



News Connection

DFW Chapter of NIGP National Institute of Governmental Purchasing

FEBRUARY 2006 ISSUE

2006 OFFICERS

PRESIDENT
CYNDY SMITH, CPPB
CCCCD

1ST VICE PRESIDENT
SARAH HOGLUND, CPPB
COLLIN COUNTY

2ND VICE PRESIDENT
JOHN LEMMOND, CPPB
CITY OF MCKINNEY

SECRETARY
JACK DALE, C.P.M., CPPB
DFW AIRPORT

TREASURER
SONJI KILLYON, CPPB
CITY OF DALLAS

EX-OFFICIO
JANICE HUGHES, CPPB,
CTP
CITY OF ARLINGTON

COMMITTEE CHAIRS

AUDIT/BUDGET
RON DUNCAN
DFW AIRPORT

BYLAWS/HISTORIAN
DEBBIE NYE, CPPO, CPPB
CITY OF MCKINNEY

LEGISLATIVE
OPEN

MEMBERSHIP/DIRECTORY
TINA MURPHY, CPPO, CPPB
CITY OF MCKINNEY

NEWSLETTER
DEBRA MORRIS, CPPO
CCCCD

NOMINATION
PAST PRESIDENTS

PROGRAM
SARA HOGLUND, CPPB
COLLIN COUNTY

SEMINAR DEVELOPMENT
CINDY WHITE, CPPO, CPPB
CCCCD

SITE SELECTION
STEVE COLE
CPCU, ARM, CPM
CITY OF HURST

WEBSITE DEVELOPMENT
DALE KERR
PLANO ISD

“Purchasing + Risk Management = A Great Team” Presented by Coveley Lloyd

**2006 First Quarterly Meeting and Educational Event
Thursday, February 16, 2006
Harvey Hotel DFW Airport
4545 W. John Carpenter Freeway, Irving Texas**

Coveley Lloyd, who goes by Lee, is the Risk Manager for the City of McKinney. She has been there since Feb. 1, 2005; prior to that she was the Risk Manager for the City of Dallas—she says for too long. She really loves McKinney, a growing vibrant city with lots of challenges, but without all the big city head aches and political turmoil.

She is a graduate of THE UNIVERSITY OF TEXAS (hook'em horns), and has earned both her Certified Insurance Counselors and Certified Risk Manager designations.

She lives in Dallas with her husband Ken, a consulting engineer and their cat children: Magic, Allie and Amos. Her hobbies include swimming, gardening and genealogy.

The two disciplines share some common areas of concern; and because of that they need to work closely together. One of those areas is ensuring that contractors/consultants/vendors they have contracts with have adequate resources, namely insurance, to protect the entity against losses caused during the performance of the contract.

Because safe guards, in the form of insurance requirements, must be determined prior to and put into place during the procurement process, it is a critical issue for both the Risk Manager and the Purchasing Agent. After requiring adequate insurance in the specifications, it is equally important to have an effective method to monitor that the required insurance is in place before work commences and that it stays in force throughout the contract period. This is of vital importance to the entire organization.

The first part of the discussion will cover the basics of Risk Management 101. This will give purchasing people a better understanding of the Risk Manager's perspective. The second part will be a discussion of insurance— why it is important, what types and amounts require and how to monitor it.

**NIGP DFW Chapter
Quarterly Meeting
February 16, 2006
Harvey Hotel DFW
12:00—4:00**

4550 West John Carpenter
Freeway
Irving, TX 75063
Direct 972-510-2421
Fax 972-510-2471
www.harveyhotels.com

12:00-1:00 Business
Meeting/Lunch
1:00-4:00 Guest Speaker:
Coveley Lloyd

\$25.00 Inclusive

**Please RSVP by Friday,
February 10, 2006
Call Steve Cole
(817) 788-7018 or
scole@ci.hurst.tx.us**

**Earn 1/2 point for this 4
hour seminar**

Includes Hot luncheon:

- ◆ Herb-Grilled Chicken
- ◆ Garden Salad with
Choice of Dressing
- ◆ Chef's Selection of
Potato, Rice or Pasta
- ◆ Vegetable of the Day
- ◆ Warm Rolls with Butter
- ◆ Chef's Specialty Dessert
- ◆ Iced Tea, Water, Coffee
and Decaffeinated
Coffee

Alternate lunches available
upon request. Invoices
available upon request.

**Workshop + Lunch =
NIGP Points**

Special rate of \$25.00

A message from our President

Greetings from the DFW Metroplex Chapter of NIGP!

I hope that everyone is excited about a new year full of learning opportunities!

Lee Lloyd, Risk Manager for the City of McKinney, has graciously accepted the Chapter's request to speak on Risk Management at the first quarterly meeting on February 16, 2006. (Debra please insert a hyper-link to Lee's bio. Maybe putting the meeting announcement on the first page will bring more members to the meeting.)

The Chapter is excited about the new meeting format of quarterly meetings from noon until 4 p.m. and the new location at the Harvey Hotel – DFW Airport, 4545 W. John Carpenter Freeway, Irving, TX 75063.

The Chapter Board and Committee Chairs have suggested the following for future topics:

- ◆ Legislative Update
- ◆ Construction
- ◆ Best Practices
- ◆ GSA Schedule 70 contract for General Purpose Commercial Information Technology Equipment, Software, and Services.

Please submit future topics and possible presenters to Sara Hoglund or John Lemmond.

Tentative Dates for future meetings are

- ◆ May 18, 2006
- ◆ August 17, 2006
- ◆ November 16, 2006.

Don't forget the upcoming seminars. Register on-line at
www.dfwnigp.com or email Clwhite@ccccd.edu:

- ◆ Developing & Managing RFPs in the Public Sector
- ◆ Purchasing Management & The Relentless Pursuit of Excellence
- ◆ Contracting for Services.

Hope to meet you this year,

Cyndy Smith, CPPB

President, DFW Metroplex Chapter of NIGP

DFW NIGP Calendar

Seminars

SEMINAR REGISTRATION INFORMATION

<u>Course Title</u>	<u>Date</u>	<u>Fee Schedule</u>	<u>Instructor</u>
Developing & Managing RFP's in the Public Sector	March 29-31, 2006	Three Day	TBA
Contracting for Services	June 8-9, 2006	Two Day	TBA
	<u>National Member</u>	<u>Chapter Member</u>	
One Day	\$175	\$240	
Two Day	\$375	\$515	
Three Day	\$575	\$750	

Membership fee for the DFW Chapter of NIGP is \$35 annually. Contact Tina Murphy at tmurphy@mckinneytexas.org for membership information or visit the Chapter website at www.dfwmipg.com

SPONSORED BY DFW METROPLEX CHAPTER OF (NIGP) NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING

Registration forms need to be sent to Cindy at least thirty (30) days prior to seminar and can be faxed to (972) 758-3881.

CANCELLATION POLICY - All cancellations must be made one (1) week prior to the class. No refunds will be given to participants canceling less than one (1) week prior to the class.

Registration form attached.

Conferences

- ◇ 2006 Oklahoma Procurement Professionals
March 12—14, 2006
Oklahoma City, Oklahoma
- ◇ 2006 Arkansas Chapter Annual Conference
March 19—21, 2006
- ◇ 2006 Lone Star Conference
May 2—5, 2006
Galveston, TX
Hosted by Southeast Texas Association of Public Purchasers

NIGP Code of Ethics

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.

Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.

Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.

Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.

Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.

Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.

Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.

Resists encroachment on control of personnel in order to preserve integrity as a professional manager.

Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.

Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.

Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

Employment Employment

BUYER – Purchasing City of Garland

POSITION SUMMARY: To procure goods and services, meeting the needs of the City of Garland organization, in a cost effective manner using competitive bid/proposal practices that directly effect savings.

ESSENTIAL JOB FUNCTIONS: Manage bid and proposal responsibilities, working with internal and external customers to procure the best solution for the City. Award purchase orders/contracts with qualified suppliers; manage qualified suppliers in a competitive environment; staying abreast of the market trends. Perform internal and external training on purchasing topics; help internal and external customers determine the best way to reach their goals; conduct pre-bid conferences. Assist internal customers; develop specifications; demonstrate ethical and competitive procurement practices; manage supplier relations. Special projects may include management of specific commodities and internal programs such as; the procurement card program; create and deliver presentations. Interaction with city personnel at all levels, suppliers and potential suppliers, peers and citizens.

MINIMUM ACCEPTABLE EDUCATION AND EXPERIENCE: High school diploma or General Equivalency Diploma (GED) and a Bachelors degree in a business related field. Minimum of three years experience procurement/supply management field; or any equivalent combination of education and experience. Professional purchasing certification is preferred.

PREFERRED KNOWLEDGE, ABILITIES, AND SKILLS: Knowledge of all applicable laws, policies and procedures, comprehensive and practical knowledge of purchasing and supply management techniques. Skill in the use of analytical judgment and decision-making abilities appropriate to the work environment, laws, policies and procedures of the City of Garland. Negotiation skills, strong human management skills, excellent writing and verbal skills, ability to multi-task with highly diverse projects. Must be proficient in Microsoft Word and Excel. Access knowledge is a plus. Computer literate on internet, web based software, Outlook.

LICENSES AND CERTIFICATIONS: Valid State of Texas class C driver's license. Professional certification preferred (C.P.M./ CPPB/CPPO).

PHYSICAL TASKS AND WORKING CONDITIONS: Incumbent works in a typical office environment, but will be required to make trips to various sites to meet with customers, suppliers, and to attend business and

Welcome New Chapter Members

*Brenda Adams, Sharon Alexander, Ed Matthews, Paula Smith,
Ebonie Williams, Laurie Woody, Veronica Douglas, Betty James
and Paula Smith*