President’s Message

Happy Purchasing Month!

We would like to hear from you, what is your entity doing to celebrate? If you need ideas, the NIGP website contains several great suggestions for your entity to host activities promoting purchasing month, go to the link http://www.nigp.org/events/purchmonth/Activities.htm

You can request a Purchasing Month proclamation from your entity, a sample is available at the NIGP website, go to the link http://www.nigp.org/events/purchmonth/SampleProclam.htm Be sure to bring your proclamations to our Purchasing Month celebration.

RSVP for the March 27, 2008 meeting and Purchasing Month celebration, we are honored to have Ed Grant, CPPO, CPPB, RPPO, the NIGP President joining us at the Hallandale Beach Cultural Community Center! See attached registration form on Page 2.

Would you like to recognize a hard working manager or buyer at your entity? Manager of the Year and Buyer of the Year award submissions are due March 14, 2008, please see attached forms on Pages 3-6.

I’d like to take this opportunity in our first newsletter of 2008 to thank all our chapter members who support and take pride in our profession.

It has been my pleasure and privilege to serve on the Board of Directors for the last two years and I appreciate the confidence and trust our chapter members have placed in me by electing me President. I eagerly anticipate this opportunity to serve as President and to lead our Chapter through 2008.

As President, with our members help, I would like to accomplish many tasks including:

- Provide educational seminars and increase professional certification within our membership.
- Institute a Strategic Plan that will propel our chapter successfully into the next decade.
- Promote purchasing’s contributions internally within governmental entities and externally to the citizens we serve.
- Hold an 11th Annual Reverse Trade Show to connect governmental entities with the business community.
- Promote NIGP national, state, regional and local events.

Holly Raphaelson, C.P.M., FCPM, CPPO, President
SOUTHEAST FLORIDA CHAPTER OF NIGP, INC.

Meeting Announcement and Registration
Thursday, March 27, 2008

Time: Registration: Continental Breakfast 8:00 – 8:30 AM
Business Meeting: 8:30 – 9:30 AM
Featured Speaker: 9:30 AM – 12:00 PM
Catered Lunch 12:00 PM
SE Florida Govt. Cooperative Meeting 1:00 PM

Place: City of Hallandale Beach Cultural Community Center
410 SE 3 Street
Hallandale Beach, FL 33009

Speaker: Edmund J. Grant, CPPO, CPPB, RPPO, Chief Financial Officer, Cape May County, NJ and NIGP President

Topic: “National Perspective on How to Excel versus Just Survive”

Cost: FREE, Happy Purchasing Month!

REGISTRATION

Name: ____________________________ Title: ____________________________
Telephone: __________________________ Fax: ____________________________
Entity: ____________________________ E-mail: ____________________________
Mailing Address: ____________________________________________________
City: ____________________________ State: FL Zip: ________________

Please RSVP by Monday, March 24, 2008.
RSVP’s can be faxed to: (954) 921-3086  (Attn: Janice English, City of Hollywood).

I’ll be there for breakfast (circle one) YES NO
I’ll be staying for lunch (circle one) YES NO

For specific directions see: http://www.mapquest.com/

From the South: Take I-95N, EXIT 18-Hallandale Bch Blvd/SR-858, RIGHT onto W Hallandale Bch Blvd/FL-858 E, RIGHT onto S Dixie Hwy, LEFT onto SW 3rd Street.

From the North: Take I-95S, EXIT 18-Hallandale Bch Blvd/SR-858, LEFT onto W Hallandale Bch Blvd/FL-858 E, RIGHT onto S Dixie Hwy, LEFT onto SW 3rd Street.
Southeast Florida Chapter to hold nominations for Buyer and Manager of the Year!
The Southeast Florida Chapter of the National Institute of Governmental Purchasing is inviting all members to submit nominations for Professional Buyer of the Year, and Professional Manager of the Year! The winners of both awards will be reimbursed for expenses up to $750 to be specifically used for attendance at the 2008 NIGP Forum and Products Exposition to be held in Charlotte, N.C. July 26-31, 2008!
In addition, the award application for both winners will be forwarded as the Chapter’s nomination for the national NIGP Professional Buyer of the Year and Professional Manager of the Year, to be announced at the Charlotte Forum.

Nominations for both Chapter Buyer and Manager must be submitted to the Chapter Nominating Committee NO LATER than March 14, 2008. This is a wonderful opportunity to reward the professional contributions of one of your Chapter colleagues. (Please note, that individuals, who are Chapter Members, may also nominate themselves.)
Applications for both awards are attached below. Please note that the applications mirror the national NIGP application, since the winners will go forward to NIGP as our Chapter nominees for the national awards.
We look forward to many nominations for the Professional Buyer of the Year and Professional Manager of the Year!!! Submit your nominations today to:
SE Florida Chapter of NIGP Nominating Committee NO LATER than 5:00 PM, March 14, 2008 to:
Michael Rath, CPPO, CPPB or Pam Thompson, CPPO, CPPB
Asst. Purchasing Director Procurement Manager
City of Miami City of Miami Gardens
444 SW 2nd Ave., 6th Floor 1515 NW 167 St, Bldg 5, Suite 200
Miami, FL 33130-1910 Miami Gardens, FL 33169-5145
Fax: (305) 400-5153 Fax: (305) 622-8001
mrath@ci.miami.fl.us pthompson@miamigardens-fl.gov

2008 BUYER OF THE YEAR NOMINATION FORM AND INSTRUCTIONS
Candidates for the Buyer of the Year Award are selected from nominations submitted by SE Florida Chapter Members, Chapter affiliates, professional procurement colleagues or nominees themselves. The nominee must be actively employed in public procurement.
The definition of Buyer is limited to those buyers who have little or no supervisory or management responsibilities in the organization. The Buyer function as defined by the UPPCC “involves the process of determining the customer requirements, reviewing specifications or requirements, developing and issuing bids, evaluating offers and selecting the vendor, arriving at fair and reasonable price and terms, preparing the contract or purchase order, vendor relations, following up to ensure timely delivery, and contract administration provisions.”
Personnel involved in one or more facets of the procurement cycle shall also be eligible: managers of contracts; warehouse personnel including storekeepers, stocking personnel, and property accountability personnel; contract oversight personnel such as engineers; and MBE/WBE outreach personnel. Buyers must have performed the activity themselves or have had primary responsibility for performing the activity as a member of a team. The supporting documentation shall reflect activity of the previous two years in public procurement for the Buyer of the Year Award for the period of January 1 to December 31. Nominations shall be received no later than MARCH 14, 2008.
All supporting documentation must include the award nominee’s name, and labeled which section/area it is supporting. All supporting documentation shall be identified with the section number and number of the area(s) which it supports, (Example: Section I.A, Section III.G).

National and Chapter members compete for this prestigious award in three (3) categories:
1. Contributions to the entity he/she serves
2. Contributions to the Chapter
3. Contributions to the Institute (NIGP)

**Directions for completing the criteria form:**
For each activity that was engaged in during the past two years, add a check mark in the space provided indicating that supporting documentation for the activity is included. Please note the correct section and corresponding alphabetic bullet on your supporting documentation as well. **Do not enter points** - the National Chapter Relations Committee will evaluate each award entry and determine the points appropriate for each entry.

**I. CONTRIBUTIONS TO THE ENTITY HE/SHE SERVES (4 page limit) - 30 potential points**
The candidate has made significant contributions to the governmental entity served as demonstrated by:

A. [ ] Initiating procurement concept that will lead to Excellence in Public Procurement (5 points)
B. [ ] Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users - 1 point per policy or practice (5 points)
C. [ ] Developing or directing the development or revision of Standard Operating procedures for procurement personnel and end users (4 points)
D. [ ] Developing or directing the development or revision of a manual for vendors (4 points)
E. [ ] Serving on a committee or task force involved in developing, implementing, or revising procurement procedures - 1 point per interest group activity (3 points)
F. [ ] Serving as a member of a working group, board, committee or task force on procurement-related subjects (3 points)
G. [ ] Serving a governmental group, civic organization, or association, not procurement-related, such as a Mayor’s Committee on Safety, Government Employees Credit Union, United Way, Diversity, Employee Recognition Committee, etc. (2 points)
H. [ ] Service award recipient or recognition nominee (non-chapter related award), please specify (2 points per award, 4 points max)

**II. CONTRIBUTIONS TO THE NIGP SE FLORIDA CHAPTER - 35 potential points**
The candidate has made significant contributions to the Chapter as demonstrated by:

A. [ ] Serving as an Officer of the Chapter (3 points per year, 6 points max)
B. [ ] Serving as a Committee member of the Chapter (2 points per year, 4 points max)
C. [ ] Serving as an instructor for a Chapter training session (3 points)
D. [ ] Serving as a Training Coordinator for the local Chapter, (3 points)
E. [ ] Serving as a Chapter Webmaster or Web page administrator (2 points)
F. [ ] Serving as an instructor/speaker for an NIGP Webinar (1 point per Webinar, 2 points max)
G. [ ] Serving as an instructor for UPPCC certification review sessions (2 points)
H. [ ] Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Connection or other purchasing-related publications (1 point per article, 5 points max)
I. [ ] Serving as a Chapter special assignment volunteer, vendor show or expo coordinator or conference coordinator (2 points per year, 4 points max)
J. [ ] Developing a special survey, study, or report for the Chapter (2 points)
K. [ ] Other Chapter volunteer-related activity, please specify (2 points)
III. CONTRIBUTIONS TO THE INSTITUTE (NIGP) - 35 potential points
The candidate has made significant contributions to NIGP as demonstrated by:

A. ☐ Serving on a NIGP Strategic Committee (6 points)
B. ☐ Serving on a NIGP Ad Hoc or Auxiliary Committee (5 points)
C. ☐ Serving as a workshop presenter or meeting facilitator at the NIGP Annual Forum (5 points)
D. ☐ Serving as a NIGP Forum networking session facilitator (3 points)
E. ☐ Serving as a NIGP instructor or member of LEAP or PMAP team (3 points)
F. ☐ CPPO or CPPB designation (3 points)
G. ☐ Serving as a Chapter mentor (2 points)
H. ☐ Other professional certifications (2 points)
I. ☐ Attendance at a NIGP National Forum (1 point per year)
J. ☐ Other, please specify (0-1 point per activity - 4 points max)
A. ☐ Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users (5 points)
B. ☐ Demonstrated efforts to recruit and retain professional purchasing staff (2 points)
C. ☐ Establishment of a staff development program including internal, external training (3 points)
D. ☐ Developing, recommending, implementing, reviewing, and managing a budget (including funds for staff training and certification). (5 points)
E. ☐ Developing or directing the development or revision of a manual for procurement personnel, users, or vendors (4 points)
F. ☐ Serving on a committee or task force involved in developing, implementing, or revising new procurement procedures (3 points)
G. ☐ Service award recipient or recognition nominee (non-chapter related awards), please specify (1 point per award - 4 points maximum)
H. ☐ An example of an Innovative Bid Call produced by Manager (4 points)

II. CONTRIBUTIONS TO THE NIGP SE FLORIDA CHAPTER - 35 potential points
The candidate has made significant contributions to the Chapter as demonstrated by:
A. ☐ Serving as an Officer of the Chapter (3 points per year, 6 points max)
B. ☐ Serving as a Committee member of the Chapter (2 points per year, 4 points max)
C. ☐ Serving as an instructor for a Chapter training session (3 points)
D. ☐ Serving as a Training Coordinator for the local Chapter, (3 points)
E. ☐ Serving as a Chapter Webmaster or Web page administrator (2 points)
F. ☐ Serving as an instructor/speaker for an NIGP Webinar (1 point per Webinar, 2 points max)
G. ☐ Serving as an instructor for UPPCC certification review sessions (2 points)
H. ☐ Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Networker or other purchasing-related publications (1 point per article, 5 points max)
I. ☐ Serving as a Chapter special assignment volunteer (2 points per year, 4 points max)
J. ☐ Developing a special survey, study, or report for the Chapter (2 points)
K. ☐ Other Chapter volunteer-related activity, please specify (2 points)

III. CONTRIBUTIONS TO THE INSTITUTE (NIGP) - 35 potential points
The candidate has made significant contributions to NIGP as demonstrated by:
A. ☐ Serving on a NIGP Strategic Committee (6 points)
B. ☐ Serving on a NIGP Ad Hoc or Auxiliary Committees (5 points)
C. ☐ Serving as a workshop presenter or meeting facilitator at the NIGP Annual Forum (5 points)
D. ☐ Serving as a NIGP Forum networking session facilitator (3 points)
E. ☐ Serving as a NIGP instructor or member of LEAP or PMAP team (3 points)
F. ☐ CPPO or CPPB designation (3 points)
G. ☐ Serving as a Chapter mentor (2 points)
H. ☐ Other professional certifications (2 point)
I. ☐ Attendance to a NIGP National Forum (1 point per year)
J. ☐ Other, please specify (0-1 point per activity - 4 points max)
SOUTHEAST FLORIDA CHAPTER OF NIGP, INC.

2008 MEETING SCHEDULE

Date: **Thursday, March 27, 2008**  
Time: 8:00 AM – 1:00 PM  
Place: City of Hallandale Beach Cultural Community Center, 410 SE 3 Street, Hallandale Beach, FL 33009  
Speaker: Edmund J. Grant, CPPO, CPPB, RPPO, Chief Financial Officer/Program Administrator, Cape May County

Date: **Wednesday, June 4, 2008**  
Time: 8:00 AM – 1:00 PM  
Place: City of Hollywood Beach Culture & Community Center, 1301 S Ocean Drive, Hollywood, FL 33019  
Speaker: Jean Wells, Office Depot; Steve McFarland, GSA; Loy Sparks, Home Depot; Jim Hardin, HP; Allan Sussberg, Zep Manufacturing

Date: **Wednesday, September 10, 2008**  
Time: 8:00 AM – 1:00 PM  
Place: City of Boca Raton Sugar Sand Community Center, 300 S Military Trail, Boca Raton, FL 33486  
Speaker: Kenneth Hayslette, CPPO, CPM, CPCM, Consultant, Hayslette & Associates

Date: **Thursday, November 13, 2008**  
Time: 7:00 AM – 1:00 PM  
Place: Fort Lauderdale/Broward County Convention Center, 1950 Eisenhower Boulevard, Fort Lauderdale, FL 33316  
Event: Reverse Trade Show

Date: **Wednesday, December 3, 2008**  
Time: 8:00 AM – 1:00 PM  
Place: FAU Campus, 111 E Las Olas Boulevard, Fort Lauderdale, FL 33301  
Speaker: Dr. Clifford P. McCue, Associate Professor, Director, Public Procurement Research Center
<table>
<thead>
<tr>
<th>Check Desired Course</th>
<th>Title</th>
<th>Location</th>
<th>Date/Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Introduction to Public Procurement – LEAP Series</td>
<td>Hollywood Beach Culture and Community Center- Hollywood, FL.</td>
<td>January 16- 18, 2008</td>
<td>N - $300.00, C - $400.00, NM - $750.00</td>
</tr>
<tr>
<td></td>
<td>Effective Management of Construction Contracts</td>
<td>Coconut Creek Community Center - Coconut Creek, FL</td>
<td>January 25, 2008</td>
<td>N - $100.00, C - $150.00, NM - $250.00</td>
</tr>
<tr>
<td></td>
<td>Negotiate to Win-Win Solutions ((Cancelled))</td>
<td>Hollywood Beach Culture and Community Center- Hollywood, FL.</td>
<td>February 6 – 8, 2008</td>
<td>N - $300.00, C - $400.00, NM - $750.00</td>
</tr>
<tr>
<td></td>
<td>Legal Aspects of Purchasing-LEAP Series</td>
<td>Hollywood Beach Culture and Community Center- Hollywood, FL.</td>
<td>February 20 – 22, 2008</td>
<td>N - $300.00, C - $400.00, NM - $750.00</td>
</tr>
<tr>
<td></td>
<td>Sourcing in the Public Sector – LEAP Series</td>
<td>Hollywood Beach Culture and Community Center- 1301 S. Ocean Drive Hollywood, FL.</td>
<td>March 12– 14, 2008</td>
<td>N - $300.00, C - $400.00, NM - $750.00</td>
</tr>
<tr>
<td></td>
<td>World Class Procurement Practices</td>
<td>Coconut Creek Community Center - 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>March 28, 2008</td>
<td>N - $100.00, C - $150.00, NM - $250.00</td>
</tr>
<tr>
<td></td>
<td>Change Management for the Procurement Professional</td>
<td>Coconut Creek Community Center - 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>April 3 and 4, 2008</td>
<td>N - $200.00, C - $300.00, NM- $400.00</td>
</tr>
<tr>
<td></td>
<td>Negotiation Seminar by George Washington University (Pre- requisite to one-day State of Florida Negotiations Seminar for Florida Certified Negotiator Certification)*</td>
<td>Coconut Creek Community Center - 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>May 21- 23, 2008</td>
<td>N - $810.00, C - $810.00, NM- $810.00</td>
</tr>
<tr>
<td></td>
<td>CPPB Exam Review Seminar</td>
<td>South Florida Water Management District 3301 Gun Club Road, B-2 EMD Conference Room, West Palm Beach</td>
<td>April 28, 2008</td>
<td>N - $100.00, C - $150.00, NM- $250.00</td>
</tr>
<tr>
<td></td>
<td>CPPO Exam Review Seminar</td>
<td>South Florida Water Management District 3301 Gun Club Road, B-2 EMD Conference Room, West Palm Beach</td>
<td>April 28 and 29, 2008</td>
<td>N - $200.00, C - $300.00, NM- $400.00</td>
</tr>
<tr>
<td>Check Desired Course</td>
<td>Title</td>
<td>Location</td>
<td>Date/Time</td>
<td>Cost</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>----------------------------</td>
<td>-----------------</td>
</tr>
</tbody>
</table>
| CPPB and CPPO Group Exam** | South Florida Water Management District  
3301 Gun Club Road,  
B-2 EMD Conference Room, West Palm Beach | April 30, 2008 **(Application and Payment are made directly to NIGP – Herndon, Va.)** |
| Developing and Managing RFP’s – LEAP Series | Hollywood Beach Culture and Community Center  
1301 S. Ocean Drive  
Hollywood, FL. | May 21 – 23, 2008 **(Tentative dates to be confirmed)** | N - $300.00  
C - $400.00  
NM- $750.00 |
| Contract Administration – LEAP Series | Hollywood Beach Culture and Community Center  
1301 S. Ocean Drive  
Hollywood, FL. | June 18 – 20, 2008 **(Tentative dates to be confirmed)** | N - $300.00  
C - $400.00  
NM- $750.00 |
| State of Florida Negotiations Seminar (Required with George Washington University Negotiations Seminar for FCN Certification)*** | Location - To be determined | One Day – Date to be determined | ***Application and Payment to be sent directly to State of Florida. |
| Planning, Scheduling and Requirements Analysis – LEAP Series | Hollywood Beach Culture and Community Center  
1301 S. Ocean Drive  
Hollywood, FL. | Oct. 15 – 17, 2008 **(Tentative dates to be confirmed)** | N - $300.00  
C - $400.00  
NM- $750.00 |

Payment arrangements must be made in advance.

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  __________________________________________________________________________
Entity:  __________________________________________________________________________
Address:  __________________________________________________________________________
City:  ________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________________________________________________________
Date of Course:  __________________________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________

2008 PROFESSIONAL DEVELOPMENT REGISTRATION FORM

N - National NIGP Member**  
C - Chapter Member  
NM - Non-member

**If National NIGP Member, please state your National NIGP Member Number ______

Name:  ______________________________
Entity:  ______________________________
Address:  ______________________________
City:  ____________________, FL.  
Zip:  __________________
Telephone:  (_____) ________  
Facsimile:  (_____) ________
E-mail Address:  __________________________
Course Desired:  __________________________
Date of Course:  __________________________
Make checks payable to:
Southeast Florida Chapter of NIGP, Inc.

Mail registration form and payment (No Purchase Orders) to:

Karen Walbridge, C.P.M., CPPB, FCPM, FCPA
Broward County Purchasing Division
115 South Andrews Avenue, Room 212
Fort Lauderdale, FL  33301

Credit Card payments are also accepted:
Name of Card Holder: ____________________________________
Type of Credit Card:   Visa  _____          MasterCard _____
Credit Card Number:  ____________________________________
Expiration Date:  ________________________________________

*Prior to January 2007, the NIGP 2-Day Negotiation Seminar (“Get What You Need Through Successful Negotiations”) was the pre-requisite for the State of Florida 1-Day Negotiation Seminar in order to obtain the Florida Certified Negotiator (FCN) professional certification.  Beginning in 2007, the 3-Day George Washington University Negotiations Seminar is now combined with the State of Florida 1-Day Negotiation Seminar for the FCN Certification.  Please contact Karen Walbridge for information about how to obtain the Registration Form.  Registration and payment must be sent directly to the firm coordinating George Washington University Seminars.

**For a CPPB or CPPO Exam Application Form, go to www.nigp.org and print the document from their Certification site. Exam Application and payment must be sent directly to Kitty Campbell at NIGP, 151 Spring Street, Herndon, VA  20170.

***Registration and payment for the one-day State of Florida Negotiations Seminar must be mailed directly to the State
## 2008 Committee Chairs

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Chair</td>
<td>Leeta Hardin</td>
</tr>
<tr>
<td>Awards Chair</td>
<td>Vacant</td>
</tr>
<tr>
<td>By-Laws Chair</td>
<td>Angelo Salomone, CPPB</td>
</tr>
<tr>
<td>Communications/Newsletter/Website</td>
<td>Vacant</td>
</tr>
<tr>
<td>Historian/Photographer</td>
<td>Dave Nash, CPPO, CPPB</td>
</tr>
<tr>
<td>Legislative Affairs Chair</td>
<td>Kirk Buffington, C.P.M., CPPO, MBA</td>
</tr>
<tr>
<td>Membership Chair</td>
<td>Marilyn Cahill, CPPO, CPPB</td>
</tr>
<tr>
<td>Nomination Committee</td>
<td>Mike Rath, CPPO, CPPB Pam Thompson, CPPO, CPPB</td>
</tr>
<tr>
<td>Professional Development Chair</td>
<td>Karen Walbridge, C.P.M., CPPB, A.P.P., FCPM</td>
</tr>
<tr>
<td>Reverse Trade Show Chair</td>
<td>Herb Hyman, CPPM, FCPM, FCPA</td>
</tr>
<tr>
<td>Scholarships Chair</td>
<td>Gail Dixon, CPPB</td>
</tr>
<tr>
<td>Strategic Planning Chair</td>
<td>Michael Walker, CPPB, FCPM, FCPA</td>
</tr>
<tr>
<td>Time &amp; Place Chair</td>
<td>Janice English</td>
</tr>
</tbody>
</table>
President
Holly Raphaelson, MBA, CPM, CPPB, FCPM
Purchasing Specialist
City of Sunrise
10770 W. Oakland Park Boulevard
Sunrise, FL. 33351
Tel: 954-572-2202
Fax: 954-572-2278
E-Mail: hraphaelson@cityofsunrise.org

Vice President
Herb Hyman, CPPB, FCPM, FPCA
Procurement Manager
Town of Davie
6591 Orange Drive
Davie, FL. 33314
Tel: 954-797-1016
Fax: 954-797-1049
E-Mail: herb_hyman@davie-fl.gov

Secretary
Margaret Palomino, CPPB
Purchasing Agent
City of Miramar
2300 Civic Center Place
Miramar, FL 33025
Tel: 954-602-3052
Fax: 954-602-3482
E-Mail: mpalomino@ci.miramar.fl.us

Treasurer
Diane LeRay, CPPB
Purchasing & Contracts Manager
City of Lauderdale Lakes
4300 NW 36 Street
Lauderdale Lakes, FL 33319
Tel: 954-535-2743
Fax: 954-733-3276
E-Mail: dianel@lauderdalelakes.org

Southeast Florida Governmental Purchasing Cooperative Group Officers for 2008

Chair
Alyssa Milo
City of Greenacres
(561) 642-2039
E-Mail: amilo@ci.greenacres.fl.us

Vice Chair
Roxanne Sookdeo
City of Coral Springs
(954) 344-1103
E-Mail: rsookdeo@coralsprings.org

Secretary
Indra Sarju, CPPB
City of Aventura
(305) 466-8925
Email: sarjui@cityofaventura.com