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The Rocky Mountain Governmental Purchasing Association

Rocky Mountain High Notes

OCT-DEC, 2016

LETTER FROM THE PRESIDENT

Submitted by Skeet McCracken, CPPB

The snow is falling and friends are calling yoo-hoo! It is that time again if you can believe it. We are heading into the new year and it is destined to be a great one! I want to take this time to thank all of the RMGPA members, Chairs and Co-Chairs for the support you have given me during my time as President and a big thank you to Programs for such a great Winter Conference. We had 50 vendors attend the Vendor Trade Show, which was the largest one in RMGPA history! Bill Oliver and Traci Burtnett from Chapter Enhancement stepped up and dedicated themselves to making this year's Trade Show such a huge success!



As I look back on the year, I reflect on the many achievements we have realized. We can be proud to say that RMGPA was instrumental in getting Hawaii and Alaska started with their own virtual Chapter. We shared our experiences with floods and fires with the Washington State Chapter via Google Hangouts. I am so proud of how, as a chapter, we gathered around the issues of the day, working together on finding solutions and creating an inclusive environment. We have had such a journey this year and I know it has only just begun.

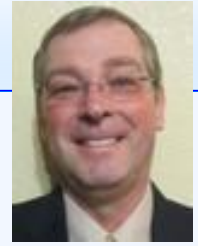
Everything our volunteers do, whether it is big or small, has an impact on all of us. I encourage all of you to get involved with RMGPA in some way. You'll meet great people and develop lifelong relationships. Our committees work hard to make this a great organization.

- Curt DeCapite and Mary Jablonski were wonderful to work with on **Awards**. With so many great members contributing time and energy, their jobs were not easy.
- Fady Elsegeiny and Chelsea Bunker have revitalized the **Marketing** Committee with their emphasis on social media. The Facebook page and Twitter are now online to keep us informed on RMGPA events happening throughout the year. Thank you both!
- **Vendor Liaison**, Pete Toth, led the charge to get the new lanyards we had for the Winter Conference! This was the first conference for which we had a sponsor for lanyards, and while it may seem like a simple thing, it has had a huge impact on our budget.



LETTER FROM THE PRESIDENT

Submitted by Skeet McCracken, CPPB

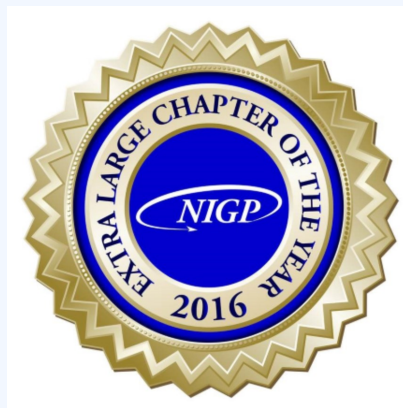


- Diana Cantu and Sherri Gibson provided so many opportunities for **Education and Professional Development**, exceeding expectations for all of our members. Way to go Diana and Sherri!
- Karen Picariello and Linda Lewis did a great job on the **Legislative** Committee this last year keeping Membership updated on upcoming issues affecting our profession.
- Patricia O'Neal and Toi Matthews changed things up so well for the Conference this year and **Membership** is at an all time high.
- If you get a chance, send a note to Kerry Sheahan to congratulate her on winning the Volunteer of the Year award! She really deserves it! She was instrumental in RMGPA partnering up with Habitat for Humanity.
- I also want to make a mention of Kelly Wooden and her help with the **Newsletter**. Her help writing articles and proofreading has been invaluable. It really does take a village.
- We couldn't have made it through the year without Molly McLoughlin and David Musgrave on **Communications**. Their hard work has made the website look better than ever and is now easier to use.
- I have one more very special thanks to give to Linda Meserve, who is not only our **Elections** Chair but is one of my top ten people in my life. I want to thank her for helping me celebrate our Past Presidents. This was a very special transition that happens each year and I feel it is important to share with our members.

My final thank you is for all of the members of RMGPA. Without you, there wouldn't be a chapter. You are worth all of our hard work and dedication. Please take the time to see how you can volunteer to make this organization even greater. We want to help you realize your talents. Remember that many hands make light work.

As my year as your President comes to a close, I pass the gavel to your new President, Valerie Scott. I know that she will take you down new and greater paths. Valerie has an innate vision on how to bring people together and will create a new destiny for RMGPA. I have seen her grow into the leader our chapter needs. Thank you all for the experience of a lifetime!

~Skeet



Volunteers Without Borders

Submitted by: Valerie Scott, RMGPA Vice President



2016 has been a wonderful year of growth and opportunity serving as your RMGPA Vice President. In addition to critical tasks bestowed upon Vice President, such as assembling name badges before our conferences and then disassembling them afterward, I have had an opportunity to analyze our volunteer program and have talked with many of you about your experience.

We often encourage you to volunteer within the chapter, but what about opportunities to show up in the community and demonstrate the heart and soul of RMGPA? For the past couple of years, the RMGPA Board of Directors has been discussing more hands-on involvement within the community like the Habitat for Humanity build we did. I am happy to be the one that gets to introduce the opportunity for you to help kick-off the new RMGPA Community Outreach Task Force in 2017.

The Task Force will be charged with discussing and coordinating opportunities for RMGPA to give back to the communities where we live and work every day. The awesome thing is that it transcends geographical boundaries so all Chapter members can get involved. We can plan activities in any region of Colorado and Wyoming. It doesn't matter if you are in Durango or Casper or Grand Junction, you can get involved. Whether it is helping to coordinate an effort in your area or participating in an event, we need you!

Not only do we need folks who want to get their hands dirty, but we also need Task Force members who can help identify opportunities for donation drives or other charitable activities in conjunction conferences or even potential long-term community partnership activities.

As eager as I am to launch this new endeavor, I can't do it alone. I need you to make it happen. If you want to be part of the inaugural team of this exciting, new venture, email me at valerie.scott@longmontcolorado.gov.

Happy Volunteering!



RMGPA 2016 Winter Conference Recap

Submitted by Valerie Scott, RMGPA Vice President



What do lifecycle cost analysis, body language, and ugly sweaters have in common? All were featured at the 2016 RMGPA Winter Conference, held December 8 -9 in Loveland! With near record attendance at the conference, we had over 100 attendees from all over Colorado and Wyoming. We also collected loads of items to donate to Homeless Gear in Fort Collins - thank you to all who contributed donations!

We started the conference Friday morning with a fun and engaging keynote presentation by Scott Friedman, entitled "Celebrate! Lessons Learned from the World's Most Admired Organizations." Next came two presentations from Darin Mathews, a highly celebrated figure in public procurement. Darin shared with us his story and advice for building a career in public procurement and then shared a hands-on presentation about how to factor life cycle costing in our evaluation processes.



The latter part of the afternoon was dedicated to our annual Winter Vendor Trade Show. This was the largest vendor trade show in memory, and many exceptional connections were established between RMGPA member agencies and the supplier community. We capped off the day with our evening social event, featuring an ugly sweater contest. Diana Wilson, 2015 champion, passed along the coveted ugly sweater trophy to our well-deserving 2016 victor - Dale Zachary with CDOT. The competition was stiff this year, and Dale brought much glory to his agency as he will display the prize in his office throughout 2017.



We kicked off Friday morning with Tanis Roeder, who introduced us to the finer points of body language. We came away with skills to help us interpret nonverbal communication and to be aware of how our non-verbal cues may help - or hinder - our professional and personal interactions with other people.

Next, we received an update from our NIGP Area 9 Ambassador, Peggy Ferrin. Peggy shared the latest happenings from NIGP as well as tools we can all use.



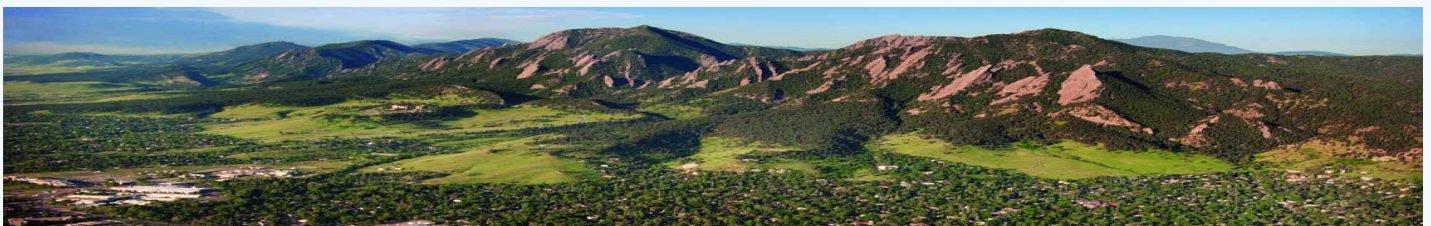
RMGPA 2016 Winter Conference Recap



We closed the conference with a celebration. Membership milestones were presented. The RMGPA 2016 Volunteer of the Year award was presented to a well-deserving Kerry Sheahan, our Newsletter committee chair. The outgoing Treasurer, Vivian Harrell, and outgoing Secretary, Mary Smith, were acknowledged for their years of dedication to the association. Our 2017 officers were announced and sworn in by Peggy Ferrin.

It was a wonderfully successful event and a sincere thank you goes to our 2016 Programs committee and 2016 Chapter Enhancement committee for their hard work to produce a top-notch experience for our members and vendors!

We look forward to seeing everyone in Boulder for the Spring Conference on March 17th!



RMGPA 2016 Winter Conference Recap



RMGPA 2016 Winter Conference Recap



RMGPA 2016 Winter Conference Recap



RMGPA 2016 Winter Conference Recap



News from the Communications Committee

Submitted by Molly McLaughlin, Past President & Communications Chair



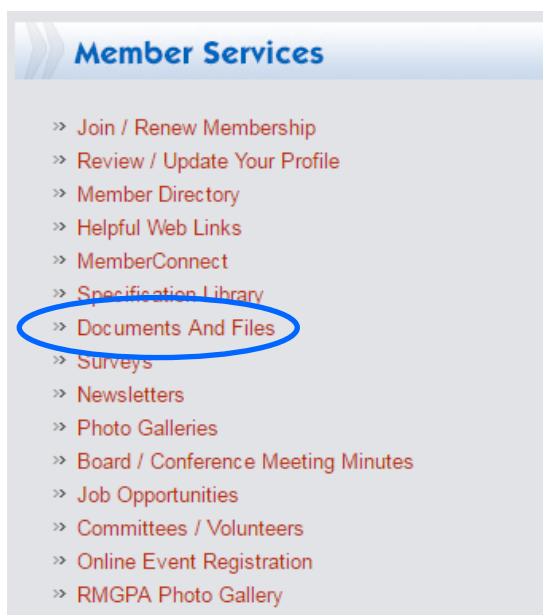
Congratulations!

As a result of the 3rd Annual [RMGPA Specifications Drive](#), **Karri Burgess**, from Boulder Valley School District, has won a free 2017 Spring Conference registration!

At this time, we'd also like to send a big "Thank You" to everyone that contributed their documents for the Specification Library.



Are you looking for presentation materials from a conference you may have missed? If so, we've got you covered. You can now find what you need on RMGPA's website. From the home page, follow the Documents and Files link under Member Services.



The Proof is in the Garage

Submitted by Chandra Hardwick, Jefferson County

Senior Purchasing Agent—Special Projects

“It isn’t there,” he said. At this point, I decided to take a seat on a bench in the garage and watch it all unfold. I had been so busy putting screws into drywall and trying to master a magnetic tip drill with one hand that I hadn’t paid attention to how they measured for the light socket in the ceiling. Before we started work, the Habitat for Humanity staff had demonstrated how to measure and I was working with volunteers from a construction company, so if anyone knew how to do it correctly, they would, right?



After some discussion, the Habitat for Humanity drywall supervisor was called into the garage. He started cutting into the spot where the light socket was supposed to be; he missed it too. After the third time, he asked my teammates what the measurements were. He measured again and “Bingo!” there it was. At this point, I expected some sort of verbal rebuke, admonition, something to let us know the mistake we made. There were now 3 extra holes in the ceiling compliments of my team, that weren’t supposed to be there after all. Even if a grandiose chandelier was the chosen light fixture in the garage (can you imagine?!?), it wouldn’t span the visible errors, but no verbal rebuke came. “We’ll tape it and the mud guy will fix it,” he said. I marveled at this man’s patience. Every day he works with clueless volunteers like me, dealing with all of the shortcomings that come with unskilled volunteers.

Habitat for Humanity is an organization I had wanted to team up with for a long time. Out of curiosity I had researched some of their international projects prior to RMGPA offering this build partnership day. Their focus is to put God’s love into action by providing decent, affordable housing for low-income families. Habitat for Humanity accepts volunteers from all walks of life and creeds, but it was their ecumenical Christian approach to projects that had interested me. I’ve always liked organizations that “walk their Christian faith” and partner up with the local community, so I was delighted when RMGPA presented this opportunity. I was also thrilled that this project was to help victims from the 2013 flood, and



The Proof is in the Garage

Submitted by Chandra Hardwick, Jefferson County

Senior Purchasing Agent—Special Projects

through this event, I learned Habitat for Humanity has built 21 homes in affected areas since the flood in 2013. The number of volunteer hours to rebuild these communities was eye-opening.

Thankfully, after the light socket event, the rest of the day went a bit smoother. My power tool skills improved. I learned a bit more about new building construction, the people behind the vendor names who provide it and Habitat for Humanity. As I drove home that night after a full day, I was content knowing I had made a choice to be part of something larger and more significant than my usual choices for the weekend. Even though the family who is to live in that home with the yellow garage may never know me personally or the work I put in for them, I know. The proof is in the garage with the 3 extra holes.



RMGPA respects the views and opinions of its members. Those expressed in this article are that of the author and do not necessarily represent those of RMGPA.

Curt's Corner—Reflections from Retirement

Submitted by Curt DeCapite, CPPB



Now that the presidential election is over, I want to say "I'm Curt, and I approve this article." Wow, it got crazy, didn't it? Now all we have to listen to is the Strong-Arm, Frank Azar commercials and how he got that lady \$2.4 million.



I have an important message I want to share. First, volunteer to be a part of RMGPA. Whether you run for a Board position or join a committee, the showering of gifts you receive is phenomenal (slight exaggeration, but the food at the meetings is awesome). What I can promise that you'll get is the satisfaction and reward of giving back to this great association and its members. I have been on the Awards Committee for almost 3 years and my only regret is that I didn't do something sooner. But as an RMGPA member since 1986 (I started before some of you were born), I have attended classes, conferences, and social events, and through those I've shared and gained knowledge that is priceless. And the salary increases you realize by getting involved is incalculable...I could easily calculate mine at \$0 but your agency might be different. So get involved, stay involved, and send me donations if you feel any pity.



Random Thought: Who loves year-end? Our agency's fiscal and calendar years were at the same time. It was hectic...you had holidays and people on vacation, yet departments were clamoring to spend leftover funds rather than risk losing them. Since we are all consummate professionals and dedicated to our jobs (yes, dedicated), we met those needs! We would hustle to get bids

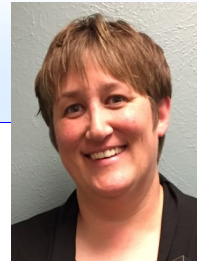


out, we entered into last minute negotiations with vendors and begged contractors. It seems like computer and furniture acquisitions were the most popular purchases at this time. You ask what carried us through these crazy, holiday, year-end times? Food! Of course in compliance with code of ethics, the goodies from vendors are great, right? We would share with everyone in the building. Bins of flavored popcorn, cookies, nuts, cheese and meat platters, and my favorite, butter toffee. Send me some if you feel pity.

Random Note: Winter conference. What a great success! Awesome member turnout, great speakers, and a wonderful venue. Surprisingly, none of us were kicked out of Embassy Suites. We networked, shared thoughts, ideas and a ton of laughter that echoed in the lobby. I won't name names but you all know what I am talking about. It is that closeness and bond we all have that defines RMGPA as the best chapter of NIGP. (Do you want me to show you all of the awards we have earned?) Plus, we were all safe as one committed group at the conference and we didn't need the Strong-Arm to defend us. Thanks anyway, Frank Azar. We are professionals!

UPPCC Recertification

Submitted by Molly McLaughlin, Past President & Communications Chair



Applying for Recertification Through UPPCC?

- Don't let your certification lapse! There is no grace period for recertification although you can be reinstated with additional contact hours if the lapse is less than one year. Certification that has lapsed by more than one year is considered officially expired and must be re-tested. For more information on Lapsed Status, visit <http://www.uppcc.org/current-certificants/lapsed-status>
- Along with your Recertification Application, you must submit contact hours in two of three areas of involvement for recertification:

Continuing Education – Accredited- the completion of procurement-related coursework at the formal education level, or seminars, courses, training events, etc. that are offered by professional procurement organizations, provided that they are accredited by a 3rd party, i.e. IACET (International Association of Continuing Education & Training).

Continuing Education - Non-Accredited– attending procurement-related conferences, meetings, events, etc.

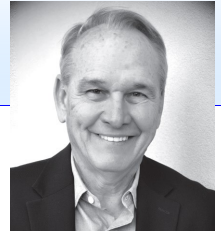
Professional Contributions – contributions that are directly related to procurement, such as leadership on a Board of a professional procurement organization, authoring a procurement-related article or book, a chapter of a book, speaking or teaching at procurement-related meetings and/or events, and performing activities in support of UPPCC. Note that additional contact hours cannot be earned for teaching and/or speaking multiple times on identical topics within the same 5-year certification period.

More information can be found at: <http://www.uppcc.org/current-certificants/recertificationrequirements>



How Do I Select the Right Cooperative Contract?

Submitted by: Wayne Casper, Vice President—West Region, National IPA



Once upon a time, source selection typically meant determining a supplier using the appropriate solicitation method, such as Invitation for Bid (IFB) or Request for Proposal (RFP). Occasionally, and if we were fortunate, the purchasing agent would discover a cooperative contract to utilize, thus saving money, valuable time and resources. Today, there is a significant trend in public procurement: an increase in both the availability and the utilization of cooperative contracts. From time to time, I am asked, “Are there too many cooperative contracts?” That is really the wrong question. What we should be asking is, “With all the cooperative contracts available, what criteria should I use to successfully determine which contracts provide the best value for my particular organization’s requirements?”



The objective in determining which cooperative contracts to use is fundamentally the same as when a public sector organization conducts its own solicitations; that is, determining which contract provides the best value. As public procurement officials, we are aware there are many factors to consider in selecting a supplier, including but not limited to price, quality, supplier capabilities and service. There are also factors to consider in utilizing a cooperative contract awarded by another organization. These factors include the existence of maximized competition;

transparency of the solicitation process; the quality and value of the resulting contract; and the performance of the awarded supplier. During my 35+ years in public procurement, I have utilized a checklist of four standards to consider (in addition to the basic procurement criteria of price, quality, supplier, etc.) when determining which cooperative contract to use.

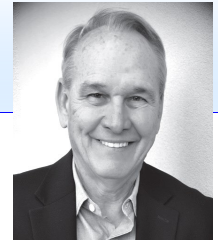
1. PROCESS

When you decide to utilize a cooperative contract, you are essentially substituting the soliciting/awarding agency’s procurement process, their decision-making abilities and their reputation for yours. Therefore, it is paramount that the soliciting/awarding agency has a professional and respected procurement department. This “host” agency or contract holder should be active in public procurement associations and its senior management should take a leadership position in the profession. The agency’s management and staff should hold professional certification. The agency should have earned the Achievement of Excellence in Procurement award recognizing organizational excellence.

Standard: Utilize those cooperative contracts that have been competitively solicited, evaluated, awarded and administered by a public agency recognized for procurement excellence.

How Do I Select the Right Cooperative Contract?

Submitted by: Wayne Casper, Vice President—West Region, National IPA



2. COMPETITIVENESS

A primary objective for us as public procurement professionals is to guarantee and maximize fair and open competition. When excessive multiple awards are made, such as GSA supply schedule contracts, the benefits of competition are minimized, and in some instances negated, as there is no real incentive for the supplier(s) to provide a best value proposal. The use of multiple awards should be limited to the fewest possible number of suppliers to satisfy the needs of the agency.

An additional factor to consider for competitiveness of a particular solicitation is the number of responses that were received and whether those responses were from industry-leading suppliers. Multiple responses to a solicitation will increase the competition for the award. With more supplier responses to a solicitation, the awarding agency is better able to ensure that the resulting contract(s) provide best value.

Standard: To encourage maximum competition, utilize those cooperative contracts that (a) have limited multiple awards and (b) have resulted from a solicitation that received more than one responding proposal.

3. TRANSPARENCY

Another principle for public procurement professionals is maintaining transparency of the solicitation and award process. When evaluating a cooperative contract, it is important to confirm that all components of the procurement process are publicly and readily accessible. Ask yourself, “Are all the solicitation and award documents relative to the procurement process immediately available for my review on the internet without a special membership or password?” That is, can an interested party, including the public, easily review the solicitation, contract documents and all amendments online?

Standard: Utilize those cooperative contracts which are readily available for review and analysis on line by the public, along with all related solicitation and award documentation.



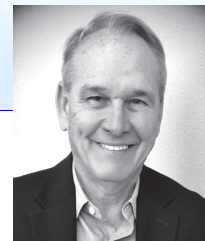
4. EXPERIENCE OF COOPERATIVE TEAM

Last, but certainly not least, the public procurement official should consider the cooperative purchasing organization (“Cooperative”) itself. Does the Cooperative demonstrate a commitment to the profession by employing credentialed public procurement professionals? Consider also those employed by the Cooperative: do they have significant experience in public procurement, cooperative purchasing and audit procedures? Do they understand source selection, con-



How Do I Select the Right Cooperative Contract?

Submitted by: Wayne Casper, Vice President—West Region, National IPA



tract formation/administration and the legal aspects of public procurement? Cooperatives providing affirmative answers to the above are better able to serve as valuable resources to you and your teams. A seasoned, professional cooperative staff truly understands and empathizes with the unique challenges of public procurement, enabling them to assist in implementing an effective cooperative procurement strategy. These Cooperatives can also provide professional oversight and consultation to ensure compliance with established procurement standards.

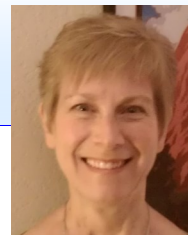
Standard: Utilize those cooperative purchasing organizations that employ experienced public procurement professionals and tenured cooperative purchasing team members. Today's public procurement professionals have the benefit of many cooperative contracts to assist them in effectively and efficiently meeting their agency's procurement needs. They also have the access to review the documentation online. The exercise of due diligence is still the responsibility of the procurement professional, as he or she alone is accountable to his or her agency. This due diligence cannot be delegated to a third-party or an organization "certifying" that a contract is acceptable. There is no "Good Housekeeping" seal of approval for a cooperative contract that satisfies all the legal and procurement requirements of your agency. The due diligence review of the solicitation documents and resultant contract does not have to be laborious and overwhelming, and is certainly more efficient and effective than completing one's own public procurement process. If the supplier, price and quality are right, be sure to confirm that (1) the soliciting/awarding agency was a public agency with a professional procurement staff, (2) there was effective competition with limited multiple awards, (3) all the contract documents (including solicitation and award documentation) are readily available online, and (4) the cooperative purchasing organization employs a significant number of certified public procurement professionals. By responsibly selecting the best cooperative contracting solution for your agency, you can be confident that your agency and the public will benefit.

COOPERATIVE
PURCHASING
AGREEMENTS:
AN EFFICIENT
ALTERNATIVE
FOR
GOVERNMENT
ORGANIZATIONS



An RFP Bucket List

Submitted by Christine Weber, CPM, CPPB



The Bucket List: It isn't just for seniors!

A quick online search identifies dozens of ideas for adventurers to add to their bucket list to help live out their dreams:

- ◆ Hike a Volcano
- ◆ Take an Exotic Island Vacation
- ◆ Indulge in a Favorite Dessert
- ◆ Volunteer for a Worthy Cause
- ◆ Feed a Crocodile
- ◆ Ride an Elephant
- ◆ See the Northern Lights

How can a Bucket List approach be relevant to what we do everyday? By working to create **PROCUREMENT ADAPTABILITY**.

There is a diorama at the Denver Museum of Nature and Science depicting a dinosaur working to overcome a flock of geese with its size and brute force. This exhibit can be used to remind us how to succeed at our jobs no matter what the challenges. The geese, although smaller and more humble, are the most successful... in the long run!

The most prosperous species, governments, departments, or employees are NOT the largest, NOT the smartest, but the **MOST ADAPTABLE**.



Government has rarely been known for being nimble, yet like the geese, we can increase our success by using a creative solicitation approach to our RFPs which offers flexibility and adaptability.

Start by identifying a few targets for your next **RFP** that can help improve outcomes:



Improve Customer Service with your most active client departments by joining scheduled planning meetings to better understand upcoming RFP requirements.



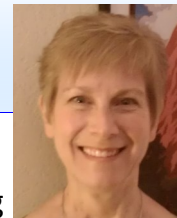
Increase competition among vendors by scheduling and committing to networking events in advance of ongoing RFPs.



Require a "Risk Assessment" from Offerors by asking Offerors to describe steps they will take to help mitigate risks in their proposed solutions.

An RFP Bucket List

Submitted by Christine Weber, CPM, CPPB



Improve effective RFP evaluation process tools and approaches by capturing evaluator strength and weakness assessments to enhance ratings and better defend selections.



Minimize protest and appeal opportunities by developing a feedback loop to update RFP weaknesses and identify staff training opportunities.

What's on YOUR RFP Bucket List?

Brainstorm some RFP targets including key actions that will allow your team the best chance to maximize value to your agency by offering improved customer service and maximizing competition. Remember, it is about flexibility and adaptability, not size and strength, that will provide the greatest results.

- ◆ Research User Needs
- ◆ Develop Clear Specifications
- ◆ Investigate Comparables
- ◆ Identify Stakeholders
- ◆ Evaluate Budget Availability
- ◆ Determine the Schedule



SPOTLIGHT ON MEMBER...

David Musgrave – 2016 Communications Committee Co-Chair

Submitted by Kelly Wooden, Newsletter Committee Co-Chair



David Musgrave is RMGPA's Communications Co-Chair, accepting this position in 2016. Assisting members with career advancement by posting employment opportunities on the website and providing general assistance when needed is what he enjoys most about this volunteer role. Being the Communications Co-Chair has provided David the opportunity to connect with the members of RMGPA. David is currently learning how the website functions and is looking forward to playing a part in the success of the organization.

In November of 2012, David began his professional procurement career at the State Purchasing and Contracts Office as the Supplier Diversity Liaison. In this position, he created the ACCESSColorado program where he helped businesses who wanted to do business with State agencies, institutions of higher education and local governments. The program has given companies, regardless of size or ownership, the opportunity to compete for State of Colorado business. David's work continues through Chelsea Bunker, the current Supplier Diversity Liaison. In addition to managing the outreach program, he also issued procurement guidance on Procurement Code and Rules and published the monthly Colorado Procurement News. David also served on the Greening Government Leadership Council which included working on Executive Order D 2015-013 Greening of State Government signed by Governor Hickenlooper in October 2015.



Currently, David serves as the Vendor Outreach Administrator and Purchasing Agent at the Colorado Department of Transportation (CDOT). His decision to transfer to CDOT in January 2016 offered David opportunities to increase his procurement knowledge and experience, as well as the potential for future career advancement.

According to David, "CDOT employs a lot of great people and it feels like family. It is great to be part of CDOT's amazing and visible work across the State, from bridge and highway construction, maintenance, regional transportation through Bustang and much more." Unbeknownst to most people, CDOT is more than just highways with a Divisions of Aeronautics, as well as Transit and Rail. David is assigned Region 1 at CDOT which includes the Eisenhower-Johnson Memorial Tunnels. As a Denver native, David remembers frequently going through the tunnels as a child to visit family in Grand

SPOTLIGHT ON MEMBER...

David Musgrave – 2016 Communications Committee Co-Chair

Submitted by Kelly Wooden, Newsletter Committee Co-Chair

Junction. It gives him great pride knowing he is helping provide his team with what they need to facilitate safe and efficient travel that connects families and friends.



While working with CDOT in Durango, David had a pretty unique experience. He was able to be on a blast site after a rock slide. It's not every day that a procurement professional is at a blast site to see what their co-workers are doing in the field. This experience provided David with a greater relevance to the work he does on a daily basis.

David's professional experience is varied. Prior to entering the procurement field, he supported the local business community through his tenure as Vice President of Membership at the Denver Hispanic Chamber of Commerce. As Safety and Human Resource Manager for a growing trucking company, David launched an effective safety program and worked with management to develop and implement effective policies and procedures. In Monterrey, Mexico, David worked for a manufacturer of pipe fittings and served as the main point of contact between customers (U.S. and Canada) and the plant. All of these experiences provided a foundation for David making his transition into procurement seamless.

Becoming a member of RMGPA in 2012 has allowed David to establish meaningful relationships with other procurement professionals that he can call on if needed (or vice versa). Through various RMGPA-sponsored networking events with vendors, he has found many of the products and services that help meet the needs of CDOT. Professional development opportunities offered through RMGPA are always relevant and he appreciates learning different perspectives. RMGPA is a strong organization because of its membership and volunteer board. The NIGP Extra Large Chapter of the Year awards RMGPA has been presented recently attest to the strength of the Colorado procurement community – a place David is proud to be part of.



Outside of work, David enjoys hanging out with friends and family and meeting up for coffee or tea. Traveling is a passion of this Colorado native, learning about Spanish living while spending time in Venezuela. Although not necessarily a gastronome, David is always in search of great food.

Thank you David for taking on the role of Communications Co-Chair!

Chapter Manager Updates

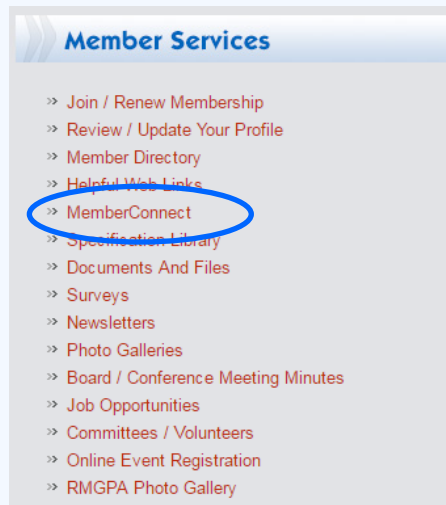
Submitted by: Molly McLaughlin, Communications Chair



Do you need the advice or opinions of your colleagues? Are you creating a document and don't want to reinvent the wheel? If so, you're in luck!

As of January 1, 2017, Chapter Manager is automatically subscribing all RMGPA members to the MemberConnect e-mail listserve. This awesome benefit is just one of the valuable services that comes with your active RMGPA membership.

Gone are the days of individual e-mails or phone calls to everyone you know. With MemberConnect, you will now be able to reach out to other agencies simultaneously by submitting your purchasing-related questions or issues to one single e-mail address, MemberConnect@list.rmgpa.org (you can also find this by following the link under Member Services on the RMGPA home page).



Although you are automatically subscribed to this service, you have the option to unsubscribe or opt out at any time by simply following the link under Member Services or visiting <http://www.rmgpa.org/insidepages/connect/index.cfm>. This is also where you would go if you wish to re-subscribe. Since this is a benefit for active members only, the Communication Committee reviews the subscription list periodically to ensure that lapsed memberships are culled from the service.

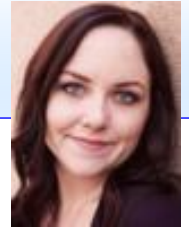


If you change agencies or your email address has changed, your MemberConnect subscription will not update automatically. Follow the link above to subscribe.

ChapterManager™

Social Media and RMGPA

Submitted by: Chelsea Bunker, Marketing Committee



YOU COULD ATTEND THE NEXT WINTER CONFERENCE FOR FREE!

LIKE/JOIN/FOLLOW RMGPA ON ONE OR ALL OF THE FACEBOOK, LINKEDIN AND TWITTER PAGES AND WE WILL BE SELECTING ONE LUCKY WINNER TO RECEIVE A FREE CONFERENCE REGISTRATION!





[TWITTER.COM/RMGPA](https://twitter.com/RMGPA)


[FACEBOOK.COM/ROCKYMOUNTAIN GOVERNMENTAL PURSHASING ASSOCIATION](https://facebook.com/rockymountaingovernmentalpurshasingassociation)


[FACEBOOK.COM/GROUPS/RMGPA](https://facebook.com/groups/RMGPA)


[LINKEDIN.COM/GROUPS/4749322](https://linkedin.com/groups/4749322)


*WINNER WILL BE SELECTED ON OCTOBER 21ST

Do you remember this contest? I'm sure **Carolyn Riggs** does. She discovered that it pays to keep up with RMGPA on social media and attended the Winter Conference for free! Congratulations Carolyn!

Are You Connected?

If you aren't already, please stay connected and "like" RMGPA on [Facebook](#), join us in our [Facebook Group](#), follow us on [Twitter](#) or join us on [LinkedIn](#).



Oh, the **PLACES** you will go!
 You'll be on your way **UP**!
 You'll be seeing **GREAT** sights!
 You'll join the **HIGH** fliers
 who **SOAR** to high heights.

VISIT US AT

www.facebook.com/groups/rmgpa

www.twitter.com/RMGPA

www.linkedin.com/groups/4749322

www.facebook.com/rockymountaingovernmentalpurshasingassociation

Awards & New Members

The **Awards Committee** is proud to announce the award for **2016 Volunteer of the Year** presented at the Spring Conference in Loveland. Congratulations to a very deserving individual.



Kerry Sheahan—City of Longmont

- RMGPA Newsletter Chair
- Chapter of the Year Task Force
- RMGPA's Habitat for Humanity Build
- NIGP Document Challenge Team
- City of Longmont's Peer Support Team
- Salvation Army Red Kettle Campaign
- Colorado Youth Program Board Member



New RMGPA Members—2016

Are You Analyzing Your Concentrated Chemicals Spend Correctly?

Submitted By Joshiwa Schirmer—General Manager, Buckeye Cleaning Center-Denver



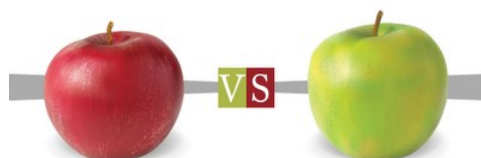
When evaluating custodial supplies and chemicals, the many variables and ways to analyze them can create a time consuming, daunting task. Oftentimes, when looking at concentrated chemicals, buyers will take the age-old formula of existing volume multiplied by cost per case to get the total annual cost. While on the surface this may seem like the best approach, it is actually flawed. There are two major variables not taken into account with this methodology— packaging size and dilution rate. The industry term of “End Use Cost per Gallon” is the best way to get a true apples-to-apples comparison. The concept is simple and many buyers understand it, yet continue to struggle with how to implement it when creating and evaluating bids. The simplicity of the age-old formula seems to work and saves so much time! However, if you look at the example below, you’ll see that by collecting just a few pieces of data and entering them into a spreadsheet, in no time at all you will have a much better picture of what’s being proposed.

3 Variables Needed To Calculate End Use Cost

- Cost Per Unit (specifying *case* or *each* is very important)
- Unit Size in **Gallons** (it’s very important a conversion is done correctly if packaging is not listed in gallons already)
- Published Dilution Rate in Ounces per Gallon (cross check manufacturer specification sheet)

Looking at the diagram below, the first thing we want to know is how many gallons of each ready-to-use chemical can be made when mixed correctly with water? We get this by multiplying the **Unit Size** by 128 oz and dividing that by the **Dilution Rate** plus **Unit Size**. To calculate the **End Use Cost per Gallon**, simply divide the **Unit Cost** by the **End Use Gallon**.

All Purpose Cleaner	Unit Cost	Unit Size Gallon	Price per Gallon	Dilution oz/gal	End Use Gallons	End Use Cost per Gallon
Existing Product	\$ 106.60	3	\$ 35.53	3.00	131.00	\$ 0.8140
Competitive Product	\$ 80.55	1.32	\$ 61.02	2.00	85.80	\$ 0.9390



Are You Analyzing Your Concentrated Chemicals Spend Correctly?

Submitted By Joshiwa Schirmer—General Manager, Buckeye Cleaning Center-Denver

Using this simple spreadsheet and three additional variables, you now have an apples to apples comparison for concentrated chemicals!

The next step is to figure out how to take the **End Use Cost per Gallon** and quantify it to annualized spending for evaluating an RFP.

Again, it's pretty simple. First, multiply the **Annual Units Purchased** by the **End Use Gallons** to come up with an **Annual End Use Gallons**. Then divide the **Annual End Use Gallons** by the **End Use Cost** per gallon. This will give a much more accurate picture of the real **Total Annual End Use Cost**.

All Purpose Cleaner	Annual Units Purchased	Annual End Use Gallons	Annual End Use Cost per Gallon
Existing Product Used	200.00	26,200.00	\$ 21,326.80
Competitive Product	305.36	26,200.00	\$ 24,601.80

The question is, how inaccurate is the old system vs this new one? Using the example above, the cost using the old method would be \$21,320 which is pretty close the new method. However, with the old method, the competitive product show a cost of \$16,110 (\$80.55 x annual quantity of 200) leading you to believe that purchasing the competing product would save \$5,210. In reality, if you use all of the pertinent variables, the competitive product is \$3,275 MORE expensive!

As you all know, cost isn't everything especially with chemicals. It is important to choose several products that are similar in cost and put them to the test to evaluate quality. Just because a chemical is less expensive, doesn't mean it will perform in application! At least now when you've narrowed down your options based on quality, you can get a true and accurate idea of what your actual costs will be.



Excellence in Achievement: Sterling Agency Certification Award

Congratulations to the St. Vrain Valley School District! 2016 Recipient of the Universal Public Procurement Council (UPPCC) Sterling Agency Certification Award!

This award is an advanced level of recognition reserved for those agencies that apply for and achieve UPPCC Agency Certification Award recognition for three consecutive years. The SVVSD Professional Procurement Team achieved fully certified public procurement status from 2014 through 2016.



The Purchasing Department Staff pictured l to r: Chelsey Axtell – Purchasing Secretary; Tim Wellmann, CPPB – Purchasing Manager; Bill Oliver, CPPB – Senior Buyer; Traci Burnnett, CPPB, CPPO – Director of Purchasing; Diana Cantu, CPPB – Senior Buyer

Through its Agency Certification Award program, the UPPCC identifies organizations that have earned the distinguished and unique honor of achieving and/or maintaining a high percentage of qualifying staff that are UPPCC Certified. This program was developed to recognize organizations that have made a concerted effort to achieve procurement excellence.

The level of commitment and dedication to the profession, enhanced customer service to internal customers, along with the skills and expertise brought to the public procurement industry are indicative of this accomplishment. Earning a professional certification conferred by the UPPCC is just one more way that procurement professionals work to build the public's confidence, respect, and trust.

With 176 public agencies in the State of Colorado, St. Vrain Valley School District is one of two to be recognized with the Sterling level of achievement in 2016. There are 18 public agencies in the United States and Canada awarded this level of recognition for 2016.

St. Vrain Valley Schools was honored during the National Institute of Governmental Purchasing (NIGP) Annual Forum at National Harbor, Maryland in August and is recognized on the NIGP Wall of Fame as a 2016 Sterling Agency Award recipient.



Sterling Award Recipients for 2016:

Poudre School District
St. Vrain Valley School District

Agency Certification Award for 2016:

Arapahoe County
City of Lakewood
Poudre School District
St. Vrain Valley School District

Why Volunteer?

Submitted By Kerry Sheahan, Newsletter Chair



**Do you have a half hour? Or a day? Maybe a week? How about a year?
If so, you can make a difference!**

People volunteer for many different reasons. It could be that they want to give back, learn a new skill, or make a difference to an organization. RMGPA counts on folks just like you to raise your hand and help make this a great chapter. You don't need to run for the Executive Board or chair a committee. There are many episodic opportunities for you to get involved. Check-in attendees at a conference, write a newsletter article, or join a committee or task force. If you are a manager, encourage your team to look into where in RMGPA they can make a difference.

If you aren't currently volunteering, and three in four people are not, start by committing as little as one hour a month. RMGPA relies on you to be able to thrive. Come help continue to make this the best chapter in the country!



Five reasons you should consider volunteering in 2017:

- It's good for your health
- You can establish strong relationships
- It's a great way to boost your career
- You can learn new skills
- You can make a difference

And most of all, it's **FUN!**



Upcoming Training Opportunities

Get the essential framework to better understand and master your work. Learn key strategies and best practices to leverage your day-to-day performance. Understand the basic elements that underlie all areas of public procurement.

Course	Date	Location
CPPB Online Prep	January 18—March 15	NIGP Webinar
CPPO Online Prep	February 7—March 23	NIGP Webinar
Introduction to Public Procurement	March 22—March 24	Adams County Government Center
Legal Aspects of Public Purchasing	April 24—April 26	Jefferson County Courts & Admin Building

You can get more information or register for the above courses at www.rmghpa.org



WEBINARS

Looking to become certified or strengthen your professional skills? Webinars are a great training opportunity offered at **NO COST to members.**

January 18 12:00 pm MT [Diversifying Your Procurement Spend](#)

January 25 12:00 pm MT [Bonding: The Good, the Bad, and the Ugly](#)

February 8 12:00 pm MT [Protests: New Public Procurement Practices](#)

You can get more information or register for the above webinars at www.nigp.org.

February 22 12:00 pm MT [Walking the Plank: Negotiations, Protests, and Conflict Management](#)

You can get more information or register for the above webinar at www.publicprocurementcoalition.org

Online classes are also available through NIGP. Visit to www.NIGP.org for a complete list.

Dear RMGPA...

Dear RMGPA,

As we look forward to 2017, my boss wants me to come up with goals for the coming year and accomplishments for the past. I don't know how to do this because isn't saving money and being efficient part of my job?

Signed,

Just Doing My Job



Dear Just Doing My Job,

First, get comfortable with being your own cheerleader! Only you know what you do on a daily basis to help your customers, work with vendors, and research the best opportunities for your agency. Let everyone else know too!

It's not bragging, but being proud of your work. To help with this, start small with projects that are easy to calculate value. Keep a weekly log of the RFPs and bids you are working on. Record the values of the contracts relative to your budget or submittals received. Reach out to your customers and have them answer a few questions on how you can improve your service. Ask them the same questions at the end of the year to track progress. Volunteer for opportunities that may be outside of your comfort zone. It doesn't have to be hard, just make it a priority. Small efforts throughout the year can pay off with large dividends later on.



Dear RMGPA,

RFP! IFB! RFI! Oh My! With all of the different types of solicitation methods, how am I supposed to determine which one best meets the needs of my contract?!?

Signed,

Lost in an Alphabet of Initials

Dear Lost,

It's easy to get confused by all of the acronyms for the solicitation methods that agencies use. Rest assured, the decision isn't as hard as you may think. The most common solicitation methods are IFB and RFP. You should consider issuing an RFP when you want to evaluate proposals based on a combination of factors including price, quality of work, qualifications, and approach to the scope. This is the way to go when you are looking at more than just the lowest price.

If you have a specific product or service with detailed specifications, you may want to issue an IFB. The award goes to the lowest bidder and there is no opportunity for negotiations on price or services. Evaluating an IFB is far less complex than an RFP since the only criteria you are going to look at is price.

If you are new to Purchasing, consider taking *Intro to Public Procurement* in March to get more information on the variety of methods you can use. See page 24 for information. You can also check out NIGP's dictionary at <http://www.nigp.org/home/find-procurement-resources/dictionary-of-terms>

Board of Directors 2016

Strategic Plan

Mission Statement:

To provide our membership with the education, professional development, and technical assistance required to secure the public trust through the promotion of excellence and effectiveness in public procurement.

The purpose of the Strategic Plan is to develop sustainable strategies and identify responsibilities and resources within the organization. The strategies were based upon the current climate of the organization and recommended for implementation over a period of time. The recommendations are reviewable, revisable and provide accountability while reinforcing continuous improvement.

Goal 1: RMGPA is committed to utilizing technology for the benefit of the procurement profession.**Action Plan:**

- Increase use of social media (LinkedIn, Twitter and Facebook)
- Increase utilization of RMGPA 's website and NSite
- Increase use of surveys for feedback and to measure member satisfaction
- Increase number of members who vote electronically
- Increase the use of Chapter Manager by Board members
- Increase the use of Google Hangouts or a similar product

Goal 2: RMGPA is dedicated to promoting professional development.**Action Plan:**

- Provide diverse professional development opportunities
- Increase number of scholarships awarded
- Create a Forum Scholarship Program
- Use Social Media to promote professional development and scholarship opportunities
- Create a Professional Development Sponsorship Program

Goal 3: RMGPA is committed to offering membership the opportunity to reach their full potential through diverse and quality programs.**Action Plan:**

- Increase member satisfaction of conference workshops
- Create availability of program content to membership following conferences
- Continue to develop a mentor program for new professionals, professional certification, and student membership
- Increase number of RMGPA members
- Increase number of volunteers
- Research hosting a future NIGP Forum every odd number year

Goal 4: RMGPA is committed to collaborations with the business community to promote the procurement profession.**Action Plan:**

- Increase collaboration between Vendor Liaison, Chapter Enhancement, Marketing and the Programs committees
- Increase utilization of suppliers as an effective resource for articles, information, guest panels
- Increase promotion of the RMGPA Corporate Sponsorship Program

Communication Plan:

- Present Board of Directors and Membership with the Updated Annual Strategic Plan at Spring Meeting, in newsletter, and website.
- Reviewed by Board of Directors in July and at annual Strategic Study Session in February
- Report Card update to Membership at each conference

2016 RMGPA BOARD OF DIRECTORS

POSITION	OFFICER	E-Mail	PHONE
President	Skeet McCracken, CPPO, CPPB	skeetm@psdschools.org	(970) 490-3428
Vice President	Valerie Scott, CPPB	valerie.scott@longmontcolorado.gov	(303) 744-4887
Secretary	Mary Smith, CPPB	maasmith@aps.k12.co.us	(303) 326-1988 x28234
Treasurer	Vivian Harvell	vharvell@hsd2.org	(719) 579-2034
Past President	Molly McLoughlin, CPPB	molly.mcloughlin@bvsd.org	(720) 561-5132

STANDING COMMITTEES

COMMITTEE	CHAIR	E-Mail	PHONE
Awards	Curt DeCapite, CPPB	curtd1977@gmail.com	(719) 331-0319
Chapter Enhancement	Bill Oliver	oliver_willam@svvsd.org	(303) 702-7736
Communications	Molly McLoughlin, CPPO, CPPB	molly.mcloughlin@bvsd.org	(720) 561-5132
Education & Pro-D	Diana Cantu, CPPB	cantu_diana@svvsd.org	(303) 702-7715
Elections	Linda Meserve, CPPB	linda.meserve@colostate.edu	(970) 491-6611
Historian	Vera Kennedy, CPPB	vekenned@jeffco.k12.co.us	(303) 982-6511
Legislative	Karen Picariello, CPPB	karen.picariello@state.co.us	(303) 205-2345
Marketing	Fady Elsegeiny	Fady.Elsegeiny@colostate.edu	(970) 491-1992
Membership	Patricia O'Neal	patricia.o'neal@state.co.us	(303) 757-9399
Newsletter	Kerry Sheahan	kerry.sheahan@longmontcolorado.gov	(303) 774-3671
Programs	Beth Hewes, CPPB	elizabeth.hewes@state.co.us	(303) 866-3080
Vendor Liaison	Pete Toth	ptoth@arvada.org	(720) 898-7091

2016 COMMITTEE CO-CHAIRS

COMMITTEE	CO-CHAIR	E-Mail	PHONE
Awards	Mary Jablonski, CPPB	Mary.jablonski@thompsonschoool.org	(970) 613-5149
Chapter Enhancement	Traci Burtnett, CPPO, CPPB	traci.burtnett@thompsonschoools.org	(303) 682-7309
Communications	David Musgrave	david.musgrave@state.co.us	(303) 757-9861
Education & Pro-D	Sherri Gibson, CPPB	sherri.gibson@state.co.us	(303) 866-5732
Legislative	Linda Lewis	linda.w.lewis@state.co.us	(303) 866-6212
Marketing	Chelsea Bunker	chelsea.bunker@state.co.us	(303) 556-3280
Membership	Toi Matthews	toi.matthews@state.co.us	(303) 757-9968
Newsletter	Kelly Wooden, CPPO, CPPB	Kelly.L.Wooden@Adams12.Org	(720) 972-4208
Programs	Kimberly Taylor	kimberly.taylor@state.co.us	(303) 866-5738





**KEEP
CALM
AND
FOCUS ON
PROCUREMENT**

**THE ROCKY MOUNTAIN
GOVERNMENTAL
PURCHASING
ASSOCIATION**



Visit us on the web at www.rmgpa.org

*Dedicated to Excellence in
Public Purchasing*

Rocky Mountain Regional Chapter of



**Winner of NIGP's Large Chapter of
the Year - 2006, 2009**

**Extra Large Chapter of the Year
2015, 2016!**