President’s Message

Hurricane Preparedness and Green Purchasing Initiatives

This month our Chapter meeting will be on Hurricane Preparedness and Green Purchasing Initiatives. June marks the beginning of Hurricane Season, a time of concern for all of us. Find out how to be better prepared with the help of Grainger, Home Depot and the General Services Administration (GSA). Additionally, Green Purchasing Initiatives will be presented by Zep Manufacturing, Office Depot and the Home Depot. Be sure to RSVP for the June 4, 2008 meeting today.

Additionally, Michael Walker, CPPB, FCPM, FCPA, Chairman of the Strategic Planning Committee will be presenting the Southeast Florida Chapter’s Strategic Plan for 2008 through 2013. You do not want to miss the results of our survey and be sure to join us and find out where our members would like to see our chapter go in the future years!

What you may have missed at our March meeting

If you couldn’t get away from the office for the March meeting, you missed an excellent presentation from our NIGP President, Ed Grant, CPPO, CPPB, RPO, Chief Financial Officer of Cape May County, New Jersey. What a fantastic speaker and a fun slide show too! Allow me to take a few minutes to provide a brief review of Ed’s presentation. At one time or another in your career, you have probably heard an end-user complain about purchasing and indicate that they could do a better job than you can ordering their own supplies from one of their favorite vendors. Ed taught us to engineer your job, so that no one wants to touch your job! How to do that? Use technology to your benefit: online auctions, electronic portals for purchasing and receipt of bids and purchasing cards can allow you to work smarter! Ed shared a copy of his purchasing card training guide with me and I will be happy to share it with all of you, please let me know if you would like a copy and I will be happy to forward it to you via e-mail. Lastly, Ed stressed the importance of belonging to the NIGP not only to share valuable time-saving ideas and contracts but also to promote the profession and seek professional certification through the UPPCC.

As a reminder, the NIGP Forum is just a month away, if you haven’t already registered to attend, it’s not too late to take this opportunity to accelerate your career, start your engines and head to Charlotte, N.C. See www.nigp.org for details!

Kelly Raphaelson, C.P.M., FCPM, CPPO, President
PURCHASING MONTH

WHEREAS, purchasing, contracting, and materials management professionals play a significant role in the efficiency and effectiveness of government and business; and

WHEREAS, purchasing and materials management professionals, through their combined purchasing power, spend billions of dollars each year and have a significant influence upon economic conditions throughout the world; and

WHEREAS, the state has a solid commitment to promoting ethical standards, best practices, education, professionals development, and research; and

WHEREAS, these professionals make it possible for the government to serve the citizens of Florida by obtaining the goods and services needed to get the job done in an efficient and economical manner; and

WHEREAS, professional purchasing employees throughout the State of Florida engage in special efforts, during the month of March, to inform the public about the importance of the role played by the purchasing profession in business, industry, and government;

NOW, THEREFORE, I, Charlie Crist, Governor of the State of Florida, do hereby extend greetings and best wishes to all observing March 2008 as Purchasing Month.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed at Tallahassee, the Capital, this 14th day of February, in the year two thousand eight.

Governor

Charlie Crist
SOUTHEAST FLORIDA CHAPTER OF NIGP, INC.
Meeting Announcement and Registration
Wednesday, June 4, 2008

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

Place:
City of Hollywood Beach Culture & Community Center
1301 South Ocean Drive
Hollywood, FL 33019-2328

Speakers:
Stuart Jarkowski, Grainger; Steve McFarland, GSA; Loy Sparks, Home Depot; Allan Sussberg, ZEP Manufacturing; Jean Wells, Office Depot.

Topics:
“Green Purchasing Initiatives” and “Hurricane Preparedness Expo”

Cost:
No charge for members

REGISTRATION

Name: ___________________________ Title: ___________________________
Telephone: ______________________ Fax: _________________________
Entity: __________________________ E-mail: _______________________
Mailing Address: ____________________________
City: ___________________________ State: FL Zip: ____________

Please RSVP by Friday, May 30, 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 Beach Blvd/SR-858 East, LEFT onto South Ocean Drive, RIGHT into parking lot.
From the North: Take I-95S, EXIT 20-Hollywood Blvd/820 East, Merge onto South Ocean Drive, LEFT into parking lot.
11th Annual Reverse Trade Show
BROWARD COUNTY CONVENTION CENTER
November 13, 2008 from 9:30 AM to 3:00 PM

♦ Attend informative workshops.
♦ Network at the Business Luncheon.
♦ Place an advertisement for your entity for no charge in the Trade Show Directory and see your ad prominently displayed.

For more information
Website: www.nigpsefl.org
Email: Herb_Hyman@davie-fl.gov

Get Connected!
GOVERNMENT AGENCY REGISTRATION FORM

Register online: www.nigpsefl.org. By fax: Marilyn Cahill @ (954) 831-0798. By e-mail: mcahill@broward.org

AGENCY: _____________________________________________________________________
MAILING ADDRESS: _____________________________________________________________________
CITY/STATE/ZIP: ______________________________________________________________________

TABLE NUMBER REQUESTED: ______________ 2nd Choice: ____________ Electricity Needed? ______________
See attached room/ table layout. Note: display tables given on a first come, first served basis. Register early!

AGENCY REP #1: ___________________________ E-MAIL: _____________________________
PHONE: _______________ FAX: _______________ □ Attending all day - OR -
Will attend: □ Set Up □ Breakfast □ Registration □ Trade Show □ Lunch □ Workshops

AGENCY REP #2: ___________________________ E-MAIL: _____________________________
PHONE: _______________ FAX: _______________ □ Attending all day - OR -
Will attend: □ Set Up □ Breakfast □ Registration □ Trade Show □ Lunch □ Workshops

AGENCY REP #3: ___________________________ E-MAIL: _____________________________
PHONE: _______________ FAX: _______________ □ Attending all day - OR -
Will attend: □ Set Up □ Breakfast □ Registration □ Trade Show □ Lunch □ Workshops

● Use additional sheets if necessary
● There will be NO FEE for government agency attendees manning their entity’s display table and registered before October 15, 2008
# Table Layout

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## 2008 MEETING SCHEDULE

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<tr>
<th>Date</th>
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<th>Place</th>
<th>Speaker</th>
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<tr>
<td><strong>Wednesday, June 4, 2008</strong></td>
<td>8:00 AM –1:00 PM</td>
<td>City of Hollywood Beach Culture &amp; Community Center, 1301 S Ocean Drive, Hollywood, FL 33019</td>
<td>Jean Wells, Office Depot; Steve McFarland, GSA; Loy Sparks, Home Depot; Jim Hardin, HP; Allan Sussberg, Zep Manufacturing</td>
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<tr>
<td><strong>Wednesday, September 10, 2008</strong></td>
<td>8:00 AM–1:00 PM</td>
<td>City of Boca Raton Sugar Sand Community Center, 300 S Military Trail, Boca Raton, FL 33486</td>
<td>Kenneth Hayslette, CPPO, CPM, CPCM, Consultant, Hayslette &amp; Associates</td>
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<tr>
<td><strong>Thursday, November 13, 2008</strong></td>
<td>7:00 AM –1:00 PM</td>
<td>Fort Lauderdale/Broward County Convention Center, 1950 Eisenhower Boulevard, Fort Lauderdale, FL 33316</td>
<td>Reverse Trade Show</td>
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<tr>
<td><strong>Wednesday, December 3, 2008</strong></td>
<td>8:00 AM –1:00 PM</td>
<td>FAU Campus, 111 E Las Olas Boulevard, Fort Lauderdale, FL 33301</td>
<td>Dr. Clifford P. McCue, Associate Professor, Director, Public Procurement Research Center</td>
</tr>
</tbody>
</table>
FAPPO Conference
Contributed by Dave Nash, CPPO, CPPB

The Florida Association of Public Purchasing Officers held their 41st Annual Conference and Trade Show at the Hyatt Regency Hotel in Sarasota April 22 through April-25. This year’s conference theme was “Changes, Challenges and Choices.” With the implementation of budget and tax cuts in the past several months, this title was certainly appropriate. This was brought home to many of those who attended last year’s conference here in Fort Lauderdale as there was a noticeable decrease in attendance. However, several members of the chapter were fortunate enough to attend and were able to avail themselves of the many training sessions offered.

Additionally, some of our chapter members made significant contributions to the conference by offering their time and talent as presenters. The always well-attended City/County Roundtable was co-facilitated by Pam Thompson and Dick Cummings. NIGP 1st Vice President Kirk Buffington presented a class on The Florida Sunshine Law and Evaluation Committees. Andrea Lues and Angelo Salomone showed their class How to Run a Successful Purchasing Co-Op. We all know they had to be talking about our Co-op because it’s the best there is. Keith Glatz co-presented on the ways to create and issue a successful RFP in Can Your Selection Process Withstand the Scrutiny? Nora Laudermilk covered the finer points of job interviews, both from an employer and employee standpoint in her class entitled Interviewing from Both Sides.

Other presentations included Electronic Procurement, Design-Build/Construction Manager at Risk, Lessons Learned in Contracting and Street Smart – Don’t Be a Crime Victim. There were also updates from the State of Florida on their contracts and from Rick Grimm, NIGP’s Executive Director, on the many recent activities of NIGP. He reminded all of those present that the NIGP Forum is coming up July 26-30 in Charlotte, NC. During the business meeting on Thursday, Mark Raiford from the City of Lakeland was elected Secretary.

An exciting development also occurred at this year’s conference as the Board of Directors welcomed a new Executive Director to FAPPO. His name is Craig Rowley. His job will be to take many of the daily burdens off of the officers and provide some stability and continuity to many activities. With this development, FAPPO is now able to accept purchase and credit cards for payments. This should simplify many of the registration issues with members and vendors.

Conference activities also included a Trade Show with over 140 vendors participating this year. Attendees had the opportunity to visit with vendors and discuss issues and new products. It was gratifying to see many vendors from last year’s show traveling across the state to participate again. Many of them commented on the value of the contacts they have made at these shows.

On the lighter side, there was a Special Event evening at nearby Mote Marine Aquarium and this year’s banquet had a Mardi Gras theme. Many people came in costume and there were beads aplenty for everyone to wear. After a rollicking time with the dance band, everyone retired for a good night’s rest in order to be ready for Friday’s closing sessions.
<table>
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<th>Check Desired Course</th>
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<th>Location</th>
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<tr>
<td><strong>Introduction to Public Procurement – LEAP Series</strong></td>
<td>Hollywood Beach Culture and Community Center – Hollywood, FL</td>
<td>January 16 – 18, 2008</td>
<td>N $300.00</td>
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<tr>
<td><strong>Effective Management of Construction Contracts</strong></td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>January 25, 2008</td>
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<td><strong>Negotiate to Win-Win Solutions ((Cancelled))</strong></td>
<td>Hollywood Beach Culture and Community Center – Hollywood, FL</td>
<td>February 6 – 8, 2008 ((Cancelled))</td>
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<td><strong>Legal Aspects of Purchasing-LEAP Series</strong></td>
<td>Hollywood Beach Culture and Community Center – Hollywood, FL.</td>
<td>February 20 – 22, 2008</td>
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<td><strong>Sourcing in the Public Sector – LEAP Series</strong></td>
<td>Hollywood Beach Culture and Community Center – 1301 S. Ocean Drive Hollywood, FL</td>
<td>March 12 – 14, 2008</td>
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<td><strong>World Class Procurement Practices</strong></td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>March 28, 2008</td>
<td>N $100.00</td>
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<td><strong>Change Management for the Procurement Professional ((Cancelled))</strong></td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>April 3 and 4, 2008 ((Cancelled))</td>
<td>N $200.00</td>
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<td><strong>Negotiation Seminar by George Washington University (Pre-requisite to one-day State of Florida Negotiations Seminar for Florida Certified Negotiator Certification)</strong>*</td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>May 21– 23, 2008 (Postponed to July 15 – 17, 2008)</td>
<td>N $810.00</td>
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<td><strong>CPPB Exam Review Seminar</strong></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>
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<td><strong>CPPO Exam Review Seminar</strong></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>
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<td>CPPB and CPPO Group Exam**</td>
<td>South Florida Water Management District 3301 Gun Club Road, B-2 EMD Conference Room, West Palm Beach</td>
<td>April 30, 2008</td>
<td>**(Application and Payment are made directly to NIGP – Herndon, Va.)</td>
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<tr>
<td>Developing and Managing RFP’s – LEAP Series ((Cancelled))</td>
<td>Hollywood Beach Culture and Community Center – 1301 S. Ocean Drive Hollywood, FL</td>
<td>May 21 – 23, 2008 ((Cancelled))</td>
<td>N - $300.00  C - $400.00  NM - $750.00</td>
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<tr>
<td>Contract Administration – LEAP Series</td>
<td>Hollywood Beach Culture and Community Center – 1301 S. Ocean Drive Hollywood, FL</td>
<td>June 18 – 20, 2008 ((Cancelled))</td>
<td>N - $300.00  C - $400.00  NM - $750.00</td>
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<tr>
<td>State of Florida Negotiations Seminar (Required with George Washington University Negotiations Seminar for FCN Certification)***</td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33063</td>
<td>July 18, 2008</td>
<td>***Application and Payment to be sent directly to State of Florida- $90.00</td>
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<tr>
<td>Planning, Scheduling and Requirements Analysis – LEAP Series</td>
<td>Hollywood Beach Culture and Community Center – 1301 S. Ocean Drive Hollywood, FL</td>
<td>Oct. 15 – 17, 2008</td>
<td>N - $300.00  C - $400.00  NM - $750.00</td>
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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: ______________________________________________
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

Phone: (954) 357-7306
Fax: (954) 357-6280
E-mail: kwalbridge@broward.org

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](http://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 of Florida. Please contact Karen Walbridge for information about obtaining the Registration Form.
Negotiation Strategies and Techniques

Professional Development Training from Southeast Florida NIGP Chapter and ESI International

A vital skill needed in procurement is the ability to negotiate effectively. Almost every level of contracting involves negotiations, in a wide range of settings, over small and large issues. This course provides you with a solid battery of strategies, tactics and skills that are effective in contract formation and contract administration negotiations. Every phase of the negotiation process—from start to finish—is covered in this dynamic course.

This course also recognizes that how you negotiate depends greatly on your personality and individual style. In-class exercises will provide you with insights into your negotiation style and personal techniques. Then, to enable you to learn by doing, you'll perform a series of increasingly challenging negotiations. These videotaped sessions will give you immediate feedback on your negotiation style and skills and invaluable experience in putting theory into practice. The new skills you gain from this course can be immediately applied to other contracting situations where formal and informal negotiations of all dimensions take place.

Learn How To:
- Strategize and prepare for contract negotiations
- Use proven techniques for conducting a negotiation session
- Understand your strengths and use them to your advantage at the negotiating table
- 65 proven competitive techniques for influencing the other party
- Maximize key listening and question-asking skills that get you the information you need

Course Details:

Location: Coconut Creek Community Center
1100 Lyons Road
Coconut Creek, FL 33063

Date: July 15-17, 2008
Time: 8:30am – 5:00pm
Length: 3 Days
Cost: $810 per person
*Special $400 registration fee for Southeast Florida NIGP Chapter members
Credits: 22.5 PDUs/2.25 CEUs

For more information or to register, contact
Tracy Lee at 703-558-4146 or tlee@esi-intl.com

Southeast Florida NIGP Chapter members:
Please submit your completed 2008 Professional Development Form to Karen Walbridge.
Seminar Title: Negotiation in Florida: Statues, Rules, Policies & Best Practices

Seminar Dates: July 18, 2008 STC: 908-660-07-1

Seminar Location: Coconut Creek Community Center, 1100 Lyons Rd, Coconut Creek, FL

Name: 
Title: 
Agency: 
Address: 
City, State, Zip: 
E-mail: 
Phone: Fax: 

Credit Card Information: (Please Print)

Card Type: 
Name Printed on Card: 
(Please Print Name Legibly)
Individual Name: 
(Person Attending Seminar)
Account Number: 
Expiration Date: 
Amount of Charge: $90.00

Authorized Signature: 

If Pre-payment is made by check, please make payable to: NIGP-Herndon. Check should be mailed to the address and attention above at least two weeks prior to class.
# 2008 Committee Chairs

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<th>Chair Name</th>
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<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>
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<tr>
<td>Communications/Newsletter/Website</td>
<td>Vacant</td>
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<tr>
<td>Historian/Photographer</td>
<td>Dave Nash, CPPO, CPPB</td>
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<tr>
<td>Legislative Affairs Chair</td>
<td>Kirk Buffington, C.P.M., CPPO, MBA</td>
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<tr>
<td>Membership Chair</td>
<td>Marilyn Cahill, CPPO, CPPB</td>
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<tr>
<td>Nomination Committee</td>
<td>Mike Rath, CPPO, CPPB, Pam Thompson, CPPO, CPPB, Vacant</td>
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<tr>
<td>Professional Development Chair</td>
<td>Karen Walbridge, C.P.M., CPPB, A.P.P., FCPM</td>
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<tr>
<td>Reverse Trade Show Chair</td>
<td>Herb Hyman, CPPM, FCPM, FCPA</td>
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<td>Scholarships Chair</td>
<td>Gail Dixon, CPPB</td>
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<tr>
<td>Strategic Planning Chair</td>
<td>Michael Walker, CPPB, FCPM, FCPA</td>
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<tr>
<td>Time &amp; Place Chair</td>
<td>Janice English</td>
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NIGP Southeast Florida Chapter Officers for 2008

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