent.

Updated Terms and Conditions for RFPs

As a reminder, DAS's Request for Proposal (RFP) templates offer two sets of terms and conditions (T&Cs) - one for goods and one for services. These standard T&Cs are revised as needed to meet changes in federal laws, codes, administrative rules, among other guidelines. You may use the standard DAS T&Cs verbatim or you may modify the language for your agency’s RFPs. Additional information and helpful language for either situation can be found on the DAS Central Procurement website:

Terms and conditions for goods
Terms and conditions for services

To identify T&Cs for your solicitations and purchase orders (PO) and delivery orders (DO) in I/3, the latest services T&Cs are SRVV5 and goods are GDSV5. When revisions occur, be sure the T&Cs used on your solicitations are the ones you include on POs and DOs.
NEWSLETTER ARTICLES
The IPPA Chapter Connection newsletter is a quarterly publication. Newsletters will be published in March, June, September, and December.
Re-certification points are given for any newsletter articles that are submitted for publication.
You may submit articles to Kim Riebe via email at kriebecouncilbluffs-ia.gov.