



# News Connection

DFW Chapter of NIGP National Institute of Governmental Purchasing

NOVEMBER 2006 ISSUE

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CCCCD

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**NEWSLETTER**  
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**NOMINATION**  
PAST PRESIDENTS

**PROGRAM**  
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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

*2006 Third Quarter Meeting  
Educational Event  
November 9, 2006*

**DFW Chapter of NIGP**

Join us for our next quarterly meeting!

Our guest speaker will be Mona Barnica. As an employee with Graybar for 32 years in various departments; including operations, sales, branch management and her current assignment as the District Government Account Manager. In this role, she supports the Graybar sales force throughout the Dallas District for the U.S. Communities and GSA contracts. Monica will review current contractual opportunities for Governmental entities and answer questions relating to Graybar.

**Thursday, November 9, 2006**  
**Westin DFW Airport**  
**4545 W. John Carpenter Freeway, Irving Texas**  
**Noon—4 pm**

**Business Meeting  
Lunch  
Educational Event  
All inclusive \$25  
Featuring  
Mona Barnica  
Graybar  
District  
Government  
Account Manager**

*Rsvp by Monday,  
November 6th  
Steve Cole*

**NIGP DFW Chapter  
Quarterly Meeting  
November 9, 2006  
Westin Hotel DFW**

**12:00—4:00**

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

12:00-1:00 Business Meeting/Lunch  
1:00-4:00 Guest Speaker:  
Mona Barnica

**\$25.00 Inclusive**

**Please RSVP by Monday  
November 6, 2006  
Steve Cole**

**(817) 788-7018 or [scole@ci.hurst.tx.us](mailto:scole@ci.hurst.tx.us)**

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

Includes Hot luncheon:

- ◆ Caribbean Pork Loin  
Boneless pork loin rubbed with jerk seasoning topped with pineapple cilantro relish
- ◆ Garden Salad with Choice of Dressing
- ◆ Wild Rice Pilaf
- ◆ Vegetable Medley
- ◆ Warm Rolls with Butter
- ◆ Cheesecake
- ◆ 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**

# DFW METROPLEX CHAPTER OF NIGP

A CHAPTER OF THE NATIONAL INSTITUTE OF GOVERNMENTAL  
PURCHASING, INC

## Upcoming Seminars

November 15th-17th we are offering **Planning, Scheduling and Requirement Analysis** with Steven H. Corwin, CPPO, C.P.M. as the instructor.

Contract Administration, another great class for preparing for the CPPO & CPPB exams, will be offered in January and the CPPO/ CPPB review sessions have been rescheduled for March 2007. Additional opportunities are listed on the attached registration form. You may register by returning the attached registration form to Cindy White by e-mail or fax, or you can register on-line at [www.dfwnigp.com](http://www.dfwnigp.com)

A minimum of 8 is required to hold a class.

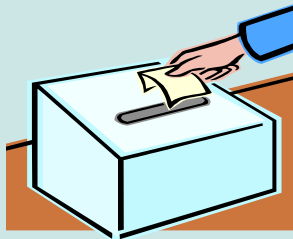
Cindy White, CPPO, CPPB  
Director of Purchasing  
Collin County Community College District  
(972) 758-3871  
[cwhite@ccc.edu](mailto:cwhite@ccc.edu)

Seminar Coordinator, DFW NIGP

*A minimum of 8 is required to hold a class. Rates have been reduced \$25.00.*

*Sign up now for an NIGP Class held in the DFW Metroplex. ~ Plano TX.*

# DFW Metroplex Chapter of NIGP updates



**Elections** will be held in January for the 2007 NIGP DFW Chapter Officers. If you would like to nominate yourself for a committee, please contact Tina Murphy or Janice Hughes.

## 2007 DFW Chapter Slate of Nominees

**President—Sarah Hoglund, CPPB**

*Collin County*

**1st Vice President—John Lemmond, CPPB**

*City of McKinney*

**2nd Vice President—Sonji Killyon, CPPB**

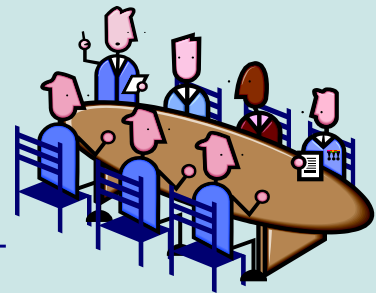
*City of Dallas*

**Secretary- Jack Dale, C.P.M., CPPB**

*City of Fort Worth*

**Treasurer—Lisa Littrell, CPPB**

*City of McKinney*



**A new committee** is in the works! This is an exciting opportunity to get involved in your chapter! NIGP now offers courses to vendors,

Government Contractor courses. A New

Committee will be formed: **The Supplier Relations Committee**

## UPPCC Certifications

Universal Public Purchasing Certification Council (UPPCC) announced plans to introduce new examinations for its public sector procurement certification offerings; Certified Professional Public Buyer (CPPB) and Certified Public Procurement Officer (CPPO) in 2008.

C.P.M. Bridge offered by the UPPCC from C.P.M. to CPPB or CPPO:

Additional information is available at the following link:

<http://www.nigp.org/Cert/FAQs.htm>

# NIGP Conferences

Lone Star Conference  
May 16—18, 2007  
San Antonio TEXAS

62nd NIGP Annual Forum  
August 4-8, 2007  
Hartford, Connecticut

Lone Star Conference 2008

- ◆ Planning Stages
- ◆ Looking for volunteers
  - ◆ Themes
  - ◆ Ideas

Possible location:  
Frisco Convention Center

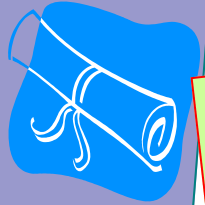
New Certifications

Congratulations

Margaret A. Cook, CPPB  
Johnson County

Welcome to our New Member ~

Kelli Harley, Smith County



PPA Christmas Party  
Toys for Tots

Please bring a toy for donation  
Thursday, December 7, 2006 7:00  
Gaylord Texan ~ River walk Café  
Free for PPA & NIGP Members  
Dinner, Cash Bar  
Spouses Welcome / \$36.00  
RSVP Erin Broddie  
EBoddie@McKinneytexas.org

## Thank You

Hi, my name is Cindy Steen and I am from the Mississippi Chapter. I want to express my sincere appreciation to the NIGP Regional Board of Directors, The Dallas Fort Worth Metroplex Chapter, The San Antonio Chapter and the Southeast Texas Chapter for giving me the opportunity to attend the 2006 NIGP Forum in Tampa. The experience was a learning one; but also an emotional one that reminded me what networking and the help of friends is all about. Some of the topics offered at Forum were pertaining to Hurricane Katrina. It touched my heart to sit back and listen to people from different chapters express their feelings on what happened here on the Gulf Coast. I live in Gautier which is about 20 minutes from Biloxi. In our City, we lost 65 homes. I was very fortunate not to lose everything that I owned, but I've seen things that I didn't expect to see in my lifetime and hope I never will again.

Our City is getting back to normal somewhat. Biloxi, Waveland, Pass Christian and Long Beach have along way to go. They have just started to rebuild the Biloxi Bridge; from what I hear, it will take up to 2 years. The Beau Rivage was host hotel to the 2004 NIGP Forum. They will be reopening on the anniversary of the Hurricane; and I encourage y'all to come visit us again. It will be a slow process, but with everybody's help along the Gulf Coast, and our friends from other States, we will rebuild.

I just wanted to tell each Chapter that I thank you from the bottom of my heart for your kind generosity.

Cindy Steen

Mississippi Association of Procurement and Property Agents (MAGPPA)

# Employment Opportunities

## Mansfield ISD

**Job Title:** Buyer **Wage/Hour Status:** Nonexempt  
**Reports To:** Purchasing Agent **Pay Grade:**  
**Dept./School:** Purchasing/School Services **Date Revised:** January 11, 2005

**Primary Purpose:**

Perform technical and clerical purchasing function for the district. Works directly with purchasing staff to implement purchasing procedures and to process bids and purchase orders and ensure compliance with applicable state laws and regulations.

**Qualifications: Education/Certification:**

High school diploma or GED; Bachelor's Degree preferred

**Special Knowledge/Skills:**

Knowledge of procedures for purchasing and invoicing supplies and equipment  
Ability to work with numbers in an accurate and rapid manner  
Ability to analyze and organize a complex filing system of bid-related documentation  
Proficient typing, keyboarding, and file maintenance skills  
Ability to use calculator (10-key by touch)  
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing  
Effective communication and interpersonal skills  
Proficiency in meeting constant deadlines.

**Experience:** One year governmental Buyer experience in a purchasing department preferred. Minimum three years clerical in a public or private purchasing department preferred.

**Major Responsibilities and Duties: Purchasing**

1. Initiate contact with vendors to check on supply and equipment availability, invoices, purchase orders, and contracts.
2. Obtain and study comparative prices and quotations.
3. Make decisions for district spending based on quotes obtained.
4. Purchase supplies and equipment for the district by competitive bidding, informal quotations, and negotiations following established district criteria and state purchasing rules.
5. Prepare bidding documents, including notice and instruction to bidders, specifications, and form of proposal.
6. Work cooperatively with district personnel to determine appropriate specifications, sources, availability, pricing, shipping, and receiving.
7. Receive and evaluate formal bids and make recommendations for the award of contracts to the Director of School Services.
8. Assist Purchasing Agent in negotiations of contracts.
9. Work cooperatively with Purchasing Agent to identify new construction purchasing requirements, enforce budget guidelines, create spreadsheets detailing expenditures and ensure delivery of items.

**Clerical**

1. Prepare and maintain vendor and bidder lists.
2. Creates, prepares and processes purchasing documents, enters or edits purchase order data in purchasing requisition system.
3. Prepare, develop and maintain a variety of correspondence, forms and documents as well as specialized reports.
4. Maintain physical and computerized files for the department.  
Minimum is \$36,316, Mid-point \$42,874 & Max is \$49,431.

Contact: Shelly Freeman at [Fresh@mansfieldisd.org](mailto:Fresh@mansfieldisd.org)



## Employment

City of Allen  
Buyer II  
Finance/Purchasing  
Salary: \$1,317-\$1,976 bi-weekly

**Brief Description:** The purpose of this position is to provide purchasing support to City employees and departments. This is accomplished by overseeing City purchases within the \$25,000 range, collecting requisitions for purchases of equipment, supplies and services, issuing purchase orders, contacting vendors and outside businesses, ensuring purchases are in compliance with City ordinances, policies and procedures, managing purchasing software, conducting training sessions for employees on software use, providing customer service support, addressing issues between vendors and City departments, conduct pre-bid and pre proposal meetings, bid openings, and handle City-Wide auctions, assisting with bid specifications and tracking annual contracts. Other duties may include serving as backup to the contract specialists and be able to assume those duties as needed, creating tracking databases for insurance certificates and bid information, producing reports of purchases. This position does not provide direction to other employees.

A complete Job Description with detailed requirements is in PDF format as an attachment to this newsletter. The City of Allen is accepting applications until the job is filled.

See attached PDF.

DFW NIGP Lapel Pins now available

# 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.