Letter from the President

It is hard to believe how fast the time is moving! It seems like this year seems has just begun and we are already a quarter the way through. As I look outside, the snow has melted (for now), the trees and the flowers are getting ready to bud and the birds are beginning their song all of which signal our transition into Spring. I would like to wish everyone a Happy Purchasing Month! You do so much to support your organizations throughout the year so I hope that all of you were able to celebrate.

I would like to thank the members of the Programs Committee for putting on such a great Spring Conference in Longmont which kicked off 2016 in a big way. For those of you that were able to attend, you saw a phenomenal group of speakers. The wealth of information they presented showed the hard work and dedication of our members in the aftermath of the recent fires and floods in Colorado. Many agencies are still rebuilding but remain determined to be stronger than the disasters that affected them. Our presenters showed us the time, courage, and teamwork it takes to overcome such obstacles.

One important discussion point was getting reimbursed for FEMA projects and the steps that need to be taken in order maximize your refund. We learned what we can do now to plan for disasters, what to do when you are in the midst of one and what happens in the days, weeks and months following. Keith Ashby is writing a series of newsletter articles on the topic. Look for “Preparing for the Unexpected: What Procurement Can Do Now” on page 6.

We have to remember that from disaster comes opportunity and what we learn through adversity only makes us stronger. When we work together, there isn’t anything we can’t get through and the members of RMGPA prove this every day.

I want to give a big shout out to the NIGP chapter from the State of Washington who joined us at the conference through Google Hangouts. The members of the disaster panel answered questions from Washington reminding us that all states have issues that match our own and we can learn from each other no matter how near or far we are. Thanks to all of you that attended this conference.

The year just started but we are looking forward to summer. Not only is our conference just around the corner, so is NIGP Forum in National Harbor, Maryland. Are you planning on going to this awesome event? If so, register now! NIGP is offering a discount of up to 15% to members who register as a group through their NIGP chapter. The discount is available to full conference registrations only and to those members that are both Chapter and National Members. Take a moment to visit RMGPA’s website and register by April 28th in order to take advantage of this opportunity. Don’t worry, your registration confirmation and information will be sent to you directly from NIGP. If you are not a member of NIGP, it’s not too late. You can sign up now and choose RMGPA as your chapter.

Enjoy Spring!

~Skeet
RMGPA 2016 Spring Conference Recap
Submitted by Kimberly Taylor, 2016 RMGPA Programs Co-Chair

The RMGPA conference season got off to a great start with this year’s Spring Conference. Located in a lovely little area of Longmont, the Longmont Museum and Cultural Center played host for our event. A modern and light filled building, it was the perfect location in which to hold our conference. Our theme at RMGPA this year might be celebration but the overall conversation at this event was emergency and disaster preparedness.

The day started out with Harold Dominguez, the City Manger of Longmont, discussing the importance of procurement in the government level, especially during a natural disaster such as the floods of 2013 that the City of Longmont experienced firsthand. After our warm welcome from Harold, we had our awards ceremony and a big hello from Skeet McCracken, this year’s RMGPA president.

Curt DeCapite got things off on a roll with the awards ceremony for Buyer of the Year and Manager of the Year. This year’s Buyer of the Year went to Valerie Scott, our hard working Vice President, with the City of Longmont. The Manager of the Year was none other than Molly McLoughlin, our Past President! Congratulations ladies!

Our first panel was a presentation on the lessons learned from long-term disaster recovery, focusing on the floods that have hit Colorado in recent years. We learned the seriousness of audits in these situations and the taxing reimbursement procedure. Be sure to keep all your records on file be vigilant in staying abreast of the latest federal requirements.

Next up was Keith Ashby and Lt. Nathan Fogg, both from Arapahoe County, who discussed how to prepare for a potential emergencies including trainings that your internal customers can take inside as well as lists and books to have when disaster strikes. See Keith’s article “Preparing for the Unexpected: What Procurement Can Do Now” in this newsletter for more information.
RMGPA 2016 Spring Conference Recap

We were fortunate to have the State of Washington join us as we continued our unprecedented chapter collaboration through Google Hangouts. We hope that the interaction and sharing of ideas and experiences will benefit the member of their chapter if they are ever faced with a disaster.

After a brief business meeting we broke for a lovely, sunny lunch, that included cupcakes to help us celebrate our 35 years of RMGPA!

After lunch, breakout groups enjoyed several different presentations ranging from body cameras in the industry today, CDOT bid opening procedures, and how Colorado PTAC can assist procurement professionals find small businesses within their community.

Skeet finished the conference off then bid everyone farewell to enjoy the sunny ride home.
At the 2016 Spring Conference in Longmont, we recognized the contributions of our 2015 RMGPA volunteers. Without the dedicated individuals who lend their time and talent to the association, we would not be able to offer our membership:

- Education, professional development opportunities, and scholarships
- Member recognition and awards
- Conferences and trade shows
- Communication on our website, social media, newsletters, and e-mail
- Information about pending and new legislation
- Elections and surveys
- Memorialization of RMGPA activities with photographs and document preservation

This year, we are promoting the concept of episodic volunteering. We often need help for specific projects or tasks rather than requiring a year-long volunteer commitment. I invite members to contact me if you want to get more involved, but aren’t certain how to get started or are concerned about the time commitment. We can discuss your interests/talents, how much time you can commit, and match you with a task, committee, or special project.

Below are the members who chaired a committee and/or volunteered with RMGPA in 2015. Thank you for donating your time to RMGPA:

**AWARDS COMMITTEE**
Curt DeCapite, 2015 Chair
Brenda Gordon
Ken Lavey
Mandy Zila
Mary Jablonski

**BUSINESS ADVISORY COMMITTEE**
Pete Toth, 2015 Chair

**CHAPTER ENHANCEMENT COMMITTEE**
Roman Hernandez, 2015 Chair
Traci Burtnett
Bill Oliver

**COMMUNICATIONS COMMITTEE**
Tim Wellman, 2015 Chair

**EDUCATION / PROFESSIONAL DEVELOPMENT COMMITTEE**
Diana Cantu, 2015 Chair
DeeDee Case
Cheryl Dye
Leo Fautsch
Jennifer Nellis
Michelle Ratcliff
Kristen Spicola
Christine Weber
Diana Wilson
Sherri Gibson

**ELECTIONS COMMITTEE**
Linda Meserve, 2015 Chair

**HISTORIAN COMMITTEE**
Vera Kennedy, 2015 Chair

**LEGISLATIVE COMMITTEE**
Karen Picariello, 2015 Chair
Cindy Lombardi

**MARKETING COMMITTEE**
Farrah Bustamante, 2015 Chair
Shannon Sprague

**MEMBERSHIP COMMITTEE**
Patricia O’Neal, 2015 Chair
Barbara Hauptli

**NEWSLETTER COMMITTEE**
Marcia Seiben, 2015 Chair
Kelly Wooden
Kathleen Budd

**PROGRAMS COMMITTEE**
Valerie Scott, 2015 Chair
Adela Gain
Barbara Hauptli
Beth Hewes
Greg Draughon
Kimberly Taylor
Linda Oullette
Pam Smith
Steve Boyd
Toi Matthews
Vera Kennedy
**Curt’s Corner**

Submitted by Curt DiCapite, CPPB

One year as a board member and 30 years as an RMGPA member. This must read article comes to you with some knowledge (I use that word loosely in my case) and some good ole fashioned BS about sharing. What is BS? It could be Buyer Savvy or Business Solutions or even The Boss, Bruce Springsteen. If you have ever met me, you know what it really stands for (especially if you have seen my presentation/sessions at conferences).

RMGPA - this group of professionals from all parts of the state and region have more experience that I would not even begin to BS about. Each individual of this chapter, tall of short (no wise cracks on height please), sturdy or skinny, blonde or bald (and 2015 NIGP extra larger chapter of the year, I might add) has an unlimited pool of wisdom waiting to be shared. The more involved you are, the more you will share (hopefully), the better off you will be, the better your agency will be and the better off the folks you are networking with will be. Networking includes meeting our peeps after the conference day has ended...sometimes (more like often) it involves drinks, dancing and ugly sweater contests. (Congrats to Diana Wilson for having the most hideous sweater at Winter Conference. Holy cow did you guys see it??) What else happens at conference while drinking and dancing is for another article, one that I am sure will be censored. Or to protect the innocent, we will practice the adage, “What happens at Conference, stays at Conference.”

Back to networking. It means sharing. And sharing is the key word of this article (networking being synonymous with sharing...or is it homonymous?). Most of us have familiar experiences and yet we all have instances that are unique. So we share...Lessons learned from others that make us better professionals. How to handle contractors, what to say or not to say. How to promote purchasing/contracting in our various agencies. Dealing with coworkers, subordinates and superiors, and an all-time favorite...dealing with the politics (now that could mean BS).

Come to think of it...this article has very little BS. Nothing but facts and insight vital for the betterment of you and your agency. I love sharing, we all do. Sharing what we have learned from years of experience...from sharing documents and the knowhow in creating and managing solicitations, to sharing the fun encounters we have with vendors, the public and politicians. The information is endless. *Your* information is endless. See no BS.

What am I enforcing and what did you learn today? Sharing...it’s what makes you, RMGPA and NIGP great! So in the immortal words of Nike...Just Do It!

P.S. An article regarding insight to conferences other than this stuff is possibly forthcoming. I can't promise anything because, depending on the feedback, this might be my last article.
Preparing for the Unexpected: What Procurement Can Do Now

Submitted by: Keith Ashby, NIGP 10 Representative

In the wake of the recent disasters in our state, planning for an emergency is something that local government agencies are beginning to think about, but some do not know who should be included in this preparation. One thing that all purchasing officials should know is how they fit into that equation. The first step in this process is to get the appropriate training and resources lined up.

There are on-line as well as face-to-face classes that can help prepare purchasing officials understand what their role is and what will likely be expected from them when their agency declares an emergency. A good starting point is the National Incident Management System (NIMS) training. The NIMS Training Program is intended for emergency management officials and administrators responsible for budgets, planning and procurement, who require guidance on the development and provisions of NIMS training. NIMS provides a consistent nationwide framework and approach to enable government at all levels, the private sector and nongovernmental organizations (NGOs) to work together to prepare for, prevent, respond to, recover from and mitigate the effects of incidents regardless of the incident’s cause, size, location or complexity.

Consistent application of NIMS lays the groundwork for efficient and effective responses, from a single agency fire response to a multiagency, multijurisdictional natural disaster or terrorism response. Entities that have integrated NIMS into their planning and incident management structure can arrive at an incident with little notice and still understand the procedures and protocols governing the response, as well as the expectations for equipment and personnel. NIMS provides commonality in preparedness and response efforts that allow diverse entities to readily integrate and, if necessary, establish unified command during an incident.

On-line Course Offerings:

- IS-100: Introduction to the Incident Command System. Introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training

- IS-200: ICS for Single Resource Initial Action Incidents. Designed to enable personnel to operate efficiently during an incident or event within the Incident Command System (ICS).

- IS-700: National Incident Management System. Provides a consistent nationwide template to enable all government, private-sector, and nongovernmental organizations to work together during domestic incidents.

- IS-800: National Response Framework, An Introduction. Introduces participants to the concepts and principles of the National Response Framework, and focuses on areas of the response doctrine established by the National Response Framework.
In Class Offerings:

- ICS-300 Intermediate ICS for Expanding Incident
- ICS-400 Advance for Command and General Staff

These two day in-person courses cannot be taken until you have successfully passed the IS-100, IS-200, IS-700 and IS-800.

The NIMS Training Program outlines responsibilities and activities that are consistent with the National Training Program, as mandated by the Post-Katrina Emergency Management reform Act of 2006.

In the next issue I will outline a real-life example from Arapahoe County including:

- Where we were
- Where we are
- What we did
- How we did it

### NIMS TRAINING PYRAMID

- **ICS-400**
  - Command & General Staff
  - EOC Managers

- **ICS-300**
  - Division/Group Supervisors
  - Branch Directors
  - Strike Team/Task Force Leaders
  - EOC Staff

- **IS-800**
  - Area Command Functions
  - Multiagency Coordination
  - Leadership

- **IS-200**
  - Tactical Level Management

- **IS-100**
  - Command & General Staff
  - EOC Managers

- **IS-700**
  - Unit Leaders
  - Single Resource Leaders

- **Responders**
Body Camera Initiatives Require Careful Consideration
Submitted by: Brian Louderback, Insight, ips.insight.com

If there isn’t a video, how can we really know what happened? This question – with all of its implications about trust and credibility for law enforcement agencies – is behind growing calls from the public for use of body-worn cameras in routine policing. In response, as many as one-third of agencies nationwide are actively planning camera programs; many have already implemented programs or are conducting pilots.

News stories show the use of body cameras by police departments is increasing across the country and data shows the camera programs make a difference in officer interactions with the public.

- In a year-long experiment, the Rialto, CA Police Department saw a 60% drop in use-of-force incidents, and complaints about officer conduct declined by nearly 90%.
- In Phoenix, information from officers suggested a number of citizen complaints were not pursued because the incident was recorded on video.
- Chiefs in agencies that have implemented body cameras, such as Oakland, CA, indicate officers and citizens exhibit better behavior when they are aware they are being recorded.

“Although we had already been exploring the use of body-worn cameras, like most departments, the events that unfolded in Ferguson and Baltimore prompted us to consider it more vigorously,” says Sgt. Brian Turner of the Jackson, TN Police department. “We saw the need for an unbiased witness what would free officers from frivolous complaints of wrongdoing. We also believe a body camera program can protect citizens by substantiating complaints of policy infractions.”

Agencies looking to implement body cameras need to carefully consider the policies, technology infrastructure and operational decisions necessary for an effective program. Developing these key strategies is important even before conducting a pilot program.

The first strategies should focus on how, where and when the cameras will be used by officers. In addition, agencies will need to determine how to store, manage and protect the integrity of all video files produced by those cameras. It’s important to identify the right technology infrastructure from the start so an agency is not stuck in a solution that will create problems in a few years, especially for storage capacity and ongoing operations.
The Awards Committee is proud to announce the following awards for Buyer of the Year and Manager of the Year presented at the 2016 Spring Conference in Longmont. Congratulations to both very deserving individuals.

RMGPA 2015 Buyer of the Year...Valerie Scott
- Began in public procurement in 2010
- NIGP and RMGPA member
- Served as Programs Chair and Co-Chair
- Degree in economics from CSU
- CPPB Certification
- Currently works for the City of Longmont
- Host Committee volunteer at 2014 NIGP Forum
- Has been a guest panelist for NIGP

RMGPA 2015 Manager of the Year...Molly McLoughlin
- Began in public procurement 2006
- NIGP & RMGPA member
- Accolades from her peers and supporters
- Tirelessly brings professionalism, inclusivity, innovation, leadership and a magnanimous personality
- Stellar reputation at her agency as recognized with many promotions
- Has built a strong network of collaboration with other professionals within various organizations.
- Characterized as unstoppable in her pursuit of ways to improve processes and achieve better results
- Currently works for Boulder Valley School District
Awards, Rewards & New Members

2015 RMGPA Volunteers

2015 RMGPA Reward Recipients

2015 RMGPA New Members
Fady Elsegeiny is RMGPA’s 2016 Marketing Committee Chair and has been serving in this role since the beginning of the year. He has learned a lot about his responsibilities in the short time since he has taken over and enjoys the opportunities and challenges it presents. Fady believes RMGPA has incredible potential and being part of that is very exciting.

Fady’s procurement journey started when he was hired as the assistant to Colorado State University’s Procurement Director. The Director took Fady under his wing coaching and training him on the various facets of the procurement field. This training continued with the next Director as well and shortly thereafter, Fady was promoted to Procurement Agent with CSU, a position he has had 2 years. Primarily handling facilities and construction related procurement, Fady also provides backup support to his colleagues for all other commodities. Construction procurement has been challenging for Fady because of the number of players involved and many interpretations of how to complete a project there are. He often finds that in this type of procurement, he takes on the role as mediator. Making sure everyone is on the same page and maintaining seamless communication throughout the entire process is key to its success. Fady enjoys working for CSU and loves how progressive the student body is. He looks forward to seeing the development of the business culture there.

While there are many diverse purchases required at a university on a daily basis, one of the most interesting ones that Fady has been involved with is buying bull semen for the CSU Vet Teaching Hospital. This isn’t something you can just buy on Amazon or through a catalog and it through Fady for a loop. He typically likes to research the market to justify the cost of purchases so he wound up venturing into an industry he knew little about. Fady quickly realized what a huge market there was in animal semen. He had no idea.

When asked about recent accomplishments, Fady joked that every time he posts a Sole Source and it isn’t challenged it’s an accomplishment. He is also looking forward to testing for his Certified Professional Public Buyer (CPPB) designation in the future. Outside of work, Fady can be found outdoors, typically hiking and creating bon fires (legally, of course).

Fady shared that he has learned an incredible amount about the procurement profession in the short time he has been involved in it, and with the help of RMGPA and his peers, he hopes to learn even more in the years to come.

Thank you for Fady for serving in the role of RMGPA’s Marketing Chairperson!
Communicating With Our Members
Submitted by: Molly McLaughlin, Past President & Communications Chair

The RMGPA website is chock full of great ideas, training opportunities and resources that will help you not only in your day-to-day work but also in career planning.

COURSEWORK TRACKING
You can track your CEUs under to the Member Profile/History section of the RMGPA website. This feature provides you the opportunity to upload non-RMGPA related records for classes and seminars to your membership profile. The addition of records not generated automatically by our website includes storage of points/hours and generates a certificate as well. Your uploaded records and certificates will display in your member profile and show as recertification points and/or CEU’s. Use this feature to keep all of your professional training and service hours in one place.

MEMBERCONNECT
MemberConnect is just one of the valuable services that come with an active RMGPA membership. This mailing list server allows you to submit purchasing-related questions or issues which are then transmitted via email to other members on the mailing list via a single email address: MemberConnect@list.rmgpa.org. You can get onto the listserv to send or receive these emails by visiting http://www.rmgpa.org/insidepages/connect/index.cfm. This is a great opportunity to virtually network with other RMGPA members to get resources, assistance, and answers to help you do your job more effectively and efficiently.

SPECIFICATIONS LIBRARY
Looking for help with a solicitation? Do you want to know how other agencies structured a bid? Don’t forget about the RMGPA Specification Library! Specifications are loaded into the library throughout the year and all active members of RMGPA have access. All you have to do is go into the website and select a category you’re looking for help with. Whether its a common procurement or a new and unusual one, make this your first stop in the research process. This helpful tool allows our members to share their knowledge and hopefully make your job easier. You can get to the Specification Library by following this link: https://www.rmgpa.org/insidepages/speclibs/index.cfm
3 Ways to Save on 2016 NIGP Forum Registration

Attending the annual NIGP Forum is an invaluable opportunity to grow as a public procurement professional, network with NIGP members from other chapters throughout the U.S. and Canada, and connect with NIGP leadership. There are a few ways to save on registration:

1. **Group registration through RMGPA.** NIGP is offering up to a 15% discount to Members that register as a group through their NIGP Chapter. This discounted rate is only available for the FULL CONFERENCE PACKAGE and to members that are both a chapter and national member.

   To realize the discount, members must register at this discounted rate through the RMGPA website. Registrations will then be submitted together at the same time with one form of payment to NIGP. Sign up on the RMGPA website by clicking here. You may also access the group registration by going to www.rmpga.org, clicking “SHOW ALL EVENTS” under the Upcoming Events heading on the home page, and clicking the event link “NIGP FORUM (GROUP DISCOUNT)”. Registration under the RMGPA group discount closes Thursday, April 28, 2016 at 5:00 PM.

2. **Student Members.** Student members are eligible for complimentary Forum registration, which allows access to all Forum educational sessions at no cost. Tickets must be purchased for meal and social functions. Advance purchase of tickets is encouraged as a limited number may be available on site. Student is defined as “Individuals enrolled part-time or full-time in an accredited community college, college or university and actively pursuing an undergraduate or postgraduate degree in business or public administration, public purchasing or materials management, or related field of study. Student members must be unemployed or employed on a part-time basis consisting of less than twenty-one hours per week.”

3. **Retired Members.** Retired NIGP members are eligible for complimentary Forum registration, which allows access to all Forum educational sessions at no cost. Tickets must be purchased for meal and social functions. Advance purchase of tickets is encouraged as a limited number may be available on site. “Retired” shall be defined as “retired from a public purchasing organization with full retirement benefits and neither self-employed or employed in the public or private sector.”
NIGP Webinars

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

April 13 12:00 pm MT  How to Create a Competitive NIGP Awards Submission

May 18 12:00 pm MT  The Ins and Outs of the Uniform Grant Guidance for Governments

Webinars are 60-70 minutes of information followed by a Q&A session. All registrants receive a certificate of completion and one contact hour for attending.

Register for the above webinars by clicking on the link or going to www.NIGP.org.

Upcoming Training Opportunities

GET WHAT YOU NEED THROUGH SUCCESSFUL NEGOTIATION STRATEGIES

May 19 - 20, 2016  8:00 am - 5:00 pm
Jefferson County School District R-1
809 Quail Street, Bldg. # 4
Lakewood, Colorado 80215

WAREHOUSE INVENTORY CONTROL

Jun 16 - 17, 2016  8:00 am - 5:00 pm
Jefferson County School District R-1
809 Quail Street, Bldg. # 4
Lakewood, Colorado 80215

STRATEGIC PROCUREMENT PLANNING

Jun 22 - 24, 2016  8:00 am - 5:00 pm
Jefferson County Courts and Administration Bldg., (The Triplex)
100 Jefferson County Parkway
Golden, Colorado 80419

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

<table>
<thead>
<tr>
<th>POSITION</th>
<th>OFFICER</th>
<th>E-Mail</th>
<th>PHONE</th>
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</thead>
<tbody>
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STANDING COMMITTEES

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