Hello IPPA Membership,

I hope that everyone had a productive spring and is enjoying the beginning of summer. We have several exciting updates about a few of the strategic initiatives the Board is focusing on this year.

**Fall Meeting:** The annual fall meeting will be in Iowa City on Wednesday, October 21st. We have a great lineup of speakers including Kent Stock, Renee Funk, The Educational Advisory Board & Business Affairs Forum and topics that discuss using data to drive change, benchmarking, contract negotiation, a teambuilding exercise, as well as a motivational session on how you want to be remembered. The Board and I hope to see you all there!

**IPPA Website Revamp:** A group of IPPA members consisting of Jacquie Holm-Smith, Casey Bassett, Renee Funk, and Stacey Sassman recently participated in software demonstrations, reviewed pricing, and the services offered by current firms with websites for chapters like ours. After reviewing the solutions and the feedback of other NIGP chapters, the group strongly felt that a change was needed to update our current website to make it more useful, more of a membership recruiting tool, and also to ease some of the current manual processes for accepting memberships and meeting registrations. The group unanimously recommended the purchase of ChapterManager to the Board and during the June Board meeting the project was approved to move forward. We are now working on contracting and expect the project to begin soon with a launch later this year.

**Membership:** We’ve seen an unfortunate decrease in our membership this year. The Membership Recruitment and Retention Committee sent out another round of reminders to members who did not renew after last year. Some past members simply forgot, have retired, or are no longer in purchasing roles. 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.

**Meeting and Program Committee:** The Meeting and Program Committee hasn’t had any members for quite a while now. After much discussion, the Board has determined that it would be best to remove this committee from the Bylaws and further integrate the associated activities into the regular functions of the Board. As such, we will propose this change of the Bylaws to the membership during the fall meeting on October 21st.

I want to thank you all again 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 all for the fall IPPA meeting in Iowa City.

Best Regards,

John Watkins
I have one daughter (Marjorie), her husband (Tom) and 3 Grandson’s (Gavin, Oliver, and Levi). We live in Altoona (behind Prairie Meadows, and just east of Adventureland Park). One of the best parts about living there (besides the grandkids) is the fireworks shows which I can watch from my driveway. I attended Wartburg College in Waverly, IA, and the Business Institute of Technology in Cedar Falls, IA. I’m still a farm girl at heart – I love the Iowa State Fair.

**How many years in Purchasing? or How long have you been in Purchasing?**

31 total years (11 years with the Iowa State Patrol Fleet & Supply Office, 7 years with the Department of Natural Resources, and now 13 years with the Department of Administrative Services (DAS) Procurement Services – Pcard Team). I was an At-Large Director with the IPPA Board in 2013, and have been the IPPA Secretary from 2014 through 2015.

**What was your most unusual procurement?**

When I started with the DNR the first bid I did was for “fish nets”. I knew absolutely nothing about fish nets (there are many different kinds of nets); luckily one of the Spirit Lake Fisheries Biologists took me under his wing and gave me a crash course.

**Where is your home town?**

Allison, Iowa (in Butler County in Northeast Iowa)

**Which procurement are you the most proud of?**

I’m very proud of the State of Iowa’s Purchasing Card Program; I’m the State Pcard Program Specialist. My job includes the daily account maintenance, working with State agencies, training admin contacts and cardholders, and assisting in finding new vendors and commodities to add to the Program.

**What do you like to do outside of work?**

I like reading, playing games with the grandkids, and spending time with my dog, Candy.

**Favorite book, movie, dream vacation? or What is your favorite saying?**

My dream vacation would be to take a world cruise – maybe I will when I win the “lottery”.

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**MEMBER SPOTLIGHT:**

**BARB SULLIVAN**

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When I started with the State Patrol I was entering training records as a temporary position, but Major Wayne Petersen contacted me asking if I’d be interested in helping with clerical and purchasing in the Fleet & Supply Office. I used to know all 450 State Troopers by name as they all were required to come into Des Moines at least once a year for training or a new car. My daughter used to tell the kids at school, her Mommy gave the troopers their clothes, and her Daddy gave them their car (he worked for the Iowa State Patrol Garage).
Hello everyone! It has been a while since we have had something to write about for the IPPA newsletter on behalf of the Nomination Committee. It is nice to get a chance to say hello to everyone, especially since we won’t be seeing each other until the fall. We hope everyone is doing well and getting loads of work done!

Suzy Trotter, At-Large Board Member, has been serving the second year of a two year term on the IPPA Board. Suzy has accepted a position as the Capitol Complex Events Coordinator for the Iowa Department of Administrative Services and has left the world of Purchasing (at least for now – who knows if she will come back to it one day).

Suzy resigned her position on the board on 5/15/15, and she began her new role at the Iowa Department of Administrative Services on May 22, 2015. We wish her the best in her new role at DAS.

Per the By-Laws, “Upon the resignation of an officer or director, the Board shall have the authority to appoint from the membership an alternate officer or director to the position for the unexpired term”. Regarding vacancies, it states, “A director or officer vacancy may be filled for the unexpired term by appointment by the President, subject to approval by the Board”.

The Nomination Committee reached out to Renee Funk at the University of Iowa, and she agreed to take over Suzy’s board seat to fulfill Suzy’s remaining term, which concludes on 12/31/15. The Nomination Committee notified IPPA Board President - John Watkins that Renee was willing to serve. President Watkins sought approval from the board members and we are happy to report that Renee has been confirmed as Suzy’s replacement beginning this month!

If you are interested in volunteering to serve IPPA in any capacity, please reach out to either Laurie Hoing, laurie.hoing@dot.iowa.gov or Diane Rodenkirk, d.rodenkirk@cedar-rapids.org.

Welcome to the IPPA Board, and thank you Renee for your enthusiasm and willingness to serve!

**YOUR NOMINATION COMMITTEE MEMBERS ARE:**

Laurie Hoing (Chair), CPPB, Iowa Department of Transportation

Diane Rodenkirk, CPPB, City of Cedar Rapids

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**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 5.
EDUCATIONAL OPPORTUNITIES FOR 2015

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.

July: Effective Management of Construction Contracts—CANCELLED due to low enrollment

August: Pending

September 29—October 1: Strategic Procurement Planning

October 14-16: Introduction to Public Procurement

November 11—13: Legal Aspects of Public Procurement

Contact Laurie McCracken, Education Committee Chairperson, with questions regarding classes.

A COURSE IN REVIEW

What an insightful course this was! Our instructor, Mr. Ed Pabor shared a glimpse of his 20 plus years of knowledge and experience in construction contracting and the legalities involved in contracting. Mr. Pabor also shared his personal interests throughout the sessions. He is an avid mountain climber and photographer when he is not being asked to consult on major construction contracts or teach.

Our class was very diverse with a mix of procurement staff from Iowa cities and State agencies, attendees from other states, Architects, Engineers, and others. One could clearly see that we were able to utilize the diversity in the room, coupled with the course materials to get a more in depth perspective on various scenarios we’ve experienced in our profession.

Mr. Pabor began with asking all attendees why we enrolled in the class and what we hoped to utilize in our roles with construction bids or contracts. At the end of the two days session, I believe we collectively had a much better understanding of construction contracting law and how it our individual roles.

Mr. Pabor’s course material covered different phases of construction including identifying key players in each stages of the process. Mr. Pabor stressed the importance that construction contracting is a team responsibility consisting of planning staff, Project Managers and Engineers, Budget, Finance, Human Resources, Procurement and Project or Construction Managers, Acquisition, Evaluation, and the Contract Administration Teams. While all teams’ members may not have a presence in the beginning, they must have the awareness of project status so they can play an active role when the project comes to them for their input. He did recommend that Procurement is present at the beginning of the project, whenever possible.

When developing a bid solicitation, we should be mindful of the appropriate protective provisions to be included within the contract; specifically provisions like inspection and testing, insurance, warranties, liquidated damages, progress payments, payment retention and bonding to name a few. The solicitation’s scope, specifications and requirements are the backbone of a contract. An effective, well written solicitation should include collective input from the various project stakeholders in the development stages resulting in a more precise and accurate bid document with a clearer description of the needs of the project. This collective process should ultimately reduce the number of change orders and provide the basis for an overall successful contract.

Mr. Pabor also touched on how “Green” building contracts and “Design Build” construction projects are becoming very popular. While Iowa does not currently allow for “Design Build” projects, Mr. Pador indicated that many other states are engaging in them and are experiencing successful outcomes.

The course was very beneficial and I would recommend it to anyone involved in Construction Contracting. Keep in mind, “To fully understand the procurement roll, it is necessary to understand the entire construction process.”

Submitted by: Jody McNaughton and Renee Shirley
At the joint board/committee meeting in January 2015, the awards committee suggested that member input on the awards program be obtained via a survey. The committee submitted the draft survey for board consideration on January 27, 2015. On April 3, 2015, the survey was distributed by the Board. The survey included twelve questions and provided for comments and suggestions by respondents.

Nineteen (19) responses were received. Although the number of responses does not adequately represent the membership, there were some great comments and suggestions. The committee tabulated the responses and submitted a detailed report to the board on April 21, 2015. The committee’s recommendations include significant changes to the program based on the response and comments.

The committee thanks those who took the time to submit a survey response. The survey results provided insight as to why the number of nominations has decreased and what changes might provide for recognition of member accomplishments in a different way.

Changes to the awards program will be announced pending Board action.

Committee members:
Luana Stoneking
Jacquie Holm-Smith

IPPA is on flickr!
Check out all the photos at:
https://www.flickr.com/photos/128593818@N03/sets/

We’re on the Web: https://sites.google.com/site/ippamembers/

"like" us on facebook

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 VanNordstrand via email at kvannordstrand@councilbluffs-ia.gov.