The 2019 KPPA Reverse Trade Show is August 7, 2019 at Kentucky State University’s Exum Center. The morning session will be from 9-12 and the afternoon session will be from 1-4. Lunch will be provided by KPPA for agency personnel that are registered and participating in the event. We are very excited about this year’s show since the Reverse Trade Show Committee is making some exciting changes to the format.

Remember, every dollar generated is used for the KPPA scholarship program. The number of agencies represented directly affects the number of vendors likely to register. The more vendors that register, increases each individual’s scholarship amount. That’s why your participation is invaluable to the success of this event! Be sure to mark your calendars and save the date.

We hope to see you there!

Tim Wiard, RTS Chair and Sheila Durham, RTS Co-Chair

For more information, go to www.kpanigp.org
March Purchasing Month Recap
By Tim Wiard
KPPA Vice President

As in previous years, this year’s March Purchasing Month celebration was a great success! Besides outstanding presentations and tons of information shared, the networking and closing speakers were amazing! A special thanks to Secretary Landrum for presenting the proclamation and for recognizing the vital role that procurement professionals play. Thanks to all who volunteered to help make this event a success and to all who took time out of their busy schedules to be part of this celebration. Look forward to seeing you in 2020.

March Purchasing Month Recap
By Tim Wiard
KPPA Vice President

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President’s Message

The NIGP Annual Forum is quickly approaching! It’s not too late to register. Although you no longer register through KPPA, we are asking that you complete an additional registration form through our website so that we can collect information to keep us connected while at the forum, as well as collect your shirt size so that we can represent KPPA in style in Austin!

Our committees are in full swing! The March is Procurement Month celebration was a success! Now we are gearing up for the Reverse Trade Show and our Annual Forum and Vendor Exposition. The Professional Development committee has many classes scheduled and welcomes any requests for specific classes. All committee meeting notices are being published on the KPPA website as well as being emailed to official committee members. If you haven’t attended a meeting yet, try one out. Being involved helps shape the experience you have at these events.

As always, feel free to reach out to me with any questions, concerns, or great ideas!

Lindsay Jackson

Members in Motion

Kathy Robinson was promoted to Deputy Executive Director of the Finance Cabinet’s Office of Procurement Services on February 1.

Jennifer Washabaugh is now a Purchasing Agent I with the Office of Administrative Services at the Energy and Environment Cabinet.

Leslie Proctor transferred to the MOU & Grant Oversight Branch in the Cabinet for Health and Family Services (CHFS) as a Grants Administrator in April. Before this promotional move, Leslie worked as an Administrative Specialist in CHFS’ Division of Procurement and Grant Oversight.

Adrianna Brown accepted a position as a Grants Administrator within CHFS’ MOU & Grant Oversight Branch in April. Adrianna came to CHFS from outside state government where she was a Member Service Representative for Kentucky Employees Credit Union.

Kristie Kelley transferred as an Administrative Specialist III to the Division of Administrative Support Services in the Finance Cabinet on April 16.

Sheila Durham accepted a position as Statewide Procurement Analyst II at the Office of Procurement Services in the Finance Cabinet on May 1.

Stacy Phillips was hired as the Director of the Division of Technology Services Procurement within the Finance Cabinet’s Office of Procurement Services on May 16.

Beth Goodlett has transferred from the Labor Cabinet to Kentucky Fish & Wildlife Resources.
Tell us a few things about yourself. I work with a great group of people who always try to do the best they can. I ride a road bike and do CrossFit. I’m thinking about moving to Frankfort because I currently live in Dry Ridge. I have a new grandbaby and another on the way. I love to travel! In 2018 I traveled to five states and two countries (Mexico and Thailand). I flew to Thailand and spent two weeks visiting family who work there. I’m looking to enjoy life and am a big proponent of doing, traveling, trying things and just going for it!

Which agency do you work for and what is your current position? CHFS OATS Division of Procurement. Purchasing Agent I.

What is the most enjoyable part of your job? The variety. It’s something different every day.

What inspired you to get into purchasing? A combination of a lot of things I have done over prior careers. This just seemed to take a lot of things I knew into this position.

How long have you been in purchasing? Since December 1, 2018.

How long have you been in KPPA? 2018 was my first year. My first week on the job was at the KPPA forum. I started in the office on Monday and on Tuesday I was in Louisville preparing for forum.

What would you tell someone who is thinking of attending the KPPA forum for the first time? Go with an open mind and be ready to learn.

Will this be your first NIGP conference? Yes

What motivated you to apply for the NIGP scholarship? I want to get my certification and saw classes available and I like a good competition.

What advice would you give others who may consider applying in the future? The process was much easier than I thought. It took minimal time to apply. The hardest part was getting a referral letter to send with it. My supervisor was out of the office at the time that I needed to submit paperwork so Sarah Smith worked with me. Sarah was very helpful. I appreciate the assistance from Sarah and my direct supervisor, who was very supportive when she found out I applied. I recommend anyone just go for it!

What are you looking forward to the most about the NIGP forum? I’m looking forward to attending the sessions related to procurement and hearing about purchases I have not worked on yet. I returned back to school to finish my degree in Organizational Management in 2011. I realized that when there is an opportunity to learn something, take it.

What advice would you give other professionals when it comes to helping those who are new to procurement? Patience, patience and more patience, while always trying to understand everyone’s level of knowledge and perspective. Communication is the key. Listening and asking the right questions is crucial. Those I work with try every day to do the best job they can with what they have to work with and are always willing to offer help and explanation.
Tucked away in a corner of Room 195 at the Capitol Annex, is the Procurement and Customer Billing Branch (PCBB) which is within the Office of Administrative Services in the Finance and Administration Cabinet (FAC). The PCBB staff are often confused with the Office of Procurement Services (OPS) because people seem to group them together since both agencies work in procurement within the FAC. However, they are two distinct entities with very separate responsibilities. FAC is a cabinet with centralized administrative functions which means the agencies within and administratively attached to FAC will go through a central office for their needs. In this case, PCBB procures goods and services for FAC agencies, in addition to performing billing functions for services such as Fleet, COT, Postal, eMARS, etc. OPS, on the other hand, serves as the central procurement agency for the Executive Branch of government to ensure compliance with KRS Chapter 45A and NIGP’s Code of Ethics.

PCBB currently has three employees and a branch manager to cover FAC purchasing and contract requests, in addition to billing/collecting for FAC services. This includes over 300 IT contractor delivery orders and approximately 140 personal service contracts. On average, they process 175 orders in a month, most of which are for COT. The office has a small purchase delegation of $20,000 which comes in handy for the large orders needed for the FAC agencies.

The office consists of Kyla Satterly (Branch Manager), Lindsay James, Kristie Kelley, and Holly McDonald. Procurement experience in PCBB ranges from 5 years (Kyla Satterly) to 1 month (Kristie Kelley who was just hired). Training is a priority for Kyla and her staff due to the procurement responsibilities placed on them and within the last few years they have become more aware of KPPA and participated in KPPA events when funding is available. This is a close-knit group who is cross trained to take over for each other during absences and spends time together outside working hours. Visiting their office will quickly show you they don’t take themselves seriously and like to have fun while working. One office is completely decked out with Harry Potter memorabilia, including battery operated candles floating from the ceiling, while another one has a beach theme with an ocean scene full wall mural. Within the last few months, staff have started collecting beta fish so you will also see several tanks setup in various colors which has created an interesting, yet calming, vibe to the office.

If you have any questions about FAC agency purchasing or billing, feel free to contact PCBB or stop by their office. They would love to help you!

“As a service agency for the Cabinet, we are here to assist and guide agencies to the best of our abilities so that they are able to accomplish their objectives”

-Kyla
**KPPA CHAPTER SWAP**

Through Chapter Swap, each chapter sends a representative to a scheduled conference of the other chapter. The chapter representatives will then observe the other chapter in order to gain ideas, learn best practices and recognize challenges that could be useful at their home chapter. Over the last two years, KPPA has initiated chapter swaps with New Mexico and South Carolina. Plans are underway for KPPA to chapter swap this year with Colorado who holds their winter conference in December.

Robert (Rob) Edwards, KPPA’s Membership Chair, traveled to the South Carolina Association of Governmental Purchasing Officials (SCAGPO) last year to serve as KPPA’s Chapter Swap delegate. Rob thought the Chapter Swap was an awesome experience and that the members at SCAGPO were very hospitable. Rob’s thoughts concerning this venture….

“SCAGPO has a large number of their membership from the school systems and local government partly because they have divided the state into 5 regions with a Board of Directors for each region. Those Directors are elected by their regions and are responsible for local procurement training and recruitment to SCAGPO. KPPA has the same size board and term limits but SCAGPO’s membership is larger than KPPA’s even though our Forum/Expos are the same size.

SCAGPO’s Forum/Expo differed from KPPA in a couple ways. SCAGPO had pre-conference activities. They hosted a golf scramble the day prior to forum to raise funds for scholarships and then had a bowling activity as a meet and greet that evening. Although there was an extra cost to participate in each event, you could go and watch for free.

SCAGPO’s vendor Expo was held over two days, Wednesday afternoon and Thursday morning. They wrapped up the Expo with a drawing of the prizes donated to SCAGPO for giveaways. Everyone registered for the conference had a chance to win. The vendors were present at all Forum events and activities, including Wednesday night’s social event that consisted of karaoke and dancing.

Then on Thursday night, SCAGPO held their banquet. At the banquet, SCAGPO presented awards for service, CPPO and CPPB certifications, and the newly elected officers and board of directors. The membership voted online prior to Forum. It was cool to see them do a presidential passing of the gavel from the very first president and all remaining living presidents in succession.

One thing SCAGPO did that I thought would be good to start at KPPA’s forum was vendor-sponsored breakfasts. This gives the vendor an opportunity to discuss their products and provides conference attendees with a free breakfast.

As Membership Chair, I would like to come up with a plan this year that would increase membership in the local governments and school and college systems.”

Dear KPPA:

I very much enjoyed my opportunity to attend the KPPA 33rd Annual Conference and Products Exposition last year. Through our chapter swap, I realized that there is more than one way to accomplish our chapter goals.

I attended the First Timer Session led by Robert Edwards and learned that the chapter membership fee is included in the conference registration. Great idea that surely increases attendance at the conference.

During March – Procurement month, KPPA holds a free workshop and lunch for its members. Another great idea, which I’d like to bring to our chapter. It is all about giving back to the members, and what better way than to offer a free training and help them receive points to certification or recertification.

KPPA’s board has 15 members, which is the same as SCAGPO. The board is structured differently than SCAGPO and seems to be a successful model for KPPA. KPPA board members chair at least one committee where SCAGPO generally reaches out to other members to act as committee chairs. Having three-year terms for your board surely adds to the continuity of chapter operations. Alternatively, executive board members serve a one-year term and our five regional directors and five directors at large each serve a 2-year term.

The vendor support that you have for your conference is wonderful. With vendors supporting t-shirts and gifts for the membership, it can reduce expenses to the chapter. SCAGPO also has a very active vendor community but we have a different structure with this also.

Your membership and board were very welcoming and the sessions at the conference were both educational and enlightening. I appreciate the opportunity to get to know several of you. I am hoping to return to Kentucky soon as a tourist in the bluegrass state.

Sincerely,

Mary Ellen Williams
SCAGPO President
Fiscal year 2019 is quickly coming to an end. Many of the deadlines noted in the Commonwealth’s Closing Schedule have already passed. However, there are still several important key dates to remember between now and July 8th:

**Developing and Managing Requests for Proposals**
October 21 - 23
8:00 AM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
**Instructor:** Dennis Carney

**CPPB Prep**
September 5 - 6
8:00 AM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
**Instructor:** Robin Rickard

**CPPO Prep**
September 12 - 13
8:00 AM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
**Instructor:** Marcheta Gillespie

**Risk Management in Public Contracting - Online**
October 31 - December 19

**Contracting for Public Sector Services - Online**
October 31 - December 31

**State Fiscal Year Close Out**
Fiscal year 2019 is quickly coming to an end. Many of the deadlines noted in the Commonwealth’s Closing Schedule have already passed. However, there are still several important key dates to remember between now and July 8th:

**June 5**
Deadline for new Personal Service Contracts or Memorandum of Agreements requiring an effective date for services to begin on July 1, 2019.

**June 7**
Purchases requiring Strategic Procurement Review (SPR1) approval for fiscal year 2019 documents must be submitted in eMARS.

**July 1**
Payroll for the pay period of June 1-15 will be held until July 1st and will post in fiscal year 2020.

**July 8**
Last day to post fiscal year 2019 documents.

Non-accounting event types must be used for documents prior to June 7th if your agency’s fiscal year 2020 allotments have not been loaded into eMARS.

Agencies may check the status of their 2020 allotments and view all eMARS document deadlines in the complete Year End Closing Schedule on the Finance and Administration Cabinet’s website:
FORUM 2019
AUSTIN HERE
WE COME!
The Live Music Capital of
the World ® is calling....
can you hear it!

KPPA 34TH Annual Forum & Vendor Expo

The Annual Forum will be held November 13-15, 2019 at the Galt House Hotel in Louisville, Kentucky with the Vendor Expo located at the Kentucky International Convention Center a couple of blocks away.

Have you ever wondered why certain vendors come to conference and others don’t? Have you always wanted to meet with a particular vendor, but they don’t attend?

Now is your opportunity to help recruit vendors for this year’s expo! The Vendor Recruitment Committee needs your help to invite vendors to the Expo being held on November 14th from 12:30-5pm.

You can direct any vendor (whether they currently contract with the Commonwealth or not) to KPPA’s online Forum page where they can view detailed sponsorship information and register to attend. Vendors may also contact Laura Hagan at 502-782-3980 or Laura.Hagan@ky.gov.

Remember, the participating vendors offset conference expenses which keep Forum registration fees affordable for your agencies!

As of June 1, we have 53 booths remaining out of 122 available. We GREATLY appreciate the support of our sponsors who make our forum and educational opportunities possible!! For an up to date list of vendors registered for the forum, please visit KPPA’s Forum registration page.

KPPA Forum Registration/Information Page:
https://www.kppanigp.org/insidepages/events/vendors.cfm?eventid=64561320-5056-8960-3E54-EA63BDC4167E

2019 KPPA Vendor Expo Sponsors
(Registrations as of May 31)

2019 Legislation Update

In the last newsletter, the Communications Committee provided you with a list of bills indexed as relating to either contracts or purchasing that were filed during the 2019 session. Bills approved in the legislative session will become effective ninety days after adjournment unless the bill is marked as emergency. Emergency bills go into effect immediately once the Governor has signed the bill. Updates for each of the bills are designated below, along with a link to the final bill if passed.

**House Bill 26 PASSED**
Amends KRS Chapter 45A.385 to increase from $20,000 to $30,000 the maximum amount of a contract for which a local public agency may use small purchase procedures and amends KRS 424.260 to allow local officials to make contracts up to $30,000, rather than up to $20,000, without taking out newspaper advertisements for bids. See final bill version at https://apps.legislature.ky.gov/record/19RS/HB26.html.

**House Bill 51**
Creates new sections of KRS Chapter 45A to promote the KY and US economies by requiring a preference for iron, steel, and manufactured goods produced in KY and the US, including in construction and maintenance contracts and subcontracts.

**House Bill 135 HOUSE COMMITTEE SUBSTITUTE (1) PASSED**
Creates new sections of KRS Chapter 45A to set guidelines for awarding contracts for public works projects, sets forth that public agencies shall not require or prohibit bidders to adhere to agreements with a labor organization relating to a public works project, further defines responsible bidder and establishes prevailing wage laws for all public works projects. See final bill version at https://apps.legislature.ky.gov/record/19RS/HB135.html.

**House Bill 434**
Requires contractors to disclose entities having an interest in their contract with the state.

**House Bill 195/Senate Bill 143 – EMERGENCY HOUSE COMMITTEE SUBSTITUTE (1) SIGNED BY GOVERNOR 3/25/19**
Creates a new section of KRS Chapter 45A to prohibit governmental bodies from contracting with a contractor who engages in boycotting a person or entity with which Kentucky can enjoy open trade. See final bill version at https://apps.legislature.ky.gov/record/19RS/SB143.html.

**Senate Bill 41**
Amends KRS 45A.695 to require contracting bodies to submit their legal services’ requests for proposals and final contracts to the secretary of the Finance and Administration Cabinet (FAC) for approval, along with documents relating to the evaluation and scoring by the contracting body and amends KRS 45A.717 to give the secretary of the FAC the decision-making authority to settle matters for which a legal personal service contract has been awarded.

**Senate Bill 120**
Amends KRS 18A.115 to require any position in the unclassified service for which the authorized compensation is above state employee salary limitations be hired by personal service contract and subject to the provisions of KRS 45A.690 to 45A.725.

**Senate Bill 148 PASSED**
Amends KRS 45A.425 to allow a city, urban-county government, or consolidated local government that has adopted the provisions of KRS 45A.343 to 45A.460 to dispose of surplus property using the procedures in KRS 82.083. See final bill version at https://apps.legislature.ky.gov/record/19RS/SB148.html.

**Senate Bill 250 SENATE COMMITTEE SUBSTITUTE (1) PASSED**
Amends KRS 45A.385 to increase the small purchase procedure maximum to $50,000 for a county school district in a county with a consolidated local government adopted under KRS Chapter 67C; and amends KRS 160.375 to give a superintendent in such school district the sole authority for approving small purchases. See final bill version at https://apps.legislature.ky.gov/record/19RS/SB250.html#SFA4.

**Senate Bill 252**
Makes legislative findings of maximizing the use of KY technology services and requires the Commonwealth Office of Technology or other state agency to notify KY technology businesses of existing technology needs and services and to give preference to KY technology businesses prior to awarding a contract.
Tips & Tricks

Setting up Reminders and Deadlines on Email
by Sarah Smith

Follow up is an important role in our daily job. We rely on our customers to provide us with necessary information. We need to move away from sending vague requests of information or approval and shift to providing a definitive due date/time of when we expect or require the information.

To help manage your workload and provide the necessary follow-up to meet deadlines, here are steps that demonstrate how to create a flag/follow-up with a due date for an email recipient. It is easy to do and will generate a reminder to the recipient prior to the deadline AND will flag a follow-up for you to help keep things on track.

Communication with Deadline Example:

Dear Customer,

Please review the revised specifications to determine if our changes will still meet your needs. Provide any recommended changes, as well as, approval for our office to proceed with the procurement no later than Thursday, February 28 at noon. Should we find your recommended changes problematic and are unable to proceed with the purchase, we will let you know within five business days beyond the due date. If you have any questions, please contact me at XXX.

Sincerely,

Buyer

Setting the Reminders Example:

1. Click on the down arrow by “Follow Up” om the Tags portion of the Message Menu Bar.

2. Select Add Reminder from the Drop Down Menu

3. Set the timeframe for the deadline, reminder for yourself, and reminder for the email recipient. In the example, the deadline is 2/28/19. The system will generate a reminder for the recipient on 2/19 at 9:30 a.m. and will send you a reminder on 2/21 at 8:30 a.m. If you have not received a response from the recipient by your first follow-up, send a second follow-up reminder on 2/21. On the 2/21 follow-up message, you can set additional reminders so that the customer sends you what you need and you still stay on target for your deadline.

4. Click OK once you have your timeline set and send the email.
Dates to Remember

- **Independence Day**
  July 4
- **eMARS FY19 Close**
  July 8
- **Reverse Trade Show**
  August 7
  Kentucky State University, Frankfort, KY
- **NIGP Forum 2019**
  August 25-28, Austin, Texas
- **Labor Day**
  September 2
- **KPPA 34th Annual Forum & Vendor Expo**
  November 13-15, Louisville, KY

About Our Organization

Kentucky Public Procurement Association (KPPA) membership is open to any public official, both elected and non-elected, representing Federal, State, County or City governments, colleges or universities, school systems and political subdivision jurisdictions.

KPPA’s purpose is to:

- Provide a professional forum for the exchange of ideas, research, and experiences among public procurement officials;
- Promote and encourage professional development and competence through continuing education, seminars and training of public officials;
- Promote cooperative relationships and programs among public procurement officials;
- Support and promote continuing improvements in the field of public procurement; and
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement.

KPPA Contest

Find the hidden picture within this newsletter and win a small prize from the KPPA store! The first person to correctly identify the location of the hidden picture and post their answer as a comment on KPPA’s June 2019 newsletter Facebook posting wins! You are looking for a picture relating to KRS 61.870-61.884. Good luck!

Members in Motion

If you know of a KPPA member who has recently received an award, a certification, promotion, transferred, retired or have other general good news to share, please contact one of the Communications Committee members.

We want to recognize all accomplishments of our members!

KPPA Communications Committee

Questions or Suggestions?

To recommend content, contribute information, or provide comments, please contact one of the KPPA Communications Committee members.

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