



# News Connection

DFW Metroplex Chapter of NIGP National Institute of Governmental Purchasing, Inc.

FEBRUARY 2005 ISSUE

## 2005 OFFICERS

**PRESIDENT**  
JANICE HUGHES, CPPB, CTP  
CITY OF ARLINGTON

**1ST VICE PRESIDENT**  
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CCCC

**2ND VICE PRESIDENT**  
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CITY OF DALLAS

**TREASURER**  
JOHN LEMMOND, CPPB  
CITY OF MCKINNEY

**EX-OFFICIO**  
RAYMOND WEAVER, CPPB  
PLANO ISD

### COMMITTEE CHAIRPERSONS

**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  
CCCC

**NOMINATION**  
PAST PRESIDENTS

**PROGRAM**  
RON DUNCAN, CPPB  
DFW AIRPORT

**SEMINAR DEVELOPMENT**  
CINDY WHITE, CPPO, CPPB  
CCCC

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

**WEBSITE DEVELOPMENT**  
OPEN

## A Message from our President

**Janice Hughes**  
CPPB, CTP

Greetings DFW Chapter Members

As Raymond Weaver passes the presidential reins to me, I would like to thank him for his continuing support and leadership within our Chapter. Raymond was our president for the past two years and has done an outstanding job. I would also like to thank the officers and board members who served during 2004, as well as the incoming members who have made the commitment to serve during 2005. The new officers are:

**1st Vice President**  
Cyndy Smith, CPPB  
CCCC

**2nd Vice President**  
Sara Hoglund, CPPB  
Collin County

**Secretary**  
Sonji Killyon, CPPB  
City of Dallas

**Treasurer**  
John Lemmond, CPPB  
City of McKinney

I am extremely excited about the changes within our organization that are on the horizon. In response to member feedback, our chapter has changed meeting formats from monthly meetings to quarterly. Our emphasis will be to focus on education and subject matter that enhances the jobs we do as professional public buyers.

**For the 2005 schedule, please note the following:**

Executive Board meetings will be held each month at the Collin County Community College located at 4800 Preston Park Blvd, from 11:30 a.m. to 1:00 p.m.

General meetings will be held quarterly at the DFW Harvey Hotel 12:00 p.m. to 4:00 p.m. The dates are as follows:

**March 10, 2005**  
**May 19, 2005**  
**August 18, 2005**  
**November 10, 2005**

The 2005 Lone Star Conference will be held April 26th-29th in Galveston, Texas. It is sponsored by the Southeast Texas Association of Public Purchasing (SETAPP).

The 2005 NIGP 60th Annual Forum and Products Exposition will be held July 30 - August 3, 2005 in Anaheim, California.

All of us on the Executive board are very excited about the new meeting format and hope to see many more members attend. These meetings are a great opportunity to exchange information with colleagues, visit with friends, and learn valuable skills that will apply immediately to your job in public purchasing.

Personally, I believe that networking and fellowship opportunities within our chapter are two of the greatest benefits to members and I cannot wait to see you at our meetings. So, get those dates on your calendar and watch your e-mail for more information.

Sincerely,

**Janice K. Hughes**  
Janice K. Hughes, CPPB  
City of Arlington  
NIGP DFW Chapter President

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Did you know?

The National Institute of Governmental Purchasing (NIGP) has declared the month of March as Purchasing Month.

March is just around the corner. Get involved and plan something for your entity. March is YOUR month. Remember to thank your fellow procurement professionals for the work that they do.

In recognition of National Purchasing Month, DFW Metroplex Chapter will be presenting a seminar on **March 10th** at the **DFW Harvey Hotel**. The agenda is as follows:

**12-1:00 Business meeting with lunch**

**1-4:00 Seminar: Team building With the Magic Carpet Trainer Gail Wilhelm**





“The essence of synergy is to value differences—to respect them, to build on strengths, to compensate for weakness”

Stephen R. Covey

Obstacles are those frightful things you see when you take your eyes off your goal.

Henry Ford (1863-1947)  
American industrialist, inventor

## Quarterly NIGP Training ~ Teambuilding Workshop *The Magic Carpet* March 10, 2005 Harvey Suites DFW



We are proud to offer the first Quarterly Training Seminar to be held on March 10, 2005 at the Harvey DFW Hotel in Irving.

Guest Speaker, Gail Wilhelm will offer training on Teambuilding ~ The Magic Carpet. *The Magic Carpet* is an experiential learning activity workshop that teaches practical techniques that turn work groups into winning teams. While working together to achieve a common goal, participants discover how a team can achieve more than a collection of individuals. Participants will have an opportunity to use a variety of skills including: problem solving, decision-making, communication, and leadership skills.

In this workshop, participants will evaluate and develop both individual and group skills; learn interpersonal principles and procedures; Experience abstract concepts like leadership, trust, synergy, empowerment, and dependence; experience collaborative planning, giving and receiving feedback, and resolving conflict; try various decision-making and communication strategies to learn about teamwork; discover how a team can achieve more than a collection of individuals; and develop an action plan to create and maintain a collaborative team.

Gail brings over twenty-five years experience in leadership and management development and performance improvement training.

Through her work with hundreds of teams in both the public and private sector, Gail helps create positive results tailored specifically to each organization's needs. She inspires and energizes, while effectively imparting the knowledge, skills and abilities that lead to personal and organizational excellence.

Gail is a partner with QPI, a member of the International Society for Performance Improvement, and the American Society for Training and Development. Gail is certified in the delivery of Verbal Judo, the Meyers-Briggs Type Indicator, True Colors, as well as The Seven Habits of Highly Effective People training.

This is a great opportunity to network, participate in inspirational training and attain NIGP points!! This activity satisfies the NIGP requirements towards re-certification.

**Earn 1/2 point for this 4 hour workshop:**  
**12:00—4:00**

Includes Hot luncheon:  
Garden Salad, Grilled Fillet of Salmon, Side Dish, Warm rolls, and dessert.  
Alternate lunches available upon request.  
Invoices available upon request.

**Workshop + Lunch = NIGP Points**  
**Special rate of \$25.00**  
**(Compare this event to other seminars @ \$150). Don't Miss This One!**

More information and detailed directions on the following pages.....

P.S Wear clean socks! Participants must remove their shoes for this Teambuilding activity.

## March ~ April NIGP Seminars

The following NIGP courses will be offered in March and April. Courses will be held at the Collin County Community College. We need 20 participants for each class! Take advantage of these opportunities for professional development and NIGP educational credit.

Principles & Techniques of Problem Solving  
**March 31, 2005** One Day  
Michael Kolodisner, CPPO

Purchasing Management & The Relentless Pursuit of Excellence  
**April 1, 2005** One Day  
Instructor TBA

Additional information is available on the NIGP website:

<http://www.nigp.org/educate> or  
Email Cindy White  
CLWhite@ccccd.edu

Registration forms and schedule of all classes attached.

A Special *Thanks* to Cindy White and the NIGP Instructors that so willingly donate their time for our professional growth.

# Join NIGP

## Why Join NIGP?

Governments collect tax dollars which procurement staff use to purchase the goods and services citizens need. In today's complex world, an effective public purchasing professional must be part lawyer, engineer, economist, accountant, psychologist and administrator. Providing responsive customer service and buying the right product or service at the right time, from the best source, at the right price requires an individual of the highest ability. Where does a purchasing agent learn the finer points of source selection, competitive bidding, negotiation, transportation, quality assurance, contract administration, tracking, inventory management, and specification writing? The best place to obtain the precise technical information and education needed by today's public procurement professional is the National Institute of governmental Purchasing, Inc. (NIGP).

## Your NIGP Membership helps you Work Smarter

When your agency joins NIGP, you connect with procurement professionals from the federal government, cities, states, provinces, counties, colleges, libraries, hospitals and other public agencies in the U.S., Canada and around the world.

## Join or Renew your Membership Today!

- \* **Locally sponsored educational / professional seminars**
- \* **Lone Star Regional Purchasing Conference / Products Expo**
- \* **Access to National CPPB and CPPO professional certification**
- \* **Programs that keep you updated on Best Procurement Practices**
- \* **Re-certification points for attendance and involvement**
- \* **Chapter newsletter and website [www.dfwnigp.org](http://www.dfwnigp.org)**

RIDE THE WAVE  
TO THE  
LONE STAR  
CONFERENCE APRIL 26-29, 2005

The 2005 Lone Star Conference will be held at the historic Galvez Hotel a Wyndham Historic Hotel on Galveston Island, Texas.  
Conference Registration: \$300.00  
Room Rates: \$80.00

## Collin County Governmental Purchasers Forum To Host a Vendor Fair March 23, 2005

CCGPF Vendor Fair to be held at the Collin County Community College District ~ Spring Creek Campus, New Conference Center, 2800 Spring Creek Campus, Plano, Texas ~ Wednesday, March 23, 2005 ~ 1:30-4:00  
For more information, contact Debra Morris: [dmorris@ccccd.edu](mailto:dmorris@ccccd.edu).

## Employment Opportunities

Assistant Purchasing Manager, City of Richardson  
Salary Range \$3965—\$5312

Under direction of the Purchasing Manager, purchase goods and services for the City, and manage the Purchasing Department's buyer(s) and clerical staff, the City Mail Service, and the City Hall Receptionist. In the absence of the Purchasing Manager, perform the duties of Purchasing Manager. Perform other related work as required.

Bachelor's Degree in Business Administration or Supply Management required. Certified Public Purchasing Buyer (C.P.P.B.) or Accredited Purchasing Practitioner (A.P.P.) designation preferred.

Five years experience required in governmental purchasing, preferably municipal, county, or state government, or a related field, with experience in supervising purchasing functions. Minimum of five years experience preferred as Buyer/Senior Buyer with a municipality. Must have abilities to: meet and deal effectively with the public; work effectively under hurried and pressured conditions, maintaining flexibility as priorities change; organize and prioritize effectively. Must have experience in use of personal computer. Must be able to communicate and coordinate effectively. Salary DOQ.

For more information, please contact:  
City of Richardson Human Resources Department  
P.O. Box 830309  
411 W. Arapaho Road  
Richardson, Texas 75083-0309  
972-744-4000  
[www.cor.net](http://www.cor.net)

## Best Practices in Global Supply Management

This year's theme is **Best Practices in Global Supply Management: What are the Benchmarks?** Professionals are encouraged to share their knowledge and expertise of the selected topic by submitting a 3,500 to 4,500-word professional paper by no later than April 29, 2005. Manuscripts should be sent to the IFPSM Director General, Jack Wagner, via email with an attached Microsoft Word document: [johnwagner@bellsouth.net](mailto:johnwagner@bellsouth.net)

It must also include the full name of the author, title, address, daytime telephone number, email address, and a brief biographical sketch.

The award winner will receive international recognition for their work along with approximately \$4200.00 U.S. and a plaque. For additional information on the Maple Leaf Award competition, please call Sandy Riggs, NIGP's Executive Assistant at 800-FOR-NIGP x243 or by email at [sriggs@nigp.org](mailto:sriggs@nigp.org)

**March 10, 2005**

**NOTE ~ NEW PLACE!!**

Harvey Hotel DFW  
4550 West John Carpenter Freeway  
Irving, TX 75063  
Direct 972-510-2421  
Fax 972-510-2471  
[www.harveyhotels.com](http://www.harveyhotels.com)

Detailed directions included on pages 6 & 7, hope to see you there!

12:00-1:00 Business Meeting/Lunch  
1:00-4:00 Guest Speaker/Workshop  
4:00-5:00 Executive Board Meeting  
\$25.00 Inclusive

**Please RSVP by Monday, March 7th**  
**Call Steve Cole (817) 788-7018 or**  
<mailto:scole@ci.hurst.tx.us>

## ANNUAL FORUM

**NIGP 60th Annual Forum and Products Exposition**  
**July 30—August 3, 2005**  
**Anaheim, California**

**Who should attend? Anyone involved in the purchasing of goods and services for the public sector.**

## 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.

**Harvey Suites DFW Airport**

4550 W John Carpenter Freeway, Irving, Texas 75063  
 Tel: +1 972 929 4499 | Fax: +1 972 929 0774  
 E-mail: [harveydfw@ichotelsgroup.com](mailto:harveydfw@ichotelsgroup.com)



PHOTO TOUR

WELCOME TO THE *Grand Tradition of Hospitality*

**Driving Directions**

(Note: Highway 114 is also known as John Carpenter Freeway).

Our address is: 4550 W John Carpenter Freeway, Hwy 114 and Esters Blvd. We are located two miles **east** of the north entrance to DFW Airport.

**If you are coming westbound on 635:**

- Proceed west on Hwy 635 to Beltline
- Go left
- Proceed approximately ¼ mile to Hwy 114
- Go west, follow to Esters
- Turn left on Esters Blvd, go over the overpass
- Right on Plaza Drive
- Proceed to O'Hare Drive and turn right
- Harvey Suites DFW Airport is at the end of the street on the left

**If you are coming from DFW Airport:**

- Exit DFW Airport from the north entrance / exit
- After you exit the toll booth, continue to the first right, Hwy 114 East towards Dallas
- Proceed on Hwy 114 to the Esters exit
- At the stop sign go right to Plaza Drive
- Turn right and proceed to O'Hare Drive and turn right
- Harvey Suites DFW Airport is at the end of the street on the left

**If you are coming from Central Expressway or the Tollway:**

- Proceed on Central / Tollway to I-635 West
- Proceed west on Hwy 635 to Beltline
- Go left
- Proceed approximately ¼ mile to Hwy 114
- Go west, follow to Esters
- Turn left on Esters Blvd, go over the overpass
- Right on Plaza Drive
- Proceed to O'Hare Drive and turn right
- Harvey Suites DFW Airport is at the end of the street on the left

**If you are coming from the north on I-35E**

- From I-35, continue traveling south to I-635
- Turn right and proceed west on I-635 to Beltline
- Go left
- Proceed approximately ¼ mile to Hwy 114
- Go west, follow to Esters
- Turn left on Esters Blvd, go over the overpass
- Right on Plaza Drive
- Proceed to O'Hare Drive and turn right
- Harvey Suites DFW Airport is at the end of the street on the left

**If you are coming from the south (Arlington, I-30 or I-20)**

- Proceed north on Hwy 360
- Traffic from Hwys 114 and 121 merges with Hwy 360 in Grapevine and curves towards the east
- Continue on Hwy 114, take the Esters exit
- At the stop sign, go right
- Turn right onto Plaza Drive
- Turn left onto next street, O'Hare Drive
- Harvey Suites DFW Airport is at the end of the street on the left

**If you are coming from the north on Hwy 121:**

- Proceed south on Hwy 121 until you reach Hwy 114
- Turn left (east towards Dallas)
- Continue on Hwy 114, take the Esters exit
- At the stop sign, go right
- Turn right onto Plaza Drive
- Turn left onto next street, O'Hare Drive
- Harvey Suites DFW Airport is at the end of the street on the left

This information is from the Harvey Hotel web site: [www.harveyhotels.com](http://www.harveyhotels.com)

Please confirm your directions with map quest or the web site.