



News Connection



DFW Chapter of NIGP National Institute of Governmental Purchasing

NOVEMBER 2005 ISSUE

Www.dfwnigp.com

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CITY OF HURST

WEBSITE DEVELOPMENT
DALE KERR
PLANO ISD

- ◇ Membership
- ◇ November Meeting
- ◇ NIGP Seminars
- ◇ Upcoming Events
- ◇ Code of Ethics
- ◇ Employment
- ◇ Meeting Directions

Greetings from the DFW Metroplex Chapter of NIGP!

I hope that everyone is enjoying the arrival of Fall.

I receive the NAEB/E&I Cooperative's *Purchasing Link*. I found good advice in the attached article.

Excerpts from "**A Seat at the Table**," , Editor-in-Chief

Part of the Team

Potentially, the chief procurement officer is a key member of the staff of the chief business officer and of the perhaps informal group that establishes core goals for the institution and makes strategic decisions in pursuit of those goals. To contribute at that level, you need a "seat at the table," and the challenge becomes how to *earn* a seat. Probably, the most effective way to do that is to build a reputation for reliably providing useful information, offering fresh practical ideas in a timely fashion, and accepting responsibility for performance. You have to see yourself and sell yourself as part of the higher-education community and as a contributor to the success of the core business of the institution. That's a long way from being "tolerated" as a necessary overhead expense and making that transition, when that unfortunate reality has been the perception previously, will take some doing.

Stakeholder Communications

... he visited end-users to seek their view of the quality of service provided by purchasing and to take ownership of any problems he heard about along the way. He would explain the purchasing procedures and processes that are usually seen by faculty and staff as red tape, primarily designed and constantly modified to frustrate them. In addition, as he learned about end-user plans, goals and concerns, he was a major contributor to Nelson's strategic early warning system and that allowed purchasing to anticipate needs, shape planning, and enhance the department's contribution to the achievement of university goals. I don't see how you can be an effective contributor at the strategic level if you have lost personal contact with the departments that depend on purchasing.

OK, How Do We Get There from Here?

I think we have agreed that effective buying is an absolutely necessary part of strategic purchasing—but much more is required. Strategic involvement infers a role in the shaping and pursuit of the institution's basic goals. To do that effectively, purchasing needs a seat at the table, or at one of the tables where those matters are thrashed out. Earning a seat is the key, and the best way to do that is to develop a reputation as a credible contributor to the process. Higher education is in the knowledge business and specialized knowledge is what purchasing brings to the table. Perhaps unspoken, but woven throughout, is a requirement to market purchasing.

What's happening in the strategic purchasing area at your office?

Cyndy Smith, CPPB

November 10, 2005 Harvey Hotel DFW

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

Detailed directions
included on page 8~
hope to see you there!

12:00-1:00 Business
Meeting/Lunch
1:00-4:00 Guest Speaker:
Paul Fulbright

\$25.00 Inclusive

Please RSVP by Friday,
November 4, 2005
Call Steve Cole
(817) 788-7018 or
scole@ci.hurst.tx.us

Earn 1/2 point for this 4 hour seminar

Includes Hot luncheon:

- ◆ Grilled Chicken in Basil Cream Sauce
- ◆ Texas Field Greens and Dressing
- ◆ Chef's Selection of Potato/Rice/Pasta
- ◆ Vegetable of the Day
- ◆ Warm Rolls
- ◆ Chef's Specialty Dessert
- ◆ Iced Tea/Water/Coffee

Alternate lunches available upon request.
Invoices available upon request.

Workshop + Lunch = NIGP Points

DFW-NIGP

Professional Development—November 10, 2005

1:00 - 4:00

Guest Speaker Paul W. Fulbright

Registered Patent Attorney

on

High-Tech Procurement and Contracts

Paul W. Fulbright is a registered patent attorney who has practiced law since 1992. He practices exclusively in the area of intellectual property (IP) law (e.g., patents, copyrights, trademarks, trade secrets, computer, internet, e-commerce, and other forms of technology / information law), and he therefore spends his time helping his clients (a) secure their rights in technology, (b) enter into mutually beneficial contracts and licenses regarding technological rights, and (c) when necessary, litigate the scope of these rights in court. He has provided comprehensive IP legal services to the County of Dallas regarding high tech procurement (including multi-year, multi-million dollar licenses and professional services agree-

ments). He received his engineering degree from Texas A&M University, his M.B.A. from Baylor University, his J.D. from the University of Houston Law School, and he is currently securing an M.S. in Telecommunication from Southern Methodist University. He has practiced law at some of the finest large law firms in both Houston and Dallas, as well as serving as Senior Intellectual Property Counsel at Nortel Networks, and, in March of 2003, he opened his own practice in Richardson, Texas. In the Fall of 2005, he co-authored a book on intellectual property law (a comprehensive reference work for attorneys) was published nationwide, and the publisher has already committed to the generation of a second edition in 2006.

DFW NIGP Seminar Calendar

The following Fall NIGP Seminars will be offered by the DFW Chapter and held at:

The Collin County Community College
4800 Preston Park Blvd.
Plano, TX 75086

Introduction to Public Procurement

November 16-18, 2005, Three Day
Instructor: Donald G. Buffum, CPPO

Analysis Techniques for Buyers

January 19-20, 2006

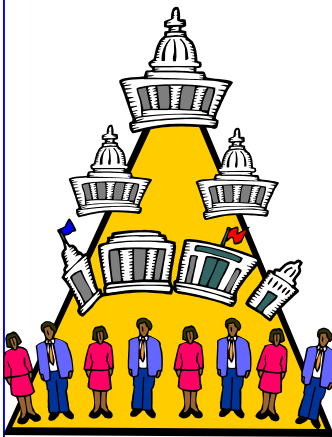
See attachments for more information

Registration forms and schedule of all classes, fees, and accommodations attached:

Additional information is available on the NIGP website: www.nigp.org/educate or The DFW Chapter website: www.dfwnigp.com or E-mail Cindy White at CLWhite@ccccd.edu.

Membership Update

Do you need Certification points?



The DFW Chapter of NIGP now has 87 members for 2005! We're growing and look forward to seeing you at our next "Quarterly Meeting", planned for November 10, 2005 at 12:00 at the DFW Harvey Hotel.

We continue to welcome any seminar ideas you might have. Please contact any board member with your suggestions. If you are interested, please contact the appropriate chairperson. Even if you don't think you have something "special" to add, you do. Our strength is built in numbers, and that includes ALL chapter members. Please consider serving; and don't forget, you receive points toward re-certification when you participate with a chapter committee. Here are the committees and their respective chairpersons:

Membership Committee: Tina Murphy

Program/Seminar Committee:

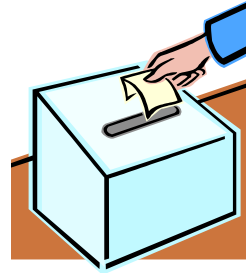
Ron Duncan/Sara Hoglund

Professional Development Committee

Cindy White

Newsletter: Debra Morris

PROPOSED SLATE OF 2006 OFFICER CANDIDATES



The nominating committee for next year's Chapter Officers has selected the following members. If anyone has additional candidates please submit their names to Ray Weaver. If anyone listed cannot serve you may request that your name be removed. Please contact me

as soon as possible.

Officer positions are critical to our Chapter. New positions will become effective in January, 2006. Each position does require time and effort, but if we all do our share the Chapter will better meet the expectations of the membership.

Cyndy Smith	Chapter President
Sarah Hoglund	1st Vice President
John Lemmond	2nd Vice President
Sonji Killion	Treasurer
Tom Johnston	Secretary
Athena Cole	
Jack Dale	

Ex Officio,
Raymond Weaver, CPPB

DFW NIGP Mission and Vision Statements

The DFW Chapter of NIGP is preparing Mission and Vision Statements.

A Mission Statement should answer:

- ◇ What is the nature of NIGP as a professional organization?
- ◇ Why does it exist?
- ◇ What is unique or distinctive about it?
- ◇ Who does it serve?

A Vision Statement should answer:

- ◇ How do we see NIGP in 5-10 years?
- ◇ What is our dream for NIGP?

We'd like your input! Please give this some thought and submit your comments!



ANNOUNCEMENTS

PRANCT/Herman Miller
Holiday Party Luncheon
December 9, 2005



Monthly board meetings
are held at the
Collin County
Community College



2006
DFW-NIGP
Meeting
Schedule

February 16, 2006
May 18, 2006
August 17, 2006
November 16, 2006



2006 Lone Star Conference
May 2-5
Galveston, TX
Galvez Hotel

WEBINARS
COMING SOON TO
THE DFW CHAPTER
OF NIGP!!

www.dfwnigp.com

NIGP Certifications
 Congratulations to
 Debra Carrejo, CPPO
 City of Arlington, TX
 And
 Debra Morris, CPPO
 Collin County Community College

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

Collin County Community College District Purchasing System Specialist

Campus: Courtyard Center/Plano

Salary/Hours: \$27,282 - \$28,646. 40 hours.

FUNCTION: Function as system administrator for the BuySpeed purchasing software to ensure smooth operation of the automated purchasing process for the Collin County Community College District.

For additional information or to apply go to <http://cccd.hrdpt.com>.

DFW Airport Contract Administrator I Airport Development

Closes when filled

Salary \$42,800-\$55,500

DESCRIPTION

Under general direction of the Contract Administrator III or the Airport Development Program Administrator, the Contract Administrator I prepares and/or administers construction, general and professional services contracts; ensures compliance with legal provisions and Board policy regarding development and administration of contracts. Technical direction may be provided by Contract Administrator III.

MINIMUM JOB REQUIRMENTS:

Bachelor's degree in business or public administration, engineering or a related field. Two (2) years of responsible experience in administering construction, general or professional service contracts. Any equivalent combination of education and/or experience may be substituted for the above. Possession of a valid Class C driver's license.

REQUIRED SKILLS AND ABILITIES:

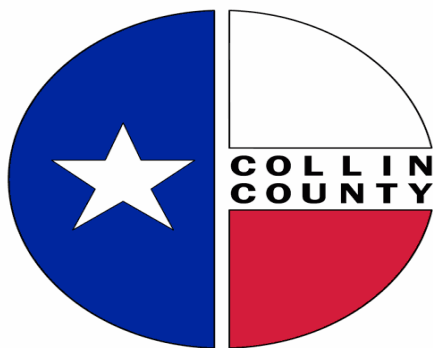
Knowledge of the basic principles, practices and procedures of public contract administration. Knowledge of industry resources for determining labor, material and equipment costs and the techniques for applying the information. Ability to review contract documentation for discrepancies and conformance to standards; communicate effectively and clearly, both orally and in writing and in general and technical terms with a wide variety of professional and technical personnel; analyze written and quantitative information as the basis for determining compliance with sound business practice; verify, track, and reconcile costs related to contracts and utilize computer programs found in an office environment.

Desirable Requirements:

Proficiency in MS Word and Excel strongly desired. Pro-Log software a plus.

To Apply: www.dfwairport.com/employment/apply

Employment Employment



Collin County Contract Administrator

Description:

Administers contracts by ensuring compliance with contract terms and conditions. Provides assistance in the development of contract specifications by consulting with personnel, conducting research and preparing agenda items. Evaluates bids and proposals received by reviewing documents for responsiveness to the terms and conditions of the specifications, state statutes and purchasing policies. Facilitates purchases and monitors purchasing projects. Performs other duties as required. Work is performed under the direction of the Contract Manager.

Requirements:

Work requires specific knowledge in purchasing, normally acquired through two years of college resulting in an Associate's degree. Must have at least one year of experience. Certification in Public Purchasing and knowledge of construction, both building and road & bridge, is preferred.

Salary Range: \$38,750 - \$53,664 Annual

Contact: Collin County Human Resources
972-548-4606

City of McKinney

Title: Buyer I

Agency: City of McKinney

City: McKinney

State: TX

Salary: \$32,263+ dependent upon qualifications

Closing Date:

ContactName: Human Resources

Phone: 972-547-7561

Email: applications@mckinneytexas.org

Description (abbreviated)

Performs warehouse functions including fulfillment of stock orders. Conducts periodic physical inventory counts. Compares and verifies incoming shipments for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications etc. Resolves discrepancies. Receives, unloads, unpacks, shelves, distributes and delivers incoming materials and supplies, inventory, surplus and mail, etc. Creates and maintains records, logs, etc. of materials received, stored, issued, delivered and/or distributed. Performs data entry using a purchasing and inventory control system. Processes paperwork for payment of vendor invoice. Operates mail machine and delivers outgoing mail to post office. Sorts and disperses city-wide mail; makes delivery to some locations. Obtains and records monthly postage meter readings. Maintains common files in good order (including purchase order, contract, general and other files). Maintains storerooms, warehouses, mailroom, storage and other related work areas in a clean, orderly, safe and secure condition. Performs other related duties as assigned.

Requirements

MINIMUM QUALIFICATION REQUIREMENTS High school diploma or GED; Two (2) years previous experience and/or training involving purchasing, contract administration, office administration or personal computer operations; OR Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job.

Application Process

Must submit a City of McKinney application which may be found at <http://www.mckinneytexas.org/human/applications/generalapp.htm> City of McKinney Attention: Human Resources PO Box 517 McKinney TX 75070 Fax # (972) 547-2608 Salary starts at \$32,263 and may be higher dependent upon qualifications.

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**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

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