The Changing Face of Harrisonburg’s Central Stores: The Final Chapter (for now)

By Jeffrey Moyer, CPPB, Inventory Control Specialist
City of Harrisonburg, Central Stores

Hunting season and numerous holidays have come and gone, spring is in the air, and we have been in the new facility approximately six months now (as of March). Processes and practices continue to be honed and fine-tuned, sometimes questioned, materials shifted from place to place looking for that perfect spot. We have obtained a forklift and a fifteen foot rolling ladder and have been certified in forklift operation. What was imagined to be an orderly and relatively quick process has turned into quite an undertaking, but worth every minute as the finished product continues to take shape.

We have combined three warehouses, encompassing what were once the traffic sign shop, the pipe and fitting yard, and the main warehouse, into one storage facility. The original site of Central Stores has become a satellite warehouse, providing specialized items such as tire chains, sign making materials, and street marking tape. What once was comprised of five warehouse locations is now streamlined to three locations, with one of these seeing only limited traffic. The majority of the water fittings that were outside at one time are now (continued on page 6...)

Manager, Buyer of the Year Awards presented at Spring Conference

VAGP President Tim Moore announced that Nancy Davis, CPPB, CPPO, VCCO, was the winner of the 2006 Manager of the Year Award. Ms. Davis is a Procurement Management Account Executive with the Virginia Department of General Services, Division of Purchases and Supply. Ms. Davis was VAGP President in 2005 and has made numerous contributions to her entity and to VAGP. Just a few of her accomplishments include: teaching numerous classes for NIGP and at the DPS Public Procurement Forum; chairing a committee that develops changes to policies and procedures that most state agencies have to abide by; writing numerous articles for the News & Views; and is a NIGP Certified instructor; and is a past president of the Capitol Area Purchasing Association. Ms. Davis has been also been Secretary, Treasurer, and President-Elect of VAGP and currently serves on the Board as the First Past President.

Mr. Moore also announced that John A. Manzella, CPPB, was the winner of the 2006 Buyer of the Year award. Mr. Manzella is a Procurement Specialist II with Virginia Beach Public Schools. Mr. Manzella has made numerous contributions to his entity which include overseeing the development of a process that streamlined Virginia Beach Public School Division’s formal procurements that involved setting up templates for a variety of solicitations and placing those solicitations on a shared network for all the staff to share. Mr. Manzella was a driving force behind the School Division’s use of the procurement card program and has overseen the development of all policies, procedures, and practices related to the procurement card. He has served numerous committees developing, implementing, or revising procurement procedures. He was part of a staff that won the Superintendents Quality Award for 2006. Mr. Manzella has served on the VAGP Finance committee for a number of years and has worked on the planning committee for two VAGP conferences. Congratulations to both Ms. Davis and Mr. Manzella!
From the Desk of the President
By Timothy W. Moore, CPPB

It is hard to believe that my year as President is almost half over. I think the Board has accomplished a lot since January. We hired a lobbyist to help us with the General Assembly. In fact, VAGP was successful on just about every bill that we chose to address.

We have completed two surveys. One was for the membership, and another was for the vendors who have participated in the Vendor Expos at the last several conferences. The Board met in May for a strategic planning session. This was an important event as we mapped out our plans for 2007. Finally with the help of OMG, VAGP’s association management firm, we have launched a new website that enables the membership to update personal information as well as review the education classes they have attended since 2001.

VAGP had a very successful Spring Conference in Blacksburg. There were many great workshops and a host event that included a visit by Frank Beamer, Virginia Tech’s legendary football coach. Special thanks to the Host Committee that worked so hard to put on this great event.

There are a lot of good things always going on with VAGP. There are educational opportunities, conferences to attend, a website that is getting better all the time, help with certification, and a growing awareness of VAGP by members of the General Assembly. VAGP offers its members the ability to vote online so that everyone can participate in the fall elections. As I said before, we are conducting surveys to get a pulse on what the membership needs in the way of services.

As you can see, VAGP certainly offers its members several different ways to be involved in improving your standing in the profession as well as in improving the association. And we all need to be involved in improving our profession. How can you do that, you ask? By participating in VAGP. Ultimately you should participate by being on a committee or by holding office. At the very least, you should vote and be interested in the business of the association. Did you know that in the last two fall elections only 41 members voted in 2004 and only 130 voted in 2005? At the business meeting held at the Spring Conference, which had over 160 attendees, only 66 members were present. These numbers are not good when you consider we have over 1,000 members.

Now I certainly understand that not everyone has the time or inclination to assume a position of leadership in our association, and that’s okay. However, it then becomes incumbent upon those of us who do not to support those who do, for a variety of reasons. They need to make sure that their interests are served. They need to provide visual evidence to those who are leading VAGP that they have our support.

We all want our association to succeed. We each have an important part to play in that success. This is your association, your profession. Take time and please participate.
EDUCATION COMMITTEE REPORT

By Steve Coomer, CPPB, Education Committee 2006 Chair

It is time to start thinking about the seminars you would like to take in 2007. Your Education Committee will meet in August to start work on setting up that schedule. Please talk with your co-workers and decide what you need or want to take. Please notify any member of the Education Committee and let them know by the first of August.

A list of the courses that NIGP offers and course descriptions can be found on the NIGP website under Education and training, then course descriptions. If you want to take one of the seminars that have a 20 student minimum, please talk to other entities in your area and see if they are interested and how many people they can send. Decide when are good times to have the seminars, keep in mind holidays, conferences, summer vacation, these are the things we try to work around.

For a full list of the seminars to be offered in 2006, and a list of the members of your Education Committee, please see the VAGP website. Any questions or comments please feel free to direct them to me at scoomer@spsa.com. Please help us help you in your search for knowledge and certification. Thank you for letting me be your education chair for 2006.

Ms. Bailey and Ms. Luchard Win Scholarship Awards

President Tim Moore announced the winners of the J. Brad Oakley Scholarship and the Managers Scholarship at the Spring Conference. Mr. Moore began his presentation with the J. Brad Oakley Scholarship.

Most of you will recall that Mr. Oakley was a young man that became involved in procurement. He was very enthusiastic about the profession. Unfortunately, Brad became ill and passed away at a very young age. Those that knew him were impressed by the fact that he seemed excited about the profession. Because of his enthusiasm for the profession, the VAGP Board chose to honor Brad by naming this scholarship after him.

This year’s winner is Melissa Bailey, VCO, Senior Buyer/Contracts officer from Radford University. Ms. Bailey began working as a bid coordinator in 2003. In 2004 she was promoted to Senior buyer/Contracts officer. Ms. Bailey is responsible for a wide variety of commodities and was responsible for successfully implementing the campus wide use of the new state contract for office supplies. To quote her department director, Pam Simpkins, “Melissa is a dedicated professional and is sincere in her desire to provide the best customer service to the university campus and vendor community. She enjoys her work and gets satisfaction from knowing that she does a good job by meeting the needs of our end users while at the same time following established purchasing policy and procedures.”

Manager Scholarship

Mr. Moore announced that the winner of the 2006 Manager Scholarship is Jennifer Luchard, CPPB, VCO, Manager of the Procurement & Risk Management Services Division for the City of Charlottesville. Ms. Luchard has been involved in public procurement for 17 years. She has been a member of various VAGP committees. To quote the nomination submitted by Al Elias, “Jennifer has become the ‘pacesetter’ in the City organization, widely recognized for excellence by her peers, and widely respected and highly regarded by all members of the City’s senior management. She exemplifies excellence and commitment, and is extraordinarily talented in the field of procurement!”

Both candidates are very deserving of these awards. Congratulations to Ms. Luchard and Ms. Bailey.

New Certifications

Billie J. Clyburn, CPPO, Purchasing Agent, Alexandria City Public Schools

Tanya Friday, CPPB, Procurement Officer, Petersburg Redevelopment & Housing Authority

Doris McRae, CPPB, Purchasing Manager, City of Hampton

Benjamin B. Miller II, CPPB, Procurement Officer II, Virginia Commonwealth University

John Rouse, CPPB, Procurement Officer, Virginia Department of General Services, Virginia Distribution Center

Rebecca L. Slayton, VCO, CPPB, Procurement Officer, Dabney S. Lancaster Community College

CONGRATULATIONS TO ALL!
Blackburg in the spring! What could be better? Well, maybe Blackburg in the fall. In any case, being in Blacksburg for the Spring Conference was a real treat. Wish I could have stayed for the entire conference but for some reason, NIGP decided to schedule its Spring Board of Directors Meeting to overlap VAGP’s conference. So, on Thursday afternoon, I flew to Hartford, Connecticut along with VAGP’s illustrious President Elect, Don Rainey, and the often absent (physically, if not mentally) J. R. Cannon. We touched down in Hartford around 7:50 p.m., just in time for me to call in my final bid in the silent auction back in Blacksburg and successfully acquire the autographed Virginia Tech football helmet (which I am wearing as I write this article)!

The NIGP meeting began at 8:30 a.m. the next day with the Board’s Study Session and continued until after 6 p.m. The next day’s official Board Meeting and tour of the Hartford Convention Center ran longer than usual also as we covered a large number of topics affecting the Institute and our profession. While you may have already heard about some of these items, here’s what was discussed, decided, read and learned:

- Virginia was unsuccessful in bringing the 2008 Forum to one of our cities. Both Hampton and Virginia Beach submitted proposals but were beat out by the city of Charlotte, North Carolina. With NIGP’s new regional rotational model, we won’t have another opportunity until 2015. VAGP began our quest to host a Forum during my year as president way back in 1999, so this one stings a little bit. Unfortunately, we’ve been turned back twice now but it certainly hasn’t been for lack of trying. Thanks to everyone who has worked so hard to try to make this happen. Don’t give up!
- Elected Bill Brewer, CPPO, C.P.M., the Materials Manager for the City of Glendale, Arizona as the 2006/2007 NIGP Treasurer.
- Adopted a two-year budget for the period July 1, 2006 through June 30, 2008 that includes no fee increases in the first year.
- Conducted a review of strategic partnerships of the Institute to better align these relationships with our new vision and mission statements. As a result, NIGP will terminate its co-sponsorship of the Source Connect program with Achilles.
- Adopted a resolution that opposes all types of preference laws and practices.
- Approved a corporate sponsorship program modeled after that of the National Association of Counties.
- Learned that our traditional course offerings are outpacing last year’s performance by 24%.
- Our membership growth has doubled our strategic annual goal of 5%.
- NIGP staff has grown to 35 positions; an increase of 25% over 2005-06.
- NIGP recently participated in a “public procurement association summit” in San Diego, California. The invited participants included NIGP, NPI, NCMA, NASPO, NAEP, CAPPO and FAPPO. The group, tentatively entitled the “Council for Public Procurement” hopes to foster a collaborative effort necessary to promote the public procurement profession. Areas of common interest include joint marketing efforts, applied research studies, and education and training programs.

The city of Hartford, host to the 2007 Forum, was a hospitable place with comfortable accommodations (in the host hotel) and good restaurants. I think we’ll all enjoy attending the conference there next year. Before that though, we head to Tampa, Florida for this year’s event. Sure hope to see a lot of you there!

As always, if I can be of service or answer any questions for you regarding NIGP, please contact me at 804-748-1835 or by email at bacilem@chesterfield.gov. Talk to you again after Forum!
VAGP Conference Schedule

2006 CONFERENCES

2007 CONFERENCES

2008 CONFERENCES

FALL Dates: October 11-13, 2006
Location: Newport News Omni
Host: City of Newport News
Contact: Bill Lindsey, CPPO, C.P.M.

SPRING Dates: March 21 - 24, 2007
(Purchasing Month)
Location: Holiday Inn Select,
Lynchburg, Virginia
Host: City of Lynchburg
Contact: V. Eloise Bowling, CPPB,
Stephanie Suter

FALL Dates: October (TBD), 2007
Location: Sheraton/Cavalier,
Virginia Beach, Virginia
Host: Old Dominion University, City of Virginia Beach,
Virginia Beach Public Schools
Contacts: Rick Barry, CPPO
Bill Davis, CPPO, VCO
Kevin Beardsley, CPPB

FALL Location: Richmond
Host: DGS/DPS
Contact: Ron Bell
Spring 2006 Conference Wrap-up

The end of March in Blacksburg can be tricky weather, but mother nature was pleasant to the 165 registrants of the Spring Conference. With a welcome from Montgomery County Administrator B. Clayton Goodman, III and Montgomery County Public Schools superintendent Dr. Tiffany Anderson, the conference kicked off a diverse choice of classes from motivational speakers to personality workshops to specific purchasing topics to living well and retiring healthier. Something for everyone!

The host event Wednesday night held a surprise when VT Football coach Frank Beamer stopped by the South End Zone and let people ask him questions and get a few items signed before a “Tech Tailgate” party took place. Thursday night had a little different flavor as the vendor show ran from 5-8 p.m. Finger foods and chocolate fountains to feast upon while visiting the 40 vendor booths. Drinks for this event were sponsored by GE MasterCard.

Also ending at the same time as the end of the vendor show was the silent auction for the Women’s Resource Center of the New River Valley. We raised $2050 for the charity.

We closed Friday with national speaker Steve Gilliland and his humorous speech about “What to say when you talk to yourself.”

Thanks for all our sponsors for making this conference a success. Some of the presentations are available at www.VAGP.org.

(Harrisonburg Central Stores, continued from Front Cover)

palletized and orderly on a shelf. A warehouse position has been added, bringing some greatly appreciated help to the table. We have aisles dedicated to water service and repair, sewer service and repair, ductile iron water fittings and valves, standard hardware, and traffic control materials. Our mezzanine is home to case lots of janitorial paper, light bulbs, and smaller tire chains. Fire hydrants and appropriate repair parts share a common bin location now, with everything palletized if possible and shrink wrapped if necessary, all under the same roof.

We are breaking the inventory down into bin locations by aisle, shelf, and rack, or by area designations such as mezzanine, south wall, etc. The water service material will be further broken down by size, ¾”, 1”, and 2”. As materials are entered into the system by item number and aisle location, a catalog in numerical order for that aisle will be printed and materials will be organized accordingly.

The warehouse space in the new facility is approximately 8,000 square feet with a covered loading dock and bay door access at each end of the warehouse, one at dock level and the other at ground level, allowing trucks to pull in on the warehouse floor for ease of loading and unloading. One never truly appreciates something like that until a truck needs to be attended to in a driving rain.

The covered loading dock is split with equal access for tractor-trailer traffic or smaller trucks, with an enclosed storage room for hazardous materials at one end. One down side to that covered dock is that the birds have moved in. From the looks of things we have condors in the Harrisonburg area.

We share the administrative area of the facility with the city’s Purchasing Department, comprised of four offices, two for Purchasing and two for Central Stores, a conference room, a break room, a storage room, and restroom facilities.

Plans for the immediate future include further paving of the lot and adjacent pipe yard, more storage racking and shelving, and ceiling fans in the warehouse area. We have discovered that the heating system in the warehouse does not drive the heat down toward the floor in sufficient amounts so we plan to install ceiling fans to distribute the heat more efficiently in winter and to aid in air movement in warmer seasons. Another future possibility is the addition of a covered structure in which to store the larger sizes of PVC pipe in the yard.

In addition to the normal day to day requests for materials, apparently because of the additional storage space in the new facility, we are seeing an increase in requests by the various departments using Central Stores to research and/or stock additional new materials, and more departments requesting supplies from this department, hopefully a hint of the direction in which this department will continue to grow. Our traffic engineering and fire hydrant sections, for example, seem to increase daily.

Along the way, I have pestered our VAGP family for information via the listserv on a myriad of topics, I have learned a bit about construction, management and personnel supervision, building codes, facility management, and a host of other areas never before ventured into, the list goes on and on, and have managed to hang onto at least a part of my sanity, hopefully growing along with the department. A heartfelt thank you to everyone that has been involved in whatever capacity along the way.

Approximately ten years ago, someone told me that the City of Harrisonburg was going to build a new Central Stores. I laughed and said I hoped so, and that I would believe it when someone dropped a set of keys into my hand and said, “Go to work”. The keys are in my pocket and the department is up and running. It will be interesting to see where the next ten years takes us. Stay tuned.
Membership Committee
By Kelly Shaklee-Dixon, CPPB, Membership Committee Chairperson

As the warmer weather approaches, and our minds begin to wander with thoughts of vacations and other non-work related activities, it’s easy to overlook an important factor in our professional lives – VAGP Membership.

Your VAGP membership is a valuable addition to your work toolbox. Features like access to a wide variety of NIGP and Low Fee educational offerings in Virginia, the camaraderie, networking, and idea sharing found at VAGP conferences, the ability to seek assistance or opinions from the entire membership with one easy email, just to name a few.

Like a vehicle that we depend upon regularly, your VAGP membership needs an occasional preventative maintenance check-up. Performing this occasional membership check-up will ensure that your contact data is correct so you will always receive timely information from VAGP and your peers.

Please, take a moment today to check your VAGP member profile and correct any errors/replace aged information that may be there. Your VAGP member profile can be accessed through the Internet Member Services link on the VAGP homepage. You will need a log-on ID and password. If you do not have a log-on ID, contact the association’s management group, OMG, by telephone at 757-473-8701, or email OMG@ManageGroup.com. They will happily provide you with one. Your association works hard to ensure timely and accurate information makes its way to you. Please help us in this endeavor by ensuring that your member profile is accurate.

2006 Fall Elections for the 2007 Board of Directors and Professional Development Foundation Trustees
By Nancy M. Davis, CPPB, CPPO, VCO, First Past President

Are you interested in serving VAGP on the Board of Directors, as either a committee chair or as one of the elected positions? The Nomination committee will provide names to the membership for the election of the following positions this fall. Elections will again be through electronic voting.

• VAGP Secretary
• VAGP At-Large Board member

The elected positions are voting members of the Board of Directors. There are eight voting members of the Board...President, President Elect, Treasurer, Secretary, 1st At-Large member, 2nd At-Large member, 1st Past President and 2nd Past President. VAGP Board Officers serve for a total of six years; the At-Large members serve a two-year term. In addition, the VAGP Professional Development Foundation will have Trustee Seats 1, 2 and 5 to be filled which will be up for election at the same time as the VAGP Board positions.

If you are interested in running for the VAGP elected positions above, you should do these things:

• Review the Mentor Protégé Program and become a Protégé. Contact the 2nd At-Large Board member for more information.
• Look at the VAGP Board of Directors Manual (on www.vagp.org).
• Look at the Action Plan for each committee or officer under VAGP Plans on the website.
• Talk to the current committee chair.
• Attend a Board meeting. The schedule is posted on the website.
• Review past Board of Directors minutes posted on the website.
• For election as a Foundation Trustee, click the Foundation link on the left, under “Quick Links” to see the requirements and activities of Foundation Trustees.
• Contact the 1st Past President to provide your name for consideration of the Nomination Committee (nancy.davis@dgs.virginia.gov).

The President-Elect appoints non-voting committee chairs to the Board of Directors for their presidential year. Current committees include Education, Legislative, Membership, Professional Development, Public Relations (with sub-chairs for Sales and News & Views), Technology and Conference Advisory committee. If you have an interest in being considered for a Board of Directors committee chair position, you should become a member of the committee first, to understand how the committee operates. Then let your desires be known to the current VAGP President Elect. Contact the current committee chair to become a member of their committee. All committee chairs and officers are listed in each edition of this publication (see page 2).
Professional Development Opportunities

By Linda Wade, CPPB, Professional Development Committee Chair

Professional Certification Candidates Wanted – If you are thinking about earning your professional CPPB or CPPO certification, the Professional Development Committee wants to hear from you! VAGP offers many educational opportunities that can help provide the knowledge you need to sit for your certification exam. Throughout the year, a variety of seminars and CPPB/CPPO certification review sessions are offered to meet your needs. To learn more, visit www.VAGP.org today!

Low-Fee Seminar Hosts Needed - Are you looking for an opportunity to enhance your professional procurement knowledge, network with others and earn certification/recertification points? You can host low-fee seminars at your entity and you or one person from your entity can attend the seminar at no charge. If you are interested in this professional development opportunity, contact a member of the Professional Development Committee today!

UPCOMING CPPB/CPPO REVIEW SESSIONS & EXAM

October 11-14: CPPB/CPPO review sessions will be offered and exams proctored (to those approved by the UPPCC/NIGP) in conjunction with the VAGP 2006 Fall Conference hosted by the City of Newport News.

If you are planning to attend the fall review sessions and sit for the CPPB or CPPO written exam, your eligibility must be preapproved by UPPCC/NIGP. For complete certification information, visit the NIGP website at http://www.nigp.org/cert/handbook.pdf for the latest version of the UPPCC guide, “Handbook for Professional Certification in Public Procurement.”

UPCOMING LOW-FEE SEMINARS

July 20: Ethics in Procurement, instructed by Wiley Rowsey, CPPO, VCO. This seminar is sponsored by John McConnell, CPPO and hosted by the City of Virginia Beach.

August 17: Ethics in Procurement, instructed by Wiley Rowsey, CPPO, VCO. This seminar is sponsored by Kelly Okken, CPPB and hosted by the City of Charlottesville.

September 20: Planning and Conducting Successful Meetings, instructed by David Dise, CPPO. This seminar is sponsored by Linda Wade, CPPB and hosted by York County.

If you are interested in attending the above seminars, registration information can be found at www.VAGP.org. Advertisements for scheduled seminars are e-mailed to the membership and posted on the VAGP website. Look for additional seminar offerings throughout 2006.

PROFESSIONAL DEVELOPMENT COMMITTEE MEMBERS

The ProD Committee welcomes our newest member, Vera Phillips-Ward, JD. Vera is the Assistant Director of Procurement for the City of Alexandria.*

Eloise Bowling, CPPB, City of Lynchburg
434-455-3961 eloise.bowling@lynchburgva.gov

Linda Ketter, CPPB, Williamsburg-JCC Public Schools
757-253-6754 ketterl@wjcc.k12.va.us

Kelly Okken, CPPB, City of Charlottesville
434-970-3860 kokken@charlottesville.org

John McConnell, CPPO, City of Virginia Beach
757-427-8272 jmconnec@vbgov.com

Joe Parr, CPPB, CPPO, VCO, VITA
804-371-5900 joe.parr@vita.virginia.gov

Kelly Shaklee Dixon, CPPB, Spotsylvania County Schools
540-834-2500 kshaklee@spotsylvania.k12.va.us

Justin Tenpenney, Alleghany County
540-863-6614 jtenpenney@co.alleghany.va.us

*Vera Phillips-Ward, JD, City of Alexandria
703-838-4946 VeraPhillips.Ward@alexandriava.gov

Linda Wade, CPPB, Chair, HRSD
757-460-7311 jwade@hrsd.com

ProD exists exclusively to serve the VAGP membership. Please contact any of the above committee members to host or instruct a low-fee seminar, join our team, share your ideas for new seminar topics, and to offer suggestions for continuous improvement of the certification review sessions.

Be sure to check www.VAGP.org for upcoming events and other announcements!
From the President Elect
By Donald R. Rainey, Sr. CPPB, VCO

STRATEGIC PLANNING VAGP’s FUTURE

The VAGP Board of Directors and Committee Chairpersons held its annual Strategic Planning Session and Board meeting on May 11 – 12, 2006 at the Wakefield Airfield Conference Center, Wakefield, Virginia. The purpose of this retreat and board meeting was to review the VAGP Strategic Plan in preparation for the 2007 Action Plan and 2007 budget.

Many of us are participating or have participated in a Strategic Planning exercise for our entities as we look toward the future. Strategic Planning provide us with an excellent opportunity to bring forward fresh ideas as we look at streamlining and even re-engineering our processes. As a result of this Strategic Planning session, VAGP was able to identify association Strengths, Weaknesses, Opportunities, and Threats based on a review of a previous environmental scan of anticipated developments and possible factors, a functional ranking of VAGP activities and the membership survey results. This process allowed the Board to follow-up on previous goals identified in the VAGP Action Plan. It also allowed the Board to develop short and long-term goals for any new requirements that may have been agreed upon during the session or as a result of the membership survey.

As a result of this session, it is the hope and desire of the Board of Directors and the Committee Chairpersons that a Strategic Plan has been developed that states VAGP’s Vision and Mission while defining short and long term goals and identifies resources, equipment and capital to keep VAGP moving forward.

City of Hampton Procurement Division
First Annual Open House

The City of Hampton Procurement Division hosted its’ first annual Open House on March 16 to celebrate Purchasing Month 2006. City and School staff, suppliers, and citizens were invited to the Open House to meet the procurement staff, learn a little about what procurement involves and find out how to do business with the City of Hampton. Participants received information about the Procurement Division, other City departments, and Hampton City Schools and business development activities. Participants had the opportunity to register on the City’s vendor database and view current bid opportunities.

The Procurement Division staff would like to acknowledge the City and School departments who provided information and novelties for participant packages and provided graphics support for this year’s Procurement Open House bookmarks.

Next year’s plans for Purchasing Month include co-hosting a Business Expo with City of Hampton’s Economic Development Department.

Procurement Division Staff are: Lisa Cumming, C.P.M., CPPB, VCO, Doris McRae, CPPB, Nev Evans, Carla Potter, Carol Evans, Tonya Tibbs, Sheri Reese, Tyisha Wyatt, Avis Manley, Carrie Ruiz, and Yolanda Powell.
Use Your Resume To Help Negotiate a Higher Salary


Most job seekers believe that salary negotiation starts once they have an offer in hand, but nothing could be farther from the truth. In fact, your resume can make the difference between negotiating at the top end of the salary range—or the bottom end—in your next job offer. If that sounds strange to you, consider the following points:

• A prospective employer’s first impression of you is created entirely by your resume.

• The employer’s first impression of you will assign a value and build a level of urgency for the employer to contact you—before someone else does.

• First impressions are nearly impossible to change.

If your resume sells your skills short, then you can’t expect to receive offers at the upper end of your salary scale. Your current resume could be losing you thousands of dollars in income power. By making a few key changes in your resume now, you can position yourself for higher salaries in the future.

There are three resume strategies for promoting high salary negotiation success:

1. Show that you are a high return on investment with quantifiable results.

Many job seekers throw around the phrase “results oriented”, but they fail to back it up with concrete evidence—leaving the reader to conclude otherwise. You may feel that you have no quantifiable evidence of your value in previous jobs, but every job has quantifiable results that can better reflect your worth on your resume. Revenue, sales dollars and material costs are not the only results that use numbers.

Consider using the number of man-hours saved in process improvements, the percentage of repeat customers, or the number of peers helped by a particular efficiency to help reflect your abilities. Every employee is hired to solve problems, and most problems have some quantifiable element at their core.

2. Illustrate the breadth of your experience.

Notice the use of the word “breadth” rather than “length” of experience. Just because a candidate has been doing a job for a long time does not necessarily mean he is worth more. Breadth of experience focuses on quality, not quantity.

There are two key ways to express breadth of experience:

• Industry knowledge
  Since industry expertise is usually in high demand, you can show your value through insider understanding of industry issues.

• Transferable skills
  If your career spans many industries within the same occupation, highlight the transferable skills that have enabled you to bridge the gaps from industry to industry.

3. Entice the reader to want to know more about you.

Job seekers often make the mistake of assuming that the job of their resume is to inform the reader. Not so! The ONLY job of your resume is to entice the reader to want to know more about you.

What that translates to is an understanding of what to include and what to leave off your resume. Too much detail can distract the reader and lose his interest, but not enough information, and the reader will wonder what you have been doing with your life. A proper balance between detail and result will win the reader’s interest and leave them saying, “I’ve got to call this guy for an interview today!”

A professional resume writer can create a resume that sells you as a high return on investment. By portraying you as someone with great breadth of experience and a wide range of critical skills, potential employers will see you immediately as someone of high value, building their vision—and your self-confidence—of you in the upper end of the salary scale.
The VAGP Board conducted an electronic survey in March 2006 and received responses from 235 members, which represents 21% of membership.

Did you know that 53% of the responding members work in a purchasing department with less than 6 people and 48% were with County or State Agencies?

Certifications held by the responding members were as follows: 69% CPPB, 31% CPPO, 61% VCO and 71% CPM.

The survey also revealed that 99% of the responding members feel that VAGP assists the member in meeting their professional needs and 93% feel the Board of Director’s are doing a good or excellent job managing VAGP.

On the low-fee seminar questions, 67% said that have attend a class and 70% were pleased with the variety and quality of the classes.

The list serve received a 99% approve rating however, 78% would like to select their own inclusion on a list serve subdirectory for sending and receiving e-mail specific to the type of agency, geographic location, commodity code, etc.

The NIGP seminars received a 93% approval on meeting membership needs.

On the question “Do you think VAGP should subsidize a college student attending VAGP sponsored seminars?”, the response was 49.3% Yes, 50.7% No.

VAGP discontinued print publishing the membership directory and News & Views Newsletter to save money a few years ago and only 2% are unsatisfied with the current electronic format.

When asked what provision of the VPPA restrict you most in the performance of your job, the responses were: restriction on multiple award for professional services, e-VA use requirements, SWAM, restriction on contract term and renewal periods for A/E services, newspaper advertising of RFP requirements, just to name a few.

There was one respondent who said, “I think Tim Moore is really cute” in the additional comments section of the survey, that your VAGP President, Tim Moore (at 804-225-3375) would like to hear from.

The VAGP Board will be conducting shorter surveys of this nature on a quarterly basis and thanks everyone for participating.

In this modern age of the computer,
I think that we are growing a bit muter,
The selection of languages we can speak and spell,
Is not Spanish and French, but Word, Lotus, or Excel.
E-mail has become the preferred method of communication,
Rather than a personal visit from a co-worker’s station.
I shudder to realize that the warmth of a colleague’s smile,
Is being replaced by the ability to download a file.
Could it be that the creativity of the human brain,
Is being substituted by the data of a mainframe?
But indeed unless we lose electricity,
Will it only then become a necessity,
To express one’s true self and feelings,
In their daily corporate dealings.
### Calendar of Events - 2006

<table>
<thead>
<tr>
<th>Seminar Title</th>
<th>Dates</th>
<th>Location</th>
<th>Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sourcing in the Public Sector</td>
<td>Jun 28 – 30</td>
<td>NVA</td>
<td>Ginger Gordon, CPPB</td>
</tr>
<tr>
<td>Contract Administration</td>
<td>Jul 12 – 14</td>
<td>Richmond</td>
<td>Martin Krebs, CPM</td>
</tr>
<tr>
<td>Developing &amp; Managing RFPs</td>
<td>Aug 9 – 11</td>
<td>UMW</td>
<td>Ellie Drew, CPPB</td>
</tr>
<tr>
<td>Procurement under Federal Programs &amp; Grants</td>
<td>Aug 24 – 25</td>
<td>NVA</td>
<td>Ginger Gordon, CPPB</td>
</tr>
<tr>
<td>Developing &amp; Managing RFPs</td>
<td>Sep 13 – 15</td>
<td>SPSA</td>
<td>Diane Culpepper, CPPB</td>
</tr>
<tr>
<td>Developing &amp; Managing RFPs</td>
<td>Sep 19 - 21</td>
<td>RCAC</td>
<td>Kay Johnson, CPPB</td>
</tr>
<tr>
<td>Introduction to Public Procurement</td>
<td>Sep 27 - 29</td>
<td>HCTC</td>
<td>Ron King, CPPO, CPPB, VCO</td>
</tr>
<tr>
<td>Alternative Dispute Resolution</td>
<td>Oct 4 – 5</td>
<td>SOTR</td>
<td>Pat Barber, CPPB</td>
</tr>
<tr>
<td>Introduction to Public Procurement</td>
<td>Nov 1 – 3</td>
<td>UMW</td>
<td>Ellie Drew, CPPB</td>
</tr>
</tbody>
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### Location Index

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCCL</td>
<td>Chesapeake City Central Library, Chesapeake, VA</td>
</tr>
<tr>
<td>FCGC</td>
<td>Fairfax County Government Center, Fairfax, VA</td>
</tr>
<tr>
<td>HCTC</td>
<td>Henrico County Training Center, Richmond, VA</td>
</tr>
<tr>
<td>NNCS</td>
<td>Newport News Community Services, Newport News, VA</td>
</tr>
<tr>
<td>NVA</td>
<td>Northern Virginia – Site Not Finalized, Virginia</td>
</tr>
<tr>
<td>RCAC</td>
<td>Roanoke County Administration Center, Roanoke, VA</td>
</tr>
<tr>
<td>SOTR</td>
<td>Sheriff Office Training Room, Chesapeake, VA</td>
</tr>
<tr>
<td>SPSA</td>
<td>Southeastern Public Service Authority, Chesapeake, VA</td>
</tr>
<tr>
<td>UMW</td>
<td>University of Mary Washington, James Monroe Campus, Fredericksburg, VA</td>
</tr>
<tr>
<td>VDH</td>
<td>Virginia Department of Health, Richmond, VA</td>
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<tr>
<td>VDOTC</td>
<td>Virginia Department of Transportation, Chantilly, VA</td>
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<tr>
<td>VHDA</td>
<td>Virginia Housing Development Authority, Richmond, VA</td>
</tr>
<tr>
<td>VPTTC</td>
<td>Dominion Virginia Power Technical Training Center, Chester, VA</td>
</tr>
</tbody>
</table>

### 2006 Board Meeting Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Place</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 16</td>
<td>Teleconference – Complete Board, Approval of 2007 Action Plan</td>
<td>9:30 am</td>
</tr>
<tr>
<td>July 21</td>
<td>County of Henrico Training Facility, 7701 E. Parham Road, Richmond</td>
<td>9:30 am</td>
</tr>
<tr>
<td>August</td>
<td>No meeting unless required</td>
<td></td>
</tr>
<tr>
<td>September 15</td>
<td>Teleconference – Complete Board</td>
<td>9:30 am</td>
</tr>
<tr>
<td>October 11-13</td>
<td>Fall Conference – Newport News</td>
<td></td>
</tr>
<tr>
<td>October 11</td>
<td>Pre-conference Board Meeting</td>
<td>9:00 am</td>
</tr>
<tr>
<td>October 12</td>
<td>Fall Conference Business Meeting</td>
<td>TBD</td>
</tr>
<tr>
<td>November 17</td>
<td>Teleconference - Complete Board</td>
<td>9:30 am</td>
</tr>
<tr>
<td>December 15</td>
<td>County of Henrico Training Facility, 7701 E. Parham Road, Richmond</td>
<td>9:30 am</td>
</tr>
<tr>
<td></td>
<td>Outgoing ’06 and incoming ’07 BOD</td>
<td></td>
</tr>
</tbody>
</table>
More technology.  
More government expertise.  
(More ways to respond to your technology needs.)

Your job is to be there for the people. When it comes to technology, CDW•G's job is to be there for you. We offer a wide selection of brand name technology products, as well as fast answers to your questions. We also have account managers who understand the needs and purchasing processes of state and local governments. And with access to the industry’s largest in-stock inventories, you get what you need fast. So you can get back to doing what you do best: working for the people.