President’s Message

Oh, what a year!

As we draw to the end of the year and the Southeast Florida Chapter of NIGP makes preparations to elect a new Board of Directors for 2009, I have one final opportunity to address the membership as your President. First, let me begin with a sincere expression of gratitude for all the members who volunteered to serve on the Board of Directors, as Committee Chairs and Members, including the Reverse Trade Show Committee. Without the help of dedicated members like you, this chapter could never have achieved the successes we have seen this year. We have awarded hundreds of dollars of scholarship money to our members. We have seen the Chapter breathe life into the Strategic Plan and not only publish it on our website but also begin implementation. We have watched several members receive their State of FL, CPPB and CPPO certifications, with no doubt more to come by the end of this year! We have held educational classes too numerous to mention, including not only NIGP Leap classes, but also State of FL classes from premier educational institutions such as George Washington University. We were selected one of the top three finalists for NIGP Large Chapter of the Year at the NIGP Forum in Charlotte, North Carolina. Most recently, we have hosted one of the largest Reverse Trade Shows in our 11 year history with 624 registered vendors and net revenues of $67,000. Don’t miss pages 7 to 10 for pictures from the 11th Annual Reverse Trade Show.

I hope you will be able to join us December 3, our meeting is being hosted at the downtown Ft. Lauderdale campus of Florida Atlantic University. Don’t miss this seminar presented by Robert Meyers of the Dade County Commission on Ethics entitled “Ethics and the Pressures to Speak Up about Unethical Behaviors.” Additionally, at this meeting we will have an awards ceremony for our 2008 volunteers and an election for our 2009 Board of Directors. The slate of candidates for 2009:

President, Herb Hyman, CPPB, FCPM, FCPA, Town of Davie
Vice-President, Michal Durden, Broward Co. Aviation Dept.
Secretary, Richard Ewell, CPPB, City of Ft. Lauderdale
Treasurer, Diane LeRay, CPPB, City of Lauderdale Lakes

On behalf of the Board of Directors, wishing you a Happy Holiday Season!

Kelly Raphaelson, C.P.M., FCPM, CPPO, FCCN, President
Overview:

If you were in an elevator with the top director of your organization, would you be able to tell her or him what value you add to the organization in thirty seconds or less?

Procurement Professionals intellectually know the value that they provide to their organizations both monetarily and functionally, but, do your clients and customers understand and appreciate these values?

During this informative seminar we were asked open-ended questions to help us identify what value we bring to our organizations, how we can improve that value and more importantly, how we can demonstrate this value to our customers. We even made our own 30 second commercial to “sell” ourselves. We worked as teams and fun was had by all, after all, when was the last time you got to use crayons in a workshop?

Learning Objectives:

1. Be able to identify and calculate the value that he/she is adding to the organization;
2. Determine which values the clients prefer and why;
3. Know how to identify the mission of the client and use the client’s mission and objectives to find the best solutions;
4. View and apply the various nuances of the communication processes toward her/his success; Know the impact of and be able to apply the language of success in all communications.

See attached pictures! If you are interested in more information about this seminar, contact Holly Raphaelson for the handouts.
SOUTHEAST FLORIDA CHAPTER OF NIGP, INC.  
Meeting Announcement and Registration  
Wednesday, December 3, 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: Florida Atlantic University, Downtown Campus  
111 E Las Olas Boulevard, 10th Floor, Board of Trustees Room No. HEC 1110  
Fort Lauderdale, FL 33301

Speakers: Robert Meyers, Dade County Commission on Ethics, Dr. Clifford McCue, FAU Public Procurement Research Center and Eric Prier, FAU, Arts & Letters

Topics: “Ethics and the Pressures to Speak Up about Unethical Behaviors”

Cost: No charge for members except Parking Fee of $1/hour (max. 6 hours)

REGISTRATION

Name: ______________________________ Title: ____________________________
Telephone: __________________________ Fax: ____________________________
Entity: _______________________________ E-mail: _________________________
Mailing Address: __________________________
City: ________________________________ State: FL Zip: ________________

Please RSVP by Friday, November 28, 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 I-95
Exit I-95 to 842E/Broward Blvd. Exit 27; head downtown, turn right onto S. Andrews Avenue and left onto Las Olas, parking available at Ft. Lauderdale City Lot Park Garage 150 SE 2nd Street on 1st & 2nd Floors $1/hour (max. 6 hours). This is the lot with the Helipad on top.

Note: There is a limit of six (6) hour parking at this lot, if staying for the Cooperative Meeting, you will need to move your car and pay $1/hour for each additional hour.
BIOGRAPHY (ROBERT MEYERS)

Robert Meyers has served as Executive Director for the Miami-Dade Commission on Ethics and Public Trust since June 1998. As Executive Director, he is responsible for overseeing all operations, which include the divisions of advice-giving, education and enforcement. Under his leadership, the Miami-Dade Ethics Commission has received acclaim and awards for its innovative programming from Transparency International, the National Association of Counties and the National League of Cities. Mr. Meyers is actively involved in community outreach, having spoken to many business organizations, community groups, and professional associations. He participates on ethics panels and seminars and his agency conducts workshops and seminars on ethics for local government officials and employees.

Prior to his appointment as the Executive Director, Mr. Meyers taught law, government and ethics at two major universities. He practiced law for two years in Florida, concentrating on administrative law and labor and employment law. He holds a Juris Doctor earned at the University of Miami, a Master’s degree in Public Administration, which he received at Florida International University and a Bachelor’s degree from the University of Florida.
11th Annual Reverse Trade Show
BROWARD COUNTY CONVENTION CENTER
November 13, 2008
2009 MEETING SCHEDULE

Date: March 5, 2009  Time: 8:00 AM–1:00 PM
Date: June 4, 2009  Time: 8:00 AM–1:00 PM
Date: September 3, 2009  Time: 8:00 AM–1:00 PM
Date: December 3, 2009  Time: 8:00 AM–1:00 PM
<table>
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| Negotiation Seminar by George Washington University (Pre-requisite to one-day State of Florida Negotiations Seminar for Florida Certified Negotiator Certification)* Instructor: Helen Schoetzow | City of Greenacres Community Center 525 Swain Boulevard Greenacres, FL 33463 | Sept. 29 – Oct. 1, 2008 | N - $810.00  
C - $400.00  
NM - $810.00 |
| Sourcing in the Public Sector- LEAP Series (Required for FCN Certification unless you have previously completed the General Public Procurement Seminar) Instructor: Myra D. Smith, CPPB | Hollywood Beach Culture and Community Center – 1301 S. Ocean Drive Hollywood, FL | Oct. 15 – 17, 2008 | N - $300.00  
C - $400.00  
NM - $750.00 |
| CPPB Exam Review Seminar ((Postponed to Spring 2009- Could not reach 8-minimum for registration)) | South Florida Water Management District 3301 Gun Club Road, B-2 EMD Conference Room, West Palm Beach | October 8 & 9, 2008 | N - $200.00  
C - $300.00  
NM - $500.00 |
| CPPPO Exam Review Seminar ((Postponed to Spring 2009 – Could not reach 8-minimum for registration)) | South Florida Water Management District 3301 Gun Club Road, B-2 EMD Conference Room, West Palm Beach | October 9 &10, 2008 | N - $200.00  
C - $300.00  
NM - $500.00 |
| CPPB Exam and CPPPO Exam are now administered electronically- Contact Kitty Campbell at NIGP for details. | Fee and Application to be sent directly to Kitty Campbell at NIGP. |
| State of Florida Negotiations Seminar (Required with George Washington University Negotiations Seminar for FCN Certification)*** ((Instructor could not be found for October 14. Seminar will be presented at a later date.)) | Hollywood Beach Community Center 1301 S. Ocean Drive Hollywood, FL | October 14, 2008 | N - $90.00  
C - $90.00  
NM - $90.00 |
| Contract Administration - LEAP Series | Hollywood Beach Community Center – 1301 S. Ocean Drive Hollywood, FL | Nov. 19 – 21, 2008 | N - $300.00  
C - $400.00  
NM - $750.00 |
| Developing and Managing RFPs - LEAP Series | Rowe Community Center  900 N.W. 43rd Avenue Coconut Creek, FL. 33066 | Dec. 10 – 12, 2008 | N - $300.00  
C - $400.00  
NM - $750.00 |
| Legal Aspects of Purchasing – LEAP Series Instructor – Keith Glatz, CPPO, FCPM | Rowe Community Center - 900 N.W. 43rd  Avenue Coconut Creek, FL. 33066 | Jan. 14 – 16, 2009 | N - $300.00  
C - $400.00  
NM - $750.00 |
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<tr>
<td>Negotiate to Win-Win Solutions (20 person minimum)</td>
<td>To be decided</td>
<td>Feb. 11-13, 2009</td>
<td>N - $300.00 C - $400.00 NM - $750.00</td>
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<td>Change Management for the Procurement Professional (20 person minimum)</td>
<td>Rowe Community Center 900 N.W. 43rd Avenue Coconut Creek, FL. 33066</td>
<td>March 5 &amp; 6, 2009</td>
<td>N - $200.00 C - $300.00 NM - $400.00</td>
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<td>Effective Contract Writing (20 person minimum)</td>
<td>Coconut Creek Community Center – 1100 Lyons Road Coconut Creek, FL 33067</td>
<td>March 26 &amp; 27, 2009</td>
<td>N - $200.00 C - $300.00 NM - $400.00</td>
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<td>Performance-based Request for Proposals (20 person minimum)</td>
<td>Rowe Community Center 900 N.W. 43rd Avenue Coconut Creek, FL 33067</td>
<td>April 2 &amp; 3, 2009</td>
<td>N - $200.00 C - $300.00 NM - $400.00</td>
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<td>Adding Value to the Procurement Process</td>
<td>Hollywood Beach Community Center 1301 S. Ocean Drive Hollywood, FL</td>
<td>April 24, 2009</td>
<td>N - $100.00 C - $150.00 NM - $250.00</td>
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<td>Principles and Techniques of Problem Solving</td>
<td>Hollywood Beach Community Center 1301 S. Ocean Drive Hollywood, FL</td>
<td>May 15, 2009</td>
<td>N - $100.00 C - $150.00 NM - $250.00</td>
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<td>World Class Procurement Practices</td>
<td>Hollywood Beach Community Center 1301 S. Ocean Drive Hollywood, FL</td>
<td>June 12, 2009</td>
<td>N - $100.00 C - $150.00 NM - $250.00</td>
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Payment arrangements must be made in advance.

**2008/2009 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  Phone: (954) 357-7306  
Broward County Purchasing Division  Fax: (954) 357-6280  
115 South Andrews Avenue, Room 212  E-mail: kwalbridge@broward.org  
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](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.
Annual Membership Dues for the year 2009 (January through December) are now due in the amount of $25.00 from all regular members.

Please make checks payable to: SouthEast Florida Chapter of NIGP, Inc.
Please complete this form and return it with your check to:

SouthEast Florida Chapter of NIGP, Inc.
City of Lauderdale Lakes
Purchasing & Contracts Manager
4300 NW 36th Street
Lauderdale Lakes, FL 33319

Check One: New Member ______ Renewal ______ Honorary ______

NAME:__________________________________________________

TITLE:__________________________________________________

Check if Applicable: CPPO_____ CPPB_____ C.P.M._____ A.P.P._____ OTHER________

AGENCY:________________________________________________________________

ADDRESS:________________________________________________________________

CITY/STATE:___________________________________________________________ZIP ___________

PHONE #:________________________________________________________________

FAX #:____________________________________________________________________

E-MAIL ADDRESS:_________________________________________________________

Please indicate by placing a check mark below if your E-Mail address has changed or if this is a new E-Mail address. E-Mail Change:_________ New E-Mail:__________

Are you or your agency a member of national NIGP? YES______ NO_______

CREDIT CARD PAYMENTS: ___MC ___VISA

Card Number: _____________________________________ Exp Date: _______________

Name (as it appears on card):___________________________________________________

Signature:_________________________________________________________________
### 2008 Committee Chairs

<table>
<thead>
<tr>
<th>Committee Chair</th>
<th>Name(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit Chair</td>
<td>Leeta Hardin</td>
</tr>
<tr>
<td>Awards Chair</td>
<td>Keith Glatz, CPPO, FCPM, FCPA</td>
</tr>
<tr>
<td>By-Laws Chair</td>
<td>Angelo Salomone, CPPB</td>
</tr>
<tr>
<td>Communications/Newsletter</td>
<td>Holly Raphaelson, MBA, C.P.M., CPPO, FCPM, FCCN</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 Glenn Cummings, FNIGP, CPPO</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>
<tr>
<td>Website Liason</td>
<td>Richard Ewell, CPPB</td>
</tr>
</tbody>
</table>
NIGP Southeast Florida Chapter
Officers for 2008

President
Holly Raphaelson, MBA, CPM, CPPB, FCPM, FCCN
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: daniel@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