President’s Corner

Hello,

I am very proud of the 2013 IPPA Spring Meeting we had in Cedar Rapids. As my favorite retired basketball coach would say, “that was a real humdinger.” I have been the recipient of a number of compliments from attendees regarding the event that I would like to extend to Joe Marolf, Diane Rodenkirk, and everyone else supporting the meeting host committee. This was a team effort that resulted in a big win. I appreciate the hospitality of the Cedar Rapids Community School District and City of Cedar Rapids that was provided for our event. The quality of speakers, the facilities, and details that go into an event like this really demonstrate the professionalism of our membership. This is the first meeting where we offered a “bring-a-friend” promotion. This brought in a number of new attendees that will hopefully result in new members and future meeting attendees. Please mark your calendar for the fall meeting on October 23rd in Iowa City.

At the meeting, we handed out volunteer forms. I encourage everybody to volunteer in some manner. If you don’t feel comfortable with the commitment of a committee and you have a talent or interest that could help the organization in some manner, please contact me or one of the board members. We always need presenters at meetings and hosts for classes. Please nominate somebody for “Member of the Year” and “Volunteer of the Year.” We have people in our organization who are making significant contributions to public procurement, their organization, and to the IPPA. Please recognize them for their efforts. You may find the nomination forms at: https://sites.google.com/site/ippamembers/forms-and-documents. Have a safe and enjoyable summer!

Karl
Spring Conference!

On May 15, 2013, the City of Cedar Rapids Purchasing Services and the Cedar Rapids Community School District (CRCSD) Purchasing Department hosted the Spring 2013 Iowa Public Procurement Association (IPPA) conference. 54 purchasing professionals from across the state of Iowa attended this event.

A welcome by Dr. David Benson, Superintendent of CRCSD and Mayor Ron Corbett started the conference. Yvonne Aubrey, the City of Cedar Rapids Risk Manager, spoke to the group about Insurance: Risk Transfer 101 and the importance of having the right insurance and endorsements to protect your entity.

Cory Harms, Associate Director of Purchasing for Iowa State University, presented next on Contract Administration. Cory provided information on how to manage your contracts by creating a contract plan that encourages open communication, provides clear understanding of roles and identifies and minimizes risks to the success of the contract.
Spring Conference!

Attendees were given the chance to ask questions about procurement challenges to a panel consisting of Karen Server, City of Ames Purchasing Manager, Judy Lehman, City of Cedar Rapids Purchasing Manager and Karl Wendt, Purchasing Agent State of Iowa DAS and IPPA president. The panel prompted some good discussion.

Following lunch the IPPA Business Meeting was held. Casey Bassett, Procurement Specialist II from the City of Ames, was named Buyer of the Year. Congratulations, Casey!

Communication with the Media and Public was presented by Marcia Hughes, CRCSD and Cassie Willis, City of Cedar Rapids. Lots of humor was used in giving the attendees the dos and don’ts of interacting with the media and the public.

The final activity was a bus tour of some of the flood affected areas of the City of Cedar Rapids. Even after almost 5 years, remnants of the devastation could still be found, but signs of progress were more prevalent, none more so than the Paramount Theatre. The Theatre was damaged in the 2008 flood but has been beautifully and historically restored to its original 1928 splendor.
Why Volunteer?

vol·un·teer (və-lənˈtir) n.
1. A person who performs or offers to perform a service voluntarily
2. To give or offer to give voluntarily

v.
1. To perform or offer to perform a service of one’s own free will
2. To do charitable or helpful work without pay

We all know the advantages of volunteering: meeting new people, sharing ideas with others, using creative skills, making new friends…but what is really required as a volunteer with the IPPA? What do volunteers do? How much time is required? What’s in it for me?

I’ve been the chairperson for the Nominating Committee for three years. This involved mainly creating the Volunteer sheets twice a year (for the Spring and Fall meeting). Then during the Fall Meeting I had to preside over the elections and tabulate ballots, then announce the winners. I’m currently a Director at Large on the Board and serve as liaison to the nominating committee. This involves a monthly one hour conference call with Board members and on June 13th the Board will be meeting in Williamsburg for a face-to-face meeting. I also attend both the Spring and Fall Meetings. - Barb Sullivan, Iowa Department of Administrative Services

I’ve served as an At Large Board Member 2013. The time commitment generally is an hour or so for a conference call once a month, then some follow up with the committee that you are liaison for. Volunteering for the IPPA has given me a sense of pride in my career. - Meredith Baker, Department of Corrections, North Central Correctional Facility

I’ve served on the Education Committee since the beginning and am currently the committee chair. I’ve had the pleasure of meeting some great people through the IPPA, people who are great sources of help with my work and who’ve become great friends! The Education Committee teleconferences about twice a year to survey and schedule classes for the year and serve as hosts for at least one class a year. Hosting is a once-a-year whirlwind of activity that has tremendous rewards. Its feels good to know that we’ve coordinated the training our procurement professionals need and used to attain their CPPB certification. - Edie Schmidt, City of Ames

I was a founding Officer, first serving as the Secretary for 1 ½ years (start up plus one year) and then later as a Member-At-Large for two additional years. Secretary is a very busy job, but fun too because the Secretary gets to know almost everything! It took some time commitment and I sometimes had to do work at home on my own time, but I didn’t mind because I considered it to be a volunteer service for a great organization. As a Member-At-Large, I didn’t have to spend much time at all, mainly the monthly phone calls, and a few extra things here and there. It was so much fun to do something that was a little different from my normal day to day duties and getting to know the others on the Board and the Committees has provided me with great friends and resources. It gives me a sense of pride and accomplishment when I see how far the organization has come, and I am excited for the future of the IPPA as well. - Laurie Hoing, Iowa Department of Administrative Services

The IPPA wouldn’t exist without the time and dedication of its members. We are always looking for new faces and ideas! If you would like to volunteer to serve on the Board or on a Committee, please contact any of the Board members or Committee members for more information!
Risk Management Review  
Chris Weinard, City of Iowa City

On Wednesday, April 10 and Thursday, April 11, 2013, thirteen public procurement professionals were treated to the wit, wisdom, and hands on know-how of NIGP instructor Tony Ellis. The class Risk Management in the Public Sector was held in Iowa City, IA. Mr. Ellis put a unique spin on the class by interjecting humor and encouraging his students to think outside the box.

Tony pointed out we all have to be risk managers in order to better protect the public entity. To manage better, we need to anticipate a problem and be proactive to solve it. In most cases, this involves putting together a project team, and more importantly apply the 70/30 rule (spend 70% of your time in preparation and 30% of your time in execution). Articles and actual projects were distributed to assist the group in applying the steps to a well-rounded project. Teams were asked to do Risk Planning, Risk Assessment, Risk Monitoring, Risk Documentation, and Risk Mitigation. Group discussions were then held to discuss the projects.

Instructor Ellis encouraged us to look at projects in a logical manner and summarized as follows: If we understand the system, we can predict the outcome. Our job is to get products/services at the best cost but at the lowest risk. The question he asked us to think about in most situations was repeated several times in our two day class. It was: “What would a prudent person do?” We would recommend this class to anyone who wants to be a prudent person in their public procurement profession!

Educational Opportunities

Your Education Committee, in conjunction with the IPPA Board, is pleased to announce the following classes for 2013:

- **Introduction to Public Procurement**, Des Moines, September 10 - 12
- **Effective Contract Writing**, Cedar Rapids, September 17 & 18
- **Procurement Under Federal Programs and Grants**, Ames, October 28 & 29


Please contact Edie Schmidt at eschmidt@city.ames.ia.us if you have any questions regarding any of these courses or how to register.

REMINDER—NIGP is increasing registration costs of all classes effective July 1, 2013, so REGISTER TODAY!
LOGO CONTEST!

The IPPA is searching for a new logo to let the world know who we are and what we do!

Put your creativity to work and submit your ideas to IPPA President Karl Wendt at karl.wendt@iowa.gov

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 Edie Schmidt via email at eschmidt@city.ames.ia.us