





#### Inside this issue:

Letter From the President

2017 NIGP Forum	2
RMGPA 2017 Summer Conference	3
RMGPA 2016 Distinguished Service Award	8
The Value of Professional Certification	9
News from the Communications Committee	10
Contracting for Charter Schools	12
What's Happening with Chapter Enhancement?	14
How Can You Get "Better" Solicitation Responses?	15
It's All About the People	17
Become a Member of RMGPA	19
Spotlight on Member	20
Solving a Common Challenge	21
Getting to We	23
Social Media and RMGPA	24
Social Media in Public Procurement	25
Beginning With the End in Mind	27
Professional Development	28
UPPPC Certifications	29
Congratulations & Welcome	30
Training Opportunities	31
Dear RMGPA	32
2017 Board of Directors Strategic Plan	33
2017 Board of Directors	34

## The Rocky Mountain Governmental **Purchasing Association**

## **Rocky Mountain High Notes**

APR-JUNE 2017

## LETTER FROM THE PRESIDENT

Submitted by Valerie Scott, CPPB

We are halfway to the finish line for 2017 - where does the time go? So much has been accomplished this year, and there are many exciting things yet to come.

You may be familiar with the RMGPA theme for this year, but to recap, it is "T.E.A.M." - talent, engagement, access, and mentorship. The first quarter's focus was talent. I proposed that we spend more time investing in and sharing the skills that come naturally to us and seeking support from one



another in the areas where we struggle. For the second quarter of the year, I encouraged us to embrace the concept of engagement. There are many ways to engage with RMGPA - from attending classes and events to volunteering on a committee.

Now onto the third quarter's focus: access. One of the most valuable tools RMGPA provides its members is access to resources and tools for professional success. A number of these resources are available through our website, www.rmgpa.org. In addition to providing general information about our organization on the website, we have tools to empower all members to take charge of their careers. Some of the tools include:

- A specification library
- Presentations and handouts from past conferences
- A member profile area to help you track your activities and keep your information up-to-date
- A member directory so you can keep in touch with all the great people you meet at RMGPA events

We also strive for RMGPA to be an accessible network of professionals. I take calls and emails almost daily from people both in and out of our chapter. The Board is always open to hear your ideas, feedback, and questions. While all of us are volunteers with other full-time obligations, serving the members of RMGPA is the Board's purpose.

If you are heading to Forum and did not sign up through RMGPA, please send me an email (president@rmgpa.org) so we can get connected and possibly schedule a group dinner or photo. If you are not attending Forum, I look forward to connecting with you at a future RMGPA event. The Chapter Enhancement Committee and Programs Committee have been hard at work planning the Reverse Vendor Trade Show and Fall Conference, both coming up in September. I hope to see many of you at one or both of those events, and I hope you all have a wonderful, safe summer!

#TEAMRMGPA Valerie Scott, CPPB 2017 RMGPA President

## 2017 NIGP Forum

#### Submitted by: Keith Ashby, RMGPA Vice President

We are just over a month away from the start of the 2017 NIGP Forum and I hope you are looking forward to it as much as I am. This year we will be at the foot of the beautiful Wasatch Mountain Range in Salt Lake City, Utah. Nicknamed the Beehive State, it's an appropriate place for a NIGP conference. The beehive is a



symbol of hard work and industry and no one can argue how hard public procurement professionals work on a daily basis.



Salt Lake is at 4,330 feet, which should not be a problem for RMGPA members making the trip (you may want to challenge a lowlander to a race since the altitude won't affect you). The city is situated on land once covered by prehistoric Lake Bonneville. With an elevation rising from 2,200 to 4,200 feet, this ancient lake existed within portions of Utah, Nevada and Idaho. We should expect temperatures in the mid 70s so leave your hats and gloves at home. You can come back and enjoy skiing Park City another time.

So far, 870 people have registered for Forum and NIGP expects that to rise to at least 1,000 over the next month. This will be a record breaking year for the Product Expo with 307 companies

already committed and additional sales pending. You'll have an opportunity to interact one-on-one with suppliers and receive hands-on experience with the latest products and services available to public agencies, school districts, and higher education.

The keynote speakers will surely not disappoint. Ranging from millennials to baby boomers, the speakers will educate, inspire, and motivate. You aren't going to want to be late for any of them. For schedules and sessions, go to <a href="http://nsite.nigp.org/2017annualforumandproductsexpo/new-item6/keynote-speakers">http://nsite.nigp.org/2017annualforumandproductsexpo/new-item6/keynote-speakers</a>

It's not too late to register. Visit <a href="http://nsite.nigp.org/2017annualforumandproductsexpo/home">http://nsite.nigp.org/2017annualforumandproductsexpo/home</a> for more information on Forum or to get yourself signed up.

If you will be taking the train to Salt Lake City with the other RMGPA members, please send me your name, the name of the hotel you'll be staying in while at Forum, and where you will be picking up the train, Denver, Glenwood Springs or Grand Junction. I am arranging transportation from the train station to the hotels for you.

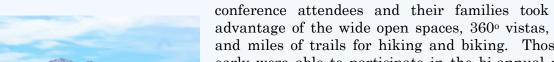
If you are traveling by train, please take pictures and send them to me so that we have a record of this wonderful experience. For members that will be



boarding the train at Union Station, note that you need to be at the station at 6:45 to check your luggage. I would like to take some time before we leave for a photo op to commemorate the start of this memorable journey.

## Submitted by: Jim Walker, Programs Committee Chair

This year RMGPA members got together on June 8 & 9 at the Inn at SilverCreek in Granby, Colorado for the annual Summer Conference. In the heart of Grand County,



and miles of trails for hiking and biking. Those who arrived early were able to participate in the bi-annual meeting of the Rocky Mountain E-Purchasing System Users Group.

After a delicious and hearty breakfast, we kicked off the first day with a general session presented by Donna Massari of The Forefront Group. Donna discussed an innovative topic, Getting

to We. Unlike traditional

negotiation, this strategy features a five-step approach to negotiating a relationship with suppliers where everyone wins. After a short break, David Nash, CPPO, CPPB, spoke to the group on the basics of proper contract administration.

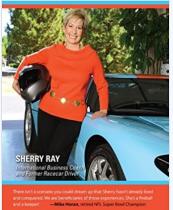
Once lunch was over, attendees were given three options. Donna and David each offered a breakout session, as did Past President Skeet McCracken. Donna explored seven sourcing business models, while David led participants on how to write spectacular specifications. Anyone who is looking towards a



CPPB or CPPO was given the opportunity to attend Skeet's ever-popular certification review. When the conference adjourned for the day, music, food, and drinks were waiting at Harry Lemons Bar &

accompanied by the sizzle of sirloin steaks and barbequed chicken. Even the heckling from a resident robin couldn't deter the party.





The conference wrapped up on the final day with an entertaining session presented by Sherry Ray of Ray Consulting. Sherry delivered a light-hearted talk on taking the fear and anger out of conflict. Her many personal stories of while driving race cars and of developing her consulting business left the audience laughing while thinking how to implement her tools in their own situations.

Grill. Everyone enjoyed a summer cookout featuring Jim O'Neil on guitar

Mark your calendars to attend our next conference on Friday, September 8<sup>th</sup>. Aurora Public Schools Professional Learning Conference Center (PLCC) will be our host for what is sure to be another educational, funfilled day.

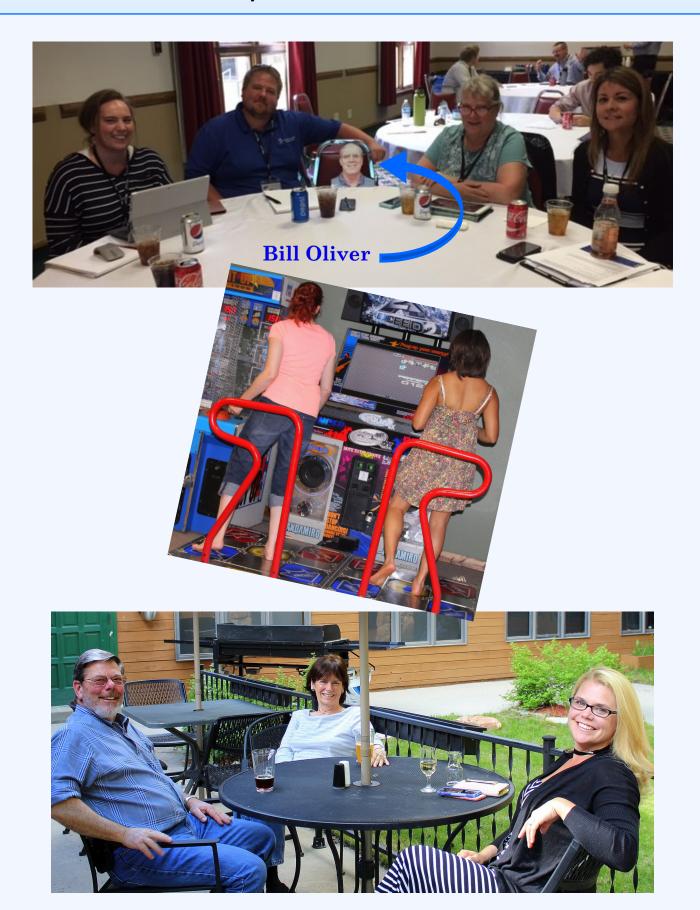
























## **RMGPA 2016 Distinguished Service Award**

Submitted by Curt Decapite, Awards Chair

Insight into...

## RMGPA'S 2016 Distinguished Service Award Recipient



Where do we start? How about at the very beginning? Kristen Spicola joined RMGPA in 2007 and became a national NIGP member in 2008. In 2013 she served as our Vice President and then President in 2014. Kristin played a major role leading the Chapter of the Year Task Force in 2015 and we were awarded Extra Large Chapter of the Year as a result of her leadership.

Kristin's many accomplishments include:

- ★ 2013 NIGP Young Professionals Council
- Outstanding Woman of 2013 for the Pueblo City Council Library District
- ★ Past President of the Junior League of Pueblo
- ★ 5-year member of the Greater Pueblo Chamber of Commerce Parade
- Pueblo Downtown Association Promotions Committee and Facebook Coordinator

Kristin worked tirelessly during her time with RMGPA to innovate and bring people together. Although she's moved into a new role with her career, Kristn will always be a part of our RMGPA family.





## The Value of Professional Certification

#### Submitted by Darin Matthews, FNIGP, CPPO, CPSM



I had the pleasure of speaking with the RMGPA membership at their Winter Conference a few months ago. Among the things we talked about was the value of professional certification. As I shared in my remarks,

certification can benefit the individual, their organization, and the procurement profession as a whole.

When somebody finds a career field that is rewarding and interesting, they often pursue a certification program aligned to that profession. This is the case with project management and the Project Management Professional (PMP), accounting and the Certified Public Accountant (CPA), real estate

and the Certified Residential Specialist (CRS), and countless other professions. The unique letters listed after the name on a business card quickly identifies the person as knowledgeable and qualified in their line of work. Public procurement professionals would be wise to take note of this trend.

For buyers and purchasing managers in the public sector, the most relevant certifications are the Certified Professional Public Buyer (CPPB) and the Certified Public Procurement Officer (CPPO). While they are most common in the United States and Canada, they are recognized by colleagues around the world as premier designations. Each program requires a certain amount of experience and education, as well as dedicated study and a successful examination. Many individuals in public procurement hold both certifications, which is a powerful combination.

So why get certified? First of all, it will show your colleagues and suppliers that you are serious about public procurement. It not only demonstrates your commitment to the profession, but also your knowledge. Having your customers and suppliers see your certificate on the wall tells them you know what you're talking about.



It can also pay off. Numerous studies have shown that certified professionals in procurement and supply chain make more money than their non-certified counterparts. It can also make the difference in job selection and possibly help you achieve that higher level position you've been seeking. Many



agencies in the US offer financial bonuses and pay raises to employees that earn a certification.

To me, it is like having a registered architect or certified software engineer on your team. The knowledge and experience demonstrated by a CPPB or CPPO reflects positively on your organization.

The procurement profession also benefits. As more and more members become certified, the credibility and recognition of the certification only increases. Achieving certification is absolutely a win-win.

My professional certifications have opened a lot of doors for me, and for that I am thankful. Even after 25 years as a CPPO, I still proudly display the certificate on my wall. I encourage my colleagues in RMGPA to learn more about professional certification and decide which program is right for you.

Certification? It's an investment in yourself that will always pay off!



## **News from the Communications Committee**

Submitted by Molly McLaughlin, Communications Chair



## 4 Shortcuts for Navigating Our Website

It happens to everyone – we forget our user name or password, get stuck on how to register online for a meeting, or need a little guidance renewing our membership.



To make things easier, here's a handy "how to" tip sheet with timesaving steps for the most common tasks you'll perform on our website:

- Review and update your member profile
- Reset a forgotten user name and/or password
- Register online for meetings and events
- Become a new member or renew your current membership



<u>Download</u> it <u>here</u> and if you need further assistance, email us at <u>info@rmgpa.org</u>.

# TIPS FOR USING www.RMGPA.org

## Using our website is <u>easy!</u> Here are shortcuts to 4 common tasks:



## Important: Review your member profile and keep it up to date

- Ø On the home page under Member Services, click "Review/Update Your Profile."
- ♂ Review and update your login, password, email address, employer and personal contact information.
- Click on tabs at the top of your profile to register for meetings, renew membership, add certifications, join committees and more.
- Ø Don't forget to click "save" where indicated!

## Forgot your user name or password?

- Ø On the home page under Member Services, click "Review/Update Your Profile."
- You'll receive an email linking you directly to your member profile where you can enter a new user name and/or password.

#### Register online for meetings and events

- ♂ On the home page under Upcoming Events, click "details" to go to a meeting's information page.

#### Become a new member or renew your current membership

- Click Membership at the top of the home page.
- New Members: click "Join Online" next to your membership level in the first chart. Fill out the online form to create your member profile and complete registration.
- ✓ Current Members: click "Renew Online" next to your membership level in the second chart. Sign in with your user name and password to complete your renewal.

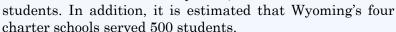
Questions? Email: info@rmgpa.org

## Contracting for Charter Schools - A Growing Phenomenon

Submitted by Ruth Smith, Colorado Springs School District 11



Charter Schools are a growing phenomenon, nationwide. In the 2016-2017 school year, 238 charter schools in Colorado served nearly 115,000



Does your district authorize charter schools and develop and manage those contracts? If so, what are key points you need to know?

- Since 1993, charter schools have been a part of Colorado's public school systems. Colorado was the third state in the U.S. to enact a charter school law. Wyoming passed their charter school law in 1995.
- Charters serve public school students and receive taxpayers' dollars for those students; charters are tuition-free.
- They support an integral part of each authorizing district's choice portfolio.
- The Charter Schools Act's intent was to create education reform and differentiation, to help fit the needs of individual pupils and to help all students learn. Charter schools allow greater innovation, alongside heightened accountability for student achievement.

School districts that directly authorize charter schools must have staff who have a deep awareness of the Charter School Law, stay up-to-date on ever-changing legislative initiatives, as well as craft charter school contracts that allow charter autonomy all while maintaining accountability.

Per the Charter Schools Act (Colorado Revised Statute §22-30.5), charter schools' founding members or governing boards must respond to 18-19 different areas in their application, when they seek authorization as a new charter school. The information from those sections form the bulk of the final charter school contract, along with modifications that match any requested clarifications or negotiated agreements.

Model contracts exist but what really fits the needs of your unique charter(s) and your particular district? How do you incorporate the 18-19 critical areas in the final contract between the charter school board and the local board of education that authorizes that charter? Several important contract details must be considered:

- Contract Term/Length By law, authorize each new charter school for at least four years.
- Contracting Parties Each authorizer's board must contract with the charter school board, not with an educational management provider.
- Buybacks Detail services the charter school will be receiving from the district including how much they will pay for specific supports.
- Annual Performance Review Clearly outline the academic/achievement, financial, governance, and operations items that will be annually reviewed, scored, and reported to each charter. These review reports become foundational records for future charter agreement renewals.
- Documentation Define what must be reported to the district and/or state (e.g., website



## Contracting for Charter Schools – A Growing Phenomenon

Submitted by Ruth Smith, Colorado Springs School District 11

transparency data, testing, enrollment, retention, etc.), what those deadlines are, and what the consequences are for not appropriately sharing such information.

 Waivers – Reflect what state and district policies the charter school requests release from and received waiver approval for, as well as their rationale for doing so, and their planned replacement policies.

After 24 years of charter school growth, there are multiple types of charters:

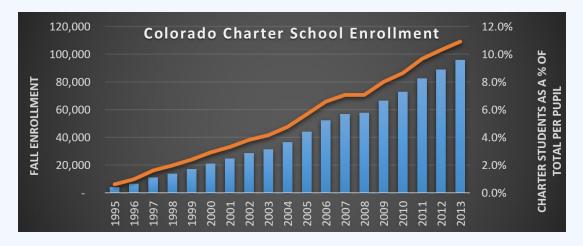
- District Charter schools authorized by and under contract with individual school districts;
- Institute Charter schools, residing within your district boundaries, authorized through the Colorado Charter School Institute/CSI, an independent Colorado Department of Education (CDE) agency, legislatively created in 2004;
- Network charter schools who share centralized management for multiple charters
- Single or multi-district online schools (not actually charters but impacting school "choice" See C.R.S. §22-30.7)

Each of these school types require specific tweaks to your ultimate charter contract or online school Memorandum of Understanding (MOU).

Charter school regulations and contracts can be complex. *Don't go at it alone*. Individuals who work for existing charter school authorizers meet at least quarterly to gain valuable insights from each other and share best practices. Some participants are your dual-hatted, fellow RMGPA members. These meetings are open to all interested districts and are coordinated through CDE's Schools of Choice and Innovation Office and the Colorado Association of Charter School Authorizers (CACSA\*).

If you need further information on charter issues or the network of authorizers, please reach out to me, Ruth Smith, Charter School Contracting Officer for Colorado Springs School District 11, 719-520-2030, Ruth.Smith@d11.org.

Wishing you well with all of your charter school-related endeavors!



\*CACSA was officially formed in May 2016. Individuals from Charter School Institute and 13 districts are part of this organization. These professionals work for authorizers that currently oversee two-thirds of the state's charter schools and approximately 70 percent of the state's charter school students.

## What's Happening with Chapter Enhancement?

Submitted by Bill Oliver, Chapter Enhancement Chair

## **2017 RVTS**

The Chapter Enhancement team is working on the **2017 Reverse Vendor Trade Show**. This year RMGPA will be partnering with the Longmont Area Chamber of Commerce at their 2017 Peak Industry Showcase event.

We are currently in the planning stage so keep an eye out in the coming weeks for more information.



## 2017 Vendor Expo

Plans are also in progress for this year's Vendor Expo which will be held in conjunction with the 2017 Winter Conference at the Embassy Suites in Loveland. Make plans to join us for this great event!





# How Can You Get "Better" Solicitation Responses? Write in "Plain English"!

Submitted by Janet Arrowood, The Write Source, Inc.

The procurement world is filled with acronyms and jargon. While you and your associates know what these terms mean, many potential bidders, vendors, and suppliers may not. Or worse, people may think they know the meaning, but

their understanding is a bit off. This misunderstanding can confuse and complicate the solicitation process and may even cause qualified bidders to pass on your solicitation.



So, what are the potential areas of confusion, and what can you do to remedy them?

First, make sure you spell out every acronym the first time you use it. Everyone "knows" NSA is National Security Agency, right? Maybe not...consider National Speakers Association, No Such Address, No Strings Attached, National [fill in the blank]

Association...you get the idea. The only exception is when an acronym is considered a word: USA, IBM, SCUBA, TV, and so forth.

Next, ensure you are minimizing or avoiding slang, jargon, clichés, and similar expressions. Take the phrase "provide transparency" as an example. What does that really mean? Do you and potential bidders, vendors, and suppliers have the same view of the meaning? Probably not. Here's another bit of slang: "The whole nine yards." Really? What does it mean? (Hint: It's NOT a football term unless a first down just shrunk by 10%!)



Another area of confusion is the use of pronouns and related words (this and that, for example). Pronouns are generic and may replace several nouns, leading to confusion and misinterpretation. Consider the following example:

This solicitation seeks a vendor to provide system services to the logistics center. This is a third-floor location without elevator access and it must take this into account to ensure it is ADA-compliant.

What does "it" refer to? The vendor? The proposal? The logistics center? The services? If the next sentence included the use of "it" and/or "this" or "that," all meaning would quickly be lost in a haze of confusion!

## How Can You Get "Better" Solicitation Responses? Write in "Plain English"!

Submitted by Janet Arrowood, The Write Source, Inc.

Next comes the "fancy" words—words intended to impress. Why write "make

utilization of" when "use" conveys the same meaning? Why write "the contract will terminate on the last day of the calendar year"

when "the contract ends on December 31, 2018" conveys the

same meaning in simple, quantified terms?

Another key tenet of writing in plain English is to use "active voice." That means using action verbs rather than "have, had, has, is, was, were..." and "must" rather than "shall." For

example, rather than write "This shall be provided by the contractor..." try "The contractor must provide..." to ensure there is no doubt who is responsible. Using active voice is the equivalent of "taking ownership," as the following example shows.

→ It was decided to terminate the project.

Versus

GRANDILOQUENT

adj. Using big and fancy

others

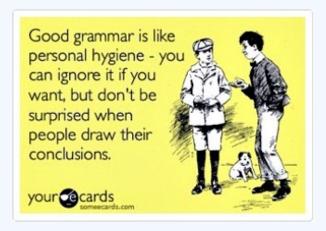
words when speaking for the purpose of impressing

→ The Project Lead decided to stop the project.

The first example is passive and seeks to deflect responsibility while impressing with big words. The second example takes responsibility and uses simple, concise words and an action verb.

Finally, make sure you are using short, concise, complete sentences (aim for 10-15 words on average) and simple paragraphs (two to six sentences, and yes, one-sentence paragraphs can be good).

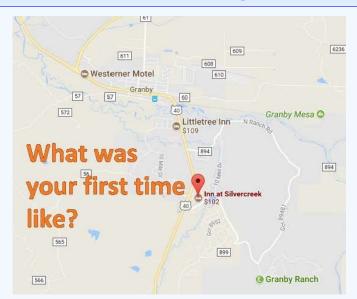
Want to write better solicitations and garner better responses? Plain English is the way to go.



Janet Arrowood is the author of Plain Language, Please: How to Write for Results [Rowman & Littlefield 2016] and President of The Write Source, Inc. She is an international trainer covering effective writing for procurement specialists, government employees, engineers, and proposal writers. She can be reached at ianet.c.arrowood@gmail.com.

## It's All About the People

## Submitted by Joshua Johnson, Purchasing Coordinator Pueblo West Metropolitan District



Like so many other first-time attendees that I had the opportunity to meet and speak with during the summer 2017 RMGPA conference,



I cannot help but argue that it is the people whom made the experience so worthwhile. Most of us work for an organization that is not perfect all of the time; maybe quite the contrary. Working long hours and doing hard-hitting work behind the scenes, rarely getting recognition for a job well done. When was the last time anyone celebrated Purchasing/Procurement on the purchase of a shiny new fire truck? If this is the "norm," then why do we do it? That's right, it's for the people we work with and the people we work for.

Held June 8<sup>th</sup> and 9<sup>th</sup> in Granby, Colorado, the Summer Conference was, for this author, a new beginning. My long-time Director, mentor, and friend was recently diagnosed with Stage 4 Pancreatic Cancer and not given much time left with his wife, children, and grandchildren. As a two person Purchasing Department, his sudden departure meant that I was thrust into his chair and had some decisions to make. One of my first, was to get out of the office for a few days to attend the conference. Having never been to Granby, I was excited by the prospect.

Upon check-in Wednesday evening, I will admit that I was somewhat...reserved about what I was getting into. From the outside, the Inn at Silvercreek was picturesque. The mountains served as a backdrop, the tennis courts in the foreground all came together to say — "welcome." Once inside of my room, things were not as glamorous. The room had no air conditioning, the window did not open, and the ceiling fan did not work (at first). The cedar-lined-walls, while rustic and practical, were almost nauseating.



At breakfast the next morning, things started to turn around. Trying to find a way into the conference center was a challenge – every exterior door to the conference center was locked – they apparently wanted us to enter from within the resort, as opposed to from the exterior where we were. It was here that



I met my first co-attendee who was also a first-timer: a Purchasing Agent for Jefferson County Library District named Ben. Over the next two days I would have many conversations with Ben and even met his wife who made the trip to Granby with him.

Over our breakfast, lunch, and breakout sessions, one thing struck me. Everyone was so welcoming. Having never met any of the people present before, it was as though we were all part of the same family; because we are. It is similar to what I experienced as a full-time firefighter/paramedic and what our

## It's All About the People

## Submitted by Joshua Johnson, Purchasing Coordinator Pueblo West Metropolitan District

military service men/women experience. We are all bonded together by our jobs, our duty to the profession, and an unspoken sense-of-self that comes from what we do. I had the wonderful opportunity to meet people from all over the state, from all forms of





Aside from the networking that is inherent in these types of conferences, the main reason I was here was to learn, and that I did. Donna Massari of the Forefront Group taught us the art of "Getting to We." In the public sector, where everyone is trying to make a name for themselves and get the biggest bang for *their* dollar, getting to "we" can be a challenge, but Donna expertly showed us ways to do just that. Once we got to the "we," David Nash spoke of how to do contract negotiations, beginning with the end in mind. The speaker that I could connect with the most though was Sherry Ray; dealing with conflict seems is something that we could all be a little bit more proficient at.

The final cherry, if you will, on top of this adventure was meeting Skeet. Taking his CPPB/CPPO test prep session helped me



(and the others) prepare for what is undoubtedly going to be the biggest challenge of my career to date. It was evident from his teaching and his expressions that he has a passion for teaching and for sharing his knowledge in the procurement world with others and this really sums up the conference.

We all come from different places, backgrounds, and levels of expertise but we are all willing to share with one another what we have and what we have learned. We are willing to meet new people and invite them to sit with us over breakfast or an evening drink. Those who have been around for a while (I'm looking at you Skeet) are willing to share what they have learned about what works and what doesn't in order to help those up-and-comers learn their way around. At the end of the day (or conference) it really is all about the people.





## Become a member of RMGPA today!

For more information, visit info@rmgpa.org or contact:

Valerie Scott, CPPB

RMGPA President
City of Longmont
350 Kimbark Street
Longmont, Colorado 80501
Phone: (303) 774-4887
president@rmgpa.org

#### **Toi Matthews**

RMGPA Membership Committee Chair CO Dept. of Transportation 4201 E. Arkansas Avenue Room 200 Denver, Colorado 80222 Phone: (303) 757-9968

Fax: (303) 757-9867 toi.matthews@state.co.us



Rocky Mountain Governmental Purchasing Association

## SPOTLIGHT ON MEMBER...

## Dan Galanaugh - CPPB, RMGPA Treasurer

Submitted by Kelly Wooden, Newsletter Committee Co-Chair

Dan first joined RMGPA in 2007 to take advantage of several seminar opportunities available at that time. He later rejoined our organization when he switched over to Purchasing at the City of Thornton. Dan took on the Treasurer role this year and enjoys interacting with the Board. He also brings relevant experience to the table from previous roles with other non-profit organizations.





Dan got his start in purchasing as a commercial estimator for a landscape and irrigation construction company. He worked in this role for five years prior to joining the City of Thornton. While he didn't do any actual buying, many of the tasks of an estimator are similar to procurement, setting the stage for his entry into procurement.

Currently, Dan works as the Purchasing Manager for the City of Thornton and has been with the City for the past 26 years. For the first 23, he served as a contract administrator, handling procurement responsibilities focusing on the City's capital improvement projects. In 2014, he transferred to Purchasing and was named Purchasing Manager later that year. In his current position, Dan enjoys getting to be part of a variety of projects. The work never gets stale and there is always something new coming his way including the current City Council's most ambitious work plan ever. The current budget

includes seven new building construction projects, in addition to their normal compliment of capital improvements. With seven new buildings in one budget year, the City has not seen this much vertical construction in the last 25 years combined!

One of the most unusual projects Dan contributed to was the new 136<sup>th</sup> Avenue Interchange on I-25. Built as a partnership between the Cities of Thornton and Westminster, Dan was the Contract Administrator for the City of Thornton at the time. This project was built at the same time that the T-Rex improvements were underway on I-25 in Denver. Dan and the rest of the parties involved worked together to address the many challenges that building a new interchange on a major interstate highway presents.

Dan achieved his CPPB in December of 2015 and he is working towards testing for the CPPO later this year. Away from work he enjoys many outdoor activities, including skiing, golfing and fishing. Dan is also an avid bowler, currently carrying a 213 average, with five perfect games (score of 300) in his lifetime. Way to go Dan!

Thank you Dan for taking on the role of RMGPA's Treasurer and for all of your contributions to the organization and the purchasing profession!







## **Solving a Common Challenge:** Buying cooperatives help government agencies, school districts and nonprofits do more with less

Submitted by Michelle Phelps, Program Manager—US Communities

Today's challenges are real. Government agencies are faced with cumulative budget shortfalls, school funding has been cut, and donations to non-profits are at an all-time low. Add to the mix, the challenge of trying to do more with less.

an public have proven

The good news is that those who serve the American public have proven they are willing to do whatever it takes to preserve public safety, education, and quality of life. There is no better time to show off the ability to streamline efficiencies and run departments more effectively with the resources at hand.

One of the easiest ways for government agencies and educational institutions to do more with less is by utilizing competitively-solicited contracts through a national government purchasing cooperative program like U.S. Communities. Just as warehouse retailers save consumers money by buying in bulk, these purchasing

alliances unite the collective buying power of governments, schools, and nonprofits from across the country. By joining forces, they gain the ability to purchase the same goods and services for less money.

Purchasing cooperatives hold their supplier partners to a specific set of commitments providing the best value to participating agencies. This means a small school in Colorado can pay the same price for a new playground solution as a large government entity. Same product, less money. This is true for the purchase of a new chair as well as full turnkey solutions such as implementing a document management and mailroom solution.

By doing more with less, agencies that utilize cooperative contracts are able to attain improved operating results (IOR) and achieve efficient, fiscally responsible results. This can often save agencies thousands of dollars, and sometimes even more. For example, a city with a population of over 50,000 conducted their own RFP process and signed a 3-year electricity contract amidst a run-up in

market rates that were heavily based on projections for colder weather that year. When the current contract was expiring. the City opted to engage the services of an energy company and their national cooperative purchasing contract to coordinate the procurement of the upcoming electricity contract. With the new contract, the City will see an overall estimated term savings of close to six million dollars. In addition, because the City is under contract with the GLO, additional savings will be achieved by not paying Gross Receipts Taxes and PUC Assessments normally paid if the City contracted with any other supplier. This leads to a total estimated annual

savings of over \$1.2 million.

Through a cooperative contract with Acro Service Corporation, Maricopa County, Arizona was able to implement a total solution approach for their staffing needs. This new program delivered an immediate ten percent savings on all new departmental placements, which will result in \$150,000 annualized savings (and another \$125,000-plus in savings as original higher priced vendor naturally transitioned out of the program). In addition, this new strategy provides faster access to more qualified candidates and reduces the recruiting losses due to the background investigation. Not only did Maricopa County

## **Solving a Common Challenge:** Buying cooperatives help government agencies, school districts and nonprofits do more with less

Submitted by Michelle Phelps, Program Manager—US Communities

save money through this cooperative purchasing contract, but solved an important business need.



While this may sound too good to be true, it is important to note that all national government purchasing cooperatives are not created equal. Before working with a cooperative to use their contracts, consider these points:

- Trust those who have walked the walk. Are contracts being solicited by lead public agencies that understand the unique needs of governments, schools ,and nonprofits or by a third party who is further removed from today's most pressing issues facing the public sector?
- Ensure best value. Don't take someone's word for it. Do your research and make sure the pricing offered is the best available. The contract should guarantee a "best value" commitment. Regular internal and third-party audits are also recommended to ensure compliance with contract pricing, terms and conditions.
- **Contract Benchmarking.** Benchmarking is another valuable tool to validate best pricing commitment and clearly demonstrate overall savings associated with program contracts.
- No Cost to You. Membership in a purchasing cooperative should be offered without fees or costs to participating public agencies and nonprofit organizations. Registration should be free with no minimum purchase requirements. Programs should also be able to be used as minimally or as frequently as desired.

Uniting the power of many ultimately leverages the buying power. Choosing cooperative procurement is just one example of how those serving the public are thinking outside the box to achieve IOR even in the midst of challenging times.



## Getting to We

#### Submitted by Donna Massari, C.P.M., The Forefront Group



Drawing on best practices and real-life examples from companies who are achieving record results, Getting to We flips conventional negotiation on its head, shifting the perspective from a tug of war between parties to a collaborative partnership where both sides effectively pull against a business problem.



In the morning session of the RMGPA Summer Conference, Donna Massari, C.P.M., of The Forefront Group, brought insight and challenged the status quo in thinking and negotiating to achieve WIN-WIN in relationships and contracts. The methodology is based on solid vested principles of collaborating on achieving business value beyond the price, while still maintaining a strong business relationships.

Questions about how can this concept can apply in government are answered by simply addressing the "what is needed?" in an RFP to achieve the desired outcomes. Being creative and challenging the status quo, while maintaining the integrity of an RFP or bid, will be key attributes when negotiating for highly collaborative agreements.

STRATEGIC

SOURCING IN THE

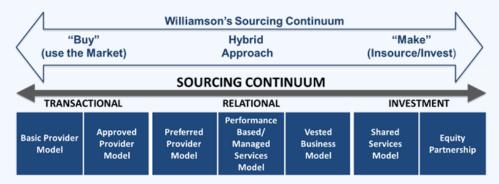
**NEW ECONOMY** 

In Strategic Sourcing in the New Economy, by The Forefront Group President Bonnie Keith, procurement professionals are challenged to apply the Sourcing Business Model theory to their organizations in order to create value and manage

risk. Determining which of the seven Models fits the organization and product category is easy when you complete a Sourcing Business Model Mapping exercise. To get to the appropriate sourcing continuum, the exercise assesses a category against 25 key attributes that helps to answer two key questions:

What relationship model should you use?

What economic model should you use?



So, how do you incorporate more modern thinking into your procurement practices? Rethink your strategic sourcing processes to actively promote more modern approaches.

The business battlefield of this century will be won by those who learn to create relationships that provide flexibility to meet emerging trends, technologies, problems, and risks. Today's winners don't play yesterday's competitive "win at all costs" game with key suppliers. Rather, they'll develop highly collaborative relationships that can drive transformation and innovation in their organization.

Additional information, to support business model mapping can be found at <u>www.theforefrontgroup.com</u> or contact Donna Massari at dmassari@theforefrontgroup.com.

## Social Media and RMGPA

Submitted by: Chelsea Bunker, Marketing Committee Chair





- Are you always on social media?
- Do you like posting, blogging, tweeting, linking?
- Is networking something you love to do?

If you answered "Yes!" to any of these questions, the Marketing Committee needs you!

We are looking for a few great volunteers to help develop our marketing communication channels and implement RMGPA's marketing strategy.

We've got goals, we just need you to help us achieve them.

## **Get Connected!**

If you aren't already, get connected and "like" RMGPA on <u>Facebook</u>, join us in our <u>Facebook Group</u>, follow us on <u>Twitter</u>, or join us on <u>LinkedIn</u>.



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.

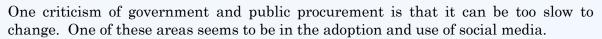
## VISIT US AT

www.facebook.com/groups/rmgpa www.twitter.com/RMGPA www.linkedin.com/groups/4749322

www.facebook.com/rockymountaingovernmentalpurchasingassociation

## Social Media in Public Procurement

Submitted by Mike Thornton, CPPO, City of Leesburg, Florida





According to Nielsen, internet users continue to spend more time on social media sites than on any other type of site. In the case of procurement, it makes sense to use social media to reach our citizens or vendors. It is an efficient method of promoting business opportunities with your agency. The possibility of reaching many more potential suppliers exists with social media than traditional notification methods.



Crowdsourcing is defined as a specific sourcing model that is defined as the practice of obtaining information or input into a task or project by enlisting the services of a large number of people, either paid or unpaid, typically via the Internet. The traffic app Waze is a popular example of reverse crowdsourcing. Waze actively collects data from drivers who report on traffic, accidents, police traps, blocked roads, weather conditions, etc. The information is immediately analyzed, aggregated, and made available to users of the app. Hundreds of people, the many, contribute to let you, the one, know the traffic conditions where you are

Using social media outlets such as Twitter by public procurement is also considered reverse crowdsourcing and one that public procurement can easily use. A single tweet by an agency is sent and they rely on the many to retweet the information. This one-to-many relationship, instead of the traditional one-to-one notification normally used by procurement, is an efficient way to communicate with the masses.



Think about what would happen if your office tweets the release of a solicitation.

That tweet goes to all of your followers, not just the ones that match a classification or code. While having a lot of followers is great for social media, the success lies in active followers forwarding or retweeting (RT) your original tweet. Let's say you have 500 followers. If your solicitation is applicable



to some of those followers, then they have been informed. If the followers that your solicitation does not apply to RTs, now all their followers have been notified and this continues for each RT. If another government agency also uses Twitter and is kind enough to RT your tweet to all of their followers or potential suppliers, your exposure mushrooms. The retweets are what is crucial.

Twitter provides point-to-point-to-point-to-point communication when retweeted by others. I would equate it to a mesh network in the IT world. Mesh networks are used to read utility meters; meters talking to meters and

ultimately talking to an access point. The message initiates from a device (your tweet) and goes to other devices (followers) that the device didn't even know existed.

A critical function of public procurement professionals is to generate competition in all acquisitions. In order to create optimal competition, the maximum number of interested vendors must be notified. The conventional method of notifying vendors through their 'registered classifications' is a dead-end

## Social Media in Public Procurement

Submitted by Mike Thornton, CPPO, City of Leesburg, Florida

street. The notification reaches that supplier and stops. Legal advertisements, which are often required by agencies, are generating less interest as newspaper readership declines. If one of your followers has far more followers than you, all it takes

readership declines. If one of your followers has far more followers than you, all it takes is that follower to RT your tweet and your notification reach has grown exponentially. I don't think its realistic to think this is going to happen as a result of an email notification from your bid management system or a legal advertisement.

Twitter also offers Twitter analytics which reports on what is happening with your tweets and helps you understand your followers to assist you in growing your network. With this tool you can get statistics on specific tweets, month-to-month data, and the interests and demographics of your followers.

Sysomos, a digital marketing firm reports the following Twitter statistics in a 2010 study. While dated, I am sure the percentages are consistent today, if not higher.

- 29% of tweets generate a reaction, a reply, or retweet
- 96.9% of Twitter @ replies happen within the first hour of the original tweet being published
- 92.4% of retweets (RT) happen within the first hour of the original tweet

The use of social media results in the prompt and proficient distribution of information. It reaches the intended consumer quicker than traditional methods of supplier notifications. Think about social media being equivalent to fishing with a net while conventional notification methods are fishing with a pole. Which would make the most sense if you wanted to provide lunch for a group of people?

Before implementing any type of social media within your procurement function, it is important that you develop a Social Media Policy. A policy is necessary to document and direct the appropriate and



inappropriate uses of social media as well as account for and plan for the pitfalls and other situations that may come up. Avoid making your social media posts a 'conversation' with the public. Your posts should provide only current, relevant, and actionable information.

I believe the benefits of well-planned social media use in public procurement far outweigh any potential problems. The time has come for public procurement to embrace the change.

For more information on this topic, check out the article in the April 1, 2012 article that appeared American City & County titled "Impact of Social Media on Public Procurement".

## Beginning With the End in Mind

Submitted by David Nash, CPPO, CPPB

The summer conference has ended and most of you are back at work on the public's business. I'd especially like to thank Jim Walker for the invitation to speak in Granby on a couple of topics of interest, including Contract Administration – Beginning With the End in Mind.





We can sometimes be unaware of what it takes to put such a conference together. Quite often, the officers and committee volunteers think about how they want it to turn out and then they work backwards to figure out how to make it happen that way. They consider the theme, the food, the room layout, the topics of interest to the membership, and the speakers to deliver those topics. They envision the final speech of the chapter president and look back to try and ensure that it comes out

just right.

The same can be said of good contract administration and that's the main thought that I hoped all attendees came away with from my general session. When a using department approaches Purchasing about putting a term contract in place, they should expect help discovering what the outcome of that contract is going to be before the solicitation actually hits the streets.

One of the tools I discussed using was a Contract Administration Plan. It contains a series of questions to ask the user about potential issues that may come up during the administration of the contract. These issues can then be addressed as the solicitation is written. I also mentioned a Performance Assessment Plan that can tell us how to gauge the performance of the contractor and can be included in the contract as well.



Thinking about both Plans from the beginning can lead to better written specifications and scopes of work, as well as making sure to include the appropriate terms and conditions to





Contact me at armynash@bellsouth.net if you would like copies of the Plans as well as a rather detailed Vendor Performance Form that I discovered in NIGP's documents library.

Thanks again for your hospitality and attention during my sessions. I hope to see you all again at future conferences or attending one of the NIGP courses that I teach.

## **Professional Development**

Submitted By Diana Cantu, Professional Development Chair





## New Fees for Certification and Recertification as of July 1, 2017

Initial Application Fees:			
CPPO/CPPB (member*)	\$225		
CPPO/CPPB (non-member)	\$350		
Late Application Filing Fee	\$ 50		
Examination Fees (Exam Scheduling Fee):			
Exam and Re-Exam	\$300		
Recertification Fees:			
CPPO or CPPB (member*)	\$250		
CPPO or CPPB (non-member*)	\$300		
Dual Certification (member)	\$350		
Dual Certification (non-member)	\$400		

## CPPB and CPPO Exam Dates are Just Around the Corner

	Fall Examinations	Spring Examinations
Application Submission Deadline	July 17, 2017	January 29, 2018
Application Submission Late Deadline	July 31, 2017	February 12, 2018
Exam Scheduling Deadline	September 11, 2017	March 26, 2018
Testing Dates	October 16-28, 2017	May 7-19, 2018

## **UPPPC** Certifications

The Universal Public Procurement Certification Council (UPPCC) Examinations measure professional competence and the understanding of the body of knowledge surrounding public procurement. **RMGPA congratulates three of its members on their new designation.** 





Vianey Garcia, CPPO Denver Public Schools, Denver, CO





John C. Daly, CPPB Auraria Higher Education Center Denver, CO



Cindy Roth Adams 12 Five Star Schools Thornton, CO

## **Congratulations & Welcome!**



Nikita Hildebrandt of Pikes Peak Workforce Center! Nikita received a scholarship for \$745 to attend "Strategic Procurement Planning."

If you are interested in taking a class and your agency doesn't have the funds, consider an RMGPA scholarship. Check out <a href="www.rmgpa.org">www.rmgpa.org</a> for more information.



First time RMGPA Conference attendees!



## **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.

You can get more information or register for the courses below at <a href="https://www.rmgpa.org">www.rmgpa.org</a>.

Note that registration closes 30 days prior to the course date. Register today!

Course	Date	Location
Introduction to Public Procurement	October 11	Denver Public Schools
Legal Aspects of Public Purchasing	October 23	Denver Public Schools
Preparing for the Age of Licensing	October 30	St. Vrain Valley Schools

## **WEBINARS**



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

July 27 12:00 pm MT

An Olive Branch of Data – Building Departmental Relationships Through Strategic Outreach Performance-Based Infrastructure for the Public Sector

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

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

## Dear RMGPA...

#### Dear RMGPA,

I have been working at my agency for almost three years and my supervisor wants me to get certified. I have no idea what that is or where to even start. Can you help?

Sincerely, Already Certifiable

# KEEP CALM AND GET CERTIFIED

## Dear Already Certifiable,

You picked a great time to inquire about certifications. Your first step

is to get your Certified Professional Public Buyer (CPPB) designation. You have to pass an exam, have three years of public experience, a minimum of an Associate's Degree, and additional coursework. You can check out the process and requirements on <a href="www.uppcc.org">www.uppcc.org</a>. I'd also suggest taking Skeet McCracken's CPPB/CPPO Review Class the next time it is available. This widely popular, free class will provide you with a plethora of information on questions and topics on the exam. Finally, get signed up for David Nash's "Question of the Day." Register at <a href="www.qoftheday.net">www.qoftheday.net</a>. David will send you a daily email to help you prepare for the exam one question at a time. Good luck!



#### Dear RMGPA,

I would love to help out with RMGPA but I don't really know anyone. I am a millennial and although I have a lot to say, I'm not a great writer. Any suggestions on how best to use my penchant for gab?

Sincerely, I Kissed the Blarney Stone

## Dear I Kissed the Blarney Stone,

We can definitely use the gift of eloquence bestowed upon you when you kissed the Blarney Stone, but we won't make you climb to the top of a castle and hold you by your ankles. The Marketing Committee is always looking for a few good folks to post to the RMGPA social media outlets. While you don't have to be a millennial to do it, you folks seem to have a fondness for technology. Contact Chelsea Bunker and she'll get you signed up for her committee. And you don't need to be the next JK Rowling to write for the RMGPA newsletter. Jot some thoughts on the back of a napkin, write a couple of paragraphs on a grocery bag, or send over some bullet points. We can work with anything! Send your literary expressions to Kerry Sheahan and you can brag to your friends that you are "published."

# Board of Directors 2017 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

## **2017 RMGPA BOARD OF DIRECTORS**

POSITION	OFFICER	E-Mail	PHONE
President	Valerie Scott, CPPB	valerie.scott@longmontcolorado.gov	(303) 744-4887
Vice President	Keith Ashby	kashby@arapahoegov.com	(303) 795-4435
Secretary	Beth Hewes, CPPB	elizabeth.hewes@state.co.us	(303) 866-3080
Treasurer	Dan Galanaugh, CPPB	dan.galanaugh@cityofthornton.net	(303) 538-7375
Past President	Skeet McCracken, CPPO, CPPB		

## **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	Chelsea Bunker	chelseabunker@gmail.com	(303) 866-3640
Membership	Toi Matthews	toi.matthews@state.co.us	(303) 757-9968
Newsletter	Kerry Sheahan	kerry.sheahan@longmontcolorado.gov	(303) 774-3671
Programs	Jim Walker, CPPB	rps.procurement@gmail.com	(720) 442-0708
Vendor Liaison	Pete Toth		

COMMITTEE	CO-CHAIR	E-Mail	PHONE
Awards	Mary Jablonski, CPPB	mary.jablonski@thompsonschool.org	(970) 613-5149
Chapter Enhancement	Traci Burtnett, CPPO, CPPB	traci.burtnett@thompsonschools.org	(303) 682-7309
Communications	David Musgrave	david.musgrave@state.co.us	(303) 757-9861
Education & Pro-D	Vacant		
Elections	Skyler Thimens	rthimens@psdschools.org	(970) 490-3554
Legislative	Vacant		
Marketing	Tara Larwick	tara.larwick@state.co.us	(303) 866-4552
Membership	Patricia O'Neal	patricia.o'neal@state.co.us	(303) 757-9399
Newsletter	Kelly Wooden, CPPO, CPPB	kelly.l.wooden@adams12.org	(720) 972-4208
Programs	Vacant		





# THE ROCKY MOUNTAIN GOVERNMENTAL PURCHASING ASSOCIATION



Visit us on the web at www.rmqpa.orq

# 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!