KPPA Strategic Plan

The Strategic Planning meeting allowed for the development of the following KPPA Mission Statement:

**To provide, promote and support professional development in procurement practices for our diverse membership through educational opportunities and communication while achieving and maintaining the highest standards of ethics, integrity, public trust and awareness.***

*** Distribute Mission Statement to KPPA Board Members for approval***

The mission statement should stay consistent for several years, while the goals for the organization may change annually.

Outline of KPPA Strategic Planning Meeting

I. Discussion of Purpose of KPPA
II. Development of KPPA Mission Statement
III. SWOT Analysis (Analysis of the Strengths, Weaknesses, Opportunities and Threats of KPPA)
IV. From….To Analysis (Development of Goals for KPPA) Move KPPA From ? To?
V. Action Plan to Set Benchmarks for the Achievement of Goals

I. Discussion of KPPA’s Purpose

A. What “business” is KPPA in? What is our core purpose?
   - Support base for Public Procurement Professionals
   - Promote their education

B. How do we achieve our purpose?
   - Offering educational opportunities
   - Career Development through certification
   - Public Forums for Networking

C. Why is it important or valuable?
   - Helps build self-esteem and confidence in the individual membership
   - Gives membership venue for learning
   - Contributes to more knowledgeable, qualified public procurement professionals
   -
D. Who do we serve?
- Commonwealth of Kentucky
- Public officials
- Taxpayers
- Members

E. Who are our customers?
- All Public Procurement Individuals
- KPPA members and their employers
- A.K.A. State; local governments; city and county governments; and affiliates; fire and police departments; utilities; education: universities-school systems, city/county/public
- Taxpayers and legislators
- Businesses
- Hospitals
- Libraries

Purpose of KPPA
- Support Public Procurement Officials
- Promote Professionalism
- Maintain a high level of ethics and integrity
- Provide continuing education
- To understand the diversity of the procurement profession and meet the needs of all
- Promote education and professional development
- Training
- Teamwork
- Networking
- Mentoring
- Provide educational opportunities
- Career development to promote ethics, integrity and public trust while complying with laws, regulations and policies
- Membership to become more effective and efficient public servants

II.) KPPA Mission Statement (Developed from Purpose of KPPA)

The meeting allowed for the development of the following KPPA Mission Statement:

To provide, promote and support professional development in procurement practices for our diverse membership through educational opportunities and communication while achieving and maintaining the highest standards of ethics, integrity, public trust and awareness.
III.) SWOT Analysis

<table>
<thead>
<tr>
<th>Strengths</th>
<th>Weaknesses (Internal to Org.)</th>
<th>Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>Lacking direction and goals</td>
<td>- Not enough advance notice of KPPA activities</td>
</tr>
<tr>
<td>- Providing educational seminars</td>
<td>- Follow through</td>
<td>- Recruiting members</td>
</tr>
<tr>
<td>Procurement Professionals</td>
<td>- Lack of support from employers</td>
<td>- Maintaining base</td>
</tr>
<tr>
<td>- Scholarship Opportunities</td>
<td>- Personality conflicts</td>
<td>- Participation and</td>
</tr>
<tr>
<td>Certified Officers</td>
<td>- retention of members</td>
<td>- Turnover of KPPA</td>
</tr>
<tr>
<td>- Educational Development</td>
<td>- Promotion of organization</td>
<td>- Guidance to Local</td>
</tr>
<tr>
<td>Diverse Membership</td>
<td>- People</td>
<td></td>
</tr>
<tr>
<td>- Career Development People</td>
<td>- Involvement with NIGP Commitment</td>
<td></td>
</tr>
<tr>
<td>- Involvement with NIGP</td>
<td>- Web Site</td>
<td></td>
</tr>
<tr>
<td>Commitment</td>
<td>- Newsletter</td>
<td></td>
</tr>
<tr>
<td>Experience</td>
<td>- Interpersonal Comm.</td>
<td></td>
</tr>
<tr>
<td>- Growth of membership</td>
<td>- Self Promotion, ex.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Networking</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- National Recognition</td>
<td></td>
</tr>
<tr>
<td>Trust</td>
<td>- March, Public Pro. Mo.</td>
<td></td>
</tr>
<tr>
<td>- Vendor Expo</td>
<td>- Funds</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Integrity</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Ethics</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Public</td>
<td></td>
</tr>
</tbody>
</table>

KPPA
KENTUCKY PUBLIC PROCUREMENT ASSOCIATION
- Not enough info distributed concerning Conference Training Topics Certification
- Communication with other State Chapters caters only to State of NIGP Courses
- Lack of understanding of KPPA's purpose - NIGP affiliation - Perception that KPPA caters only to State of NIGP Courses - Lack of new NIGP Courses

Opportunities

- Orientation for new Board members Organization - Expand Publicity of Organization
- Membership Drive Topics - Expand Conference Topics
- Broader Based membership Curriculum Pertaining to Development College Procurement
- Promotion of technology - Sample bid specifications Publicize New Mission Statement to foster Understanding of
- Regional Meeting KPPA's purpose - More Full Association Meetings More Communication to members
- More Full Association Meetings to members - More Communication with other NIGP
- Offer More Training with other NIGP - More Communication
- Tutoring for CPPB/CPPO Exams Chapters
- More communication to members

Threats (Factors Outside KPPA)

- MARS
- Budget Shortage
- Budget Restraints
- Budget Restraints (Again)
- Superiors' lack of Knowledge of KPPA and its purpose
- NIGP Cost of Classes
- Lack of education
- Lack of course offerings from NIGP
- Lack of quality instructors
- Turnover of Purchasing Management and the corresponding lack of support for KPPA
- Personality Conflicts

IV.) From....To Analysis (Development of Goals for KPPA)
Move KPPA From ? To?

<table>
<thead>
<tr>
<th>From</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fluctuating membership membership</td>
<td>Continuous</td>
</tr>
<tr>
<td>Individual Memberships Agency Memberships</td>
<td>Individual and</td>
</tr>
<tr>
<td>No Mission Statement mission statement</td>
<td>Publicized</td>
</tr>
<tr>
<td>One annual Conference membership/ one mini conference</td>
<td>1 annual</td>
</tr>
<tr>
<td>No goals Clear goals</td>
<td>Established</td>
</tr>
<tr>
<td>No regional meetings meetings</td>
<td>Regional Membership</td>
</tr>
<tr>
<td>N/A Drive</td>
<td>Orientation of</td>
</tr>
<tr>
<td>N/A new Board members</td>
<td>Promote</td>
</tr>
<tr>
<td>N/A technology and e-commerce</td>
<td>Legislative</td>
</tr>
<tr>
<td>N/A agenda</td>
<td>Product</td>
</tr>
<tr>
<td>N/A Offering services, bid specs</td>
<td>Invest Current</td>
</tr>
<tr>
<td>N/A Monies</td>
<td></td>
</tr>
</tbody>
</table>
Membership
Reach New Members

Educational Opportunities
Training / focus on tutoring

develop college curriculum

Lack of participation member and Board
tasks in a timely manner

Fluctuating NIGP activities
each spring and fall

N/A
with other State Chapters

Awareness of KPPA
awareness
KACO, etc..Something in the
KPPA and NIGP
for high school senior
newspapers to reach
municipalities
meetings , mini-conference

V.) Goals and Action Plan to set Benchmarks for the Achievement of Goals

A.) Goal #1

Membership: A. Restructure Policy
Increase and Reach new members
Strategy: 1.) Decide to prorate membership fees. How? 2.) Also do we offer agency and individual memberships? If an agency joins - What do they get?

Develop Agency Membership

Action Plan:

<table>
<thead>
<tr>
<th>Tasks/ Activities</th>
<th>By When</th>
<th>Person/ Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft due by August Board Meeting</td>
<td>Membership Committee</td>
<td></td>
</tr>
<tr>
<td>Final Due by October Conference</td>
<td>Membership Committee</td>
<td></td>
</tr>
</tbody>
</table>

B.) Goal #2 Expand Education/ Education Promotion

A.) Training focused on certification
B.) Promote technology and e-commerce
C.) Orientation of New Board Members/ members

Strategy: 1.) Tutoring, mentoring, college curriculum
2.) Target E-commerce vendors for Expo Seminars at Conference on E-Commerce
Set up Specification Board at Conference for bid specifications
3.) Committee Outlines in Writing Example (Handbook on all Committee Responsibilities)

Action Plan:

Tasks/ Activities
By When Person/ Team

Draft due by August Board Meeting Education

Ongoing

C.) Goal # 3

Increase KPPA Awareness, Involvement and Purpose

A.) Publicize Mission Statement and Strategic Plan Completion
B.) Regional Meetings and Mini Conference
C.) Monthly Meetings

Action Plan:

Tasks/ Activities

By When Person/ Team Responsible

Publicize Mission Statement by end of March

Publicity Committee

Put on Web by end of March

Regional Meetings

Monthly Meetings

D.) Goal # 4

Legislative Agenda

A.) Review Legislation involving procurement
B.) Develop Legislative Committee for KPPA to review legislation and suggest changes, etc.

Action Plan:
Tasks/ Activities

By When

Person/ Team

Responsible

Proposals by October Board meeting

Committee established by the end of March

Draft due by May Board Meeting

*** If anything involves proposed changes to 45A, they must be reviewed and approved by Karen Powell

E.) Goal # 5

Investing Current Monies

A.) Research Options

B.) Submit Recommendations to KPPA Board as to whether we want mutual funds, CD’s, etc.