President’s Corner

By Spencer Shambray, CPPB

Welcome to our Spring 2014 newsletter! First off, know that I am pleased and honored to serve as president of the Chapter. It is especially gratifying to be working with an exceptional board of officers that has remarkable passion for the field of public procurement. A few of our accomplishments from 2013 are:

• Our budget balance experienced a 36% increase from $46,376 at the end of 2012 to $72,460 at the close of 2013.

• Immediate past president Kirk Buffington received an NIGP Distinguished Service Award at our annual national forum in Orlando.

• The 16th Annual Reverse Trade Show, hosted by the City of Coral Springs, was a great success with revenues exceeding $27,000.

All indications are that we will continue with the momentum built up last year and accelerate to new heights in 2014!

This year, we strive to renew focus on the educational subsidy for our Chapter. Members can look forward to the opportunity to receive funding assistance to take advantage of our Chapter’s ever-increasing educational events.

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President’s Corner

To reiterate, there is much work to be done in 2014. As a person born and raised in rural Alabama, I am no stranger to hard work. I also am well aware that no matter how daunting a task may be, many hands make the work load lighter. With that said, I encourage all members to lend a hand. In fact, I implore you to get involved in the Chapter.

Remember that this is OUR Chapter. Those privileged enough to have been trusted with leadership responsibilities can only effectively take OUR Chapter as far as all of us as a collective group is willing to go.

It is my desire and goal to continue the positive forward momentum of our Chapter. Please join me in this effort as we all look forward to continued accomplishments in 2014!

Spencer Shambray

Meet your Chapter President

Spencer has been a member of the Southeast Florida Chapter for 16 years. Throughout his tenure with the chapter, he has chaired and served on the Membership committee and also served on the trade show, program and awards committees. Spencer began working for the City of Margate in 1996, where he currently holds the Buyer I position.

Register for the next Chapter meeting at www.nigpsefl.org.

Thursday, June 5th, 2014

Broward County – Long Key Park

(In conjunction with the Monthly SEFL Co-Op Meeting)

See you there!

Heard Around the Chapter...

Every March, Purchasing professionals have the opportunity to share with other departments/disciplines their passion for what they do during Purchasing Month. A legislative proclamation, open-house for departments, and of course taking advantage of the “P” theme is all apart of the fun...

The City of Boca Raton held an Open House and set up their offices as “speed” training stations, organized a Purchasing Jeopardy in the conference room and held guessing game drawings on agency Purchasing stats. Purchasing staff, whose bios were posted in the conference room as a get-to-know-you opportunity, assisted with bringing the snacks! The City of Coconut Creek issues an annual Purchasing Focus newsletter educating the departments about how the division can service them and detailing the weekly raffle activities for the month of March. Each week, visitors to the department enjoyed picking up their “P” item: Popcorn, 100 “P-Grand” bars, etc. The City of Palm Beach Gardens commemorated the occasion with a special proclamation passed by their City Council and posted to their division’s web page.

Photos continued on page 7

#purchasingpride
This year, the theme for the FAPPO (Florida Association of Public Purchasing Officers) annual conference was “Challenged to Change”. This fitting concept was highlighted through several informative break-out sessions, discussions on recent legal and industry developments, networking opportunities, awards dinner and a vendor trade show.

Congratulations to This Year’s Winners!
By: Keith Glatz, CPPO, FCPM

The Excellence in Public Procurement and Best Practices Awards Program was established to recognize agencies that meet/exceed benchmarks and best practices in the Procurement Profession. Congratulations to this year’s winners of the FAPPO Excellence in Public Procurement Award, which was awarded to sixteen (16) entities, three (3) winners of the Best Practices Award, as well as two (2) entities recognized as achieving an honorable mention.

Entity Award Winners:

- Broward County
- City of Boca Raton
- Brevard County Schools
- Hernando County Schools
- City of Lakeland
- Lynx
- City of Miami Gardens
- Orange County
- Orange County Schools
- City of Orlando
- City of Port St. Lucie
- Polk County Schools
- Seminole County
- SFRTA – Tri Rail
- St. Johns River WMD

Best Practices Winners:

**Broward County Board of County Commissioners Purchasing Division**
*Category:* Innovation in the Purchasing Process
*Entry:* “Innovations in Technology and Web Design: Procurement Milestones”

**The School Board of Brevard County Florida, Office of Purchasing & Warehouse Services**
*Category:* Contribution to the Advancement of Community, Your Entity or the Public Procurement Profession

**Hillsborough County Aviation Authority Procurement Department**
*Category:* Cost Savings
*Entry:* “On-line Meeting Capabilities for Pre-Bid/Proposal Meetings with Vendors”

**Daytona State College**
*Entry:* “Create & Maintain a ‘Cost Savings Log’ for Requisitions”

**Central Florida Regional Transportation Authority d/b/a Lynx**
*Entry:* “Progressive Design Build as an Innovative Procurement Methodology”

To read the award-winning Best Practices essays, visit the FAPPO web page at [www.FAPPO.org](http://www.FAPPO.org). We look forward to seeing even MORE entries next year!
City of Miami Beach
Procurement Management Department

Like most cities, the various departments of the City of Miami Beach, Florida, require a wide range of routine maintenance, repair and operations (MRO) goods and services to support departmental operations in carrying out their mission of serving residents, businesses and visitors. MRO purchases can include items such as industrial supplies, parts for the repair of equipment and wide variety of consumables and supplies. City Departments complete thousands of MRO purchases annually from a wide variety of sources, often below the threshold requiring competition. While individually these purchases are small in dollar volume, in aggregate MRO purchases represent a significant portion of the City’s purchase volume. Also like many cities, Miami Beach Departments acquire many of their MRO requirements at the time of need, usually through blanket purchase orders, spot market purchases or procurement card purchases. These methods are often inefficient and do not provide for sound business practices to make sure the City is receiving the best value possible.

In an ongoing effort to increase efficiencies in the acquisition of goods and services by City departments while assuring that sound business practices are in place, Miami Beach’s Procurement Management Department is implementing the Miami Beach e-Marketplace. The Miami Beach e-Marketplace is an online tool that will allow for routine MRO purchases to be made in a simplified web-based manner, much in the same way as major national online retailer systems (e.g., Amazon.com), from a wide variety of national suppliers of MRO items to governmental agencies, at competitively bid prices. The system will allow departments to quickly acquire routine MRO items they need at competitive prices from reputable suppliers. This feature will be available direct from the user’s desktop without the need to process time consuming requisitions in the City’s ERP system or waste time traveling from store to store looking for items. In most cases, orders are received the next business day.

The Miami Beach e-Marketplace is an example of procurement process improvement through innovation. For more information, contact the Procurement Management Department at 305-673-7490.

For scheduling, pricing and registration details please visit www.nigpsefl.org.
2014 Chapter Officers and Appointed Committee Chairpersons

OFFICERS
Spencer Shambray, CPPB
President

Lynn Kunkel, CPPB
Vice President

Randy Cross, CPPO
Secretary

Pam Thompson, CPPO, CPPB, FCPM
Treasurer

COMMITTEE CHAIRS
Karen Walbridge & Wendy Lorenzo
Scholarships Committee

Michal Durden, CPPO
Membership Committee Chair

Michal Durden, CPPO
Time and Place Committee Chair

Keith K. Glatz, CPPO, FCPM, FCPA
Legislative Affairs Committee Chair

Lynn Kunkel, CPPB
Reverse Trade Show Committee Chair

Dave Nash, CPPO, CPPB
Historian / Photographer

Lynne Piper
Website Liaison Chair

Angelo Salomone, CPPB
By-Laws Committee Chair

Christina Semeraro, CPPB
Communications / Newsletter Committee Chair

Pam Thompson, CPPO, CPPB
Awards Committee Chair

Pam Thompson, CPPO, CPPB, FCPM
Nominations Committee Chair

Herb Hyman, David Santucci & Rick Torres
Audit Committee

Karen Walbridge, CPPO, C.P.M., A.P.P.
Professional Development Committee Chair

Michael Walker, CPPO, A.P.P., FCPM, FCPA
Strategic Planning Committee Chair

GOOD TO KNOW

• The 2014 NIGP Annual Forum is less than 100 days away! This year, it will be held August 23-27 in Philadelphia, PA. Visit www.nigp.org for registration and exhibitor information.

• The date for the 2014 SEFL Chapter Reverse Trade Show has been set for Thursday, November 6th at the Coral Springs Gymnasium. Contact Lynn Kunkel to find out about volunteer opportunities surrounding the event. Stay tuned for more info!

• NIGP Webinars are now free for members! That is a $185 value per course. Advanced registration is required in order to receive log-on instructions and record of participation. On-demand learning presentations are also available. Visit www.nigp.org for info.

• Prospective CPPB and CPPO certificants may be pleased to learn that qualifying non-profit procurement experience is now being considered as apart of the application process. Check out www.uppcc.org for info.

• Do you have an article, photos or news item to submit for the newsletter? Send it to Christina Semeraro, at SEFLNIGPNews@gmail.com

Contact info for Officers and Chairpersons can be found at www.nigpsefl.org.
THE SEVEN STAGES OF PUBLIC PROCUREMENT

Public Procurement is the process by which public entities, in this case, state agencies, perform the acquisition of commodities or contractual services that are vital to completing their assigned missions and statutory mandates. The Public Procurement Process, the methodical approach to creating and managing contractual arrangements for the provision of commodities and contractual services, can be broken into seven distinct process stages:

- Stage One: Need Identification Process
- Stage Two: Pre-Solicitation Strategy Process
- Stage Three: Solicitation Preparation Process
- Stage Four: Solicitation Process
- Stage Five: Response Evaluation Process
- Stage Six: Contract Award Process
- Stage Seven: Contract Management Process

Together, these Seven Stages of the Public Procurement Process form a conceptual framework for guiding the methods by which agencies create and manage contracts, allowing program areas to purchase commodities and contractual services that meet their needs with a minimum of administrative effort. By classifying procurement activities within this framework, state agencies are able to design and conduct competitive solicitations so that they result in contracts where critical business needs are met, contract administration is simplified, and end user satisfaction is high.

from “Guidebook to Public Procurement” Florida Dept. of Management Services, State Purchasing
What we did for... #purchasingpride

PURCHASING MONTH

PURCHASING DIVISION OPEN HOUSE 2014

City of Boca Raton

City of Coconut Creek

City of Palm Beach Gardens
NOTICE

Members of the board and selected volunteers have been working diligently to put together a revision of our chapter by-laws and to bring a proposed version before the members for approval. The updating of our by-laws will ensure that our direction and goals are in line with our governing document and give new members a true guide to understanding the inner workings of our organization. Please stay tuned to your email for recent and future updates to by-laws.

Thank you for reading!

Submissions for the Fall 2014 newsletter are due by August 1st.
Submit items, ideas or photos to SEFLNIGPNews@gmail.com.
#NIGPForum2014

NIGP FORUM
Connecting Procurement Communities

PHILADELPHIA, PA ★ AUGUST 23-27, 2014

TOP 10 reasons to attend

10. Network with nearly 1,000 government procurement champions representing state, provincial and local governments, and learn from their experiences.

9. Learn from subject matter experts in the procurement field by attending relevant, real-world educational workshops.

8. Address key procurement trends and dynamics facing government today by spending time with leading industry experts and peers.

7. Grow your skills through educational workshops and in-depth seminars.

6. Maximize your potential and learn how to do more with what you already have.

5. Discover new products and services by networking with suppliers in the expo.

4. Bring new visionary insight back to your organization.

3. Face time with the NIGP team.

2. Thought-provoking plenary sessions lead by professional speakers.

1. ...and the #1 reason to attend NIGP Forum...
   Connect with Procurement Communities!

Register now for NIGP Forum 2014 at: www.nigp.org/forum