



# News Connection

NOVEMBER 2007

## DFW Chapter of NIGP National Institute of Governmental Purchasing

### 2007 OFFICERS

**PRESIDENT**  
SARAH HOGLUND, CPPB  
COLLIN COUNTY

**1ST VICE PRESIDENT**  
JOHN LEMMOND, CPPB  
CITY OF MCKINNEY

**2ND VICE PRESIDENT**  
SONJI KILLYON, CPPB  
DFW AIRPORT

**SECRETARY**  
JACK DALE, C.P.M., CPPB  
CITY OF FORT WORTH

**TREASURER**  
LISA LITTRELL, CPPB  
CITY OF MCKINNEY

**EX-OFFICIO**  
CYNDY SMITH, CPPB  
CCCCD

### COMMITTEE CHAIRS

**AUDIT/BUDGET**  
RON DUNCAN  
DFW AIRPORT

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

**LEGISLATIVE**  
CAROL COOPER, CPM  
CITY OF GARLAND  
DAWN BERRY  
CITY OF LANCASTER  
MATT DOBECKA  
COLLIN COUNTY

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

**NEWSLETTER**  
DEBRA MORRIS, CPPO  
CCCCD

**NOMINATION**  
PAST PRESIDENTS

**PROGRAM**  
SONJI KILLYON, CPPB  
CITY OF MCKINNEY

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

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

**WEBSITE DEVELOPMENT**  
DALE KERR  
PLANO ISD



A MESSAGE  
FROM OUR  
PRESIDENT

Greetings,

It is nomination time for the DFW NIGP Metroplex Chapter Officers for 2008. We will vote for officers at our next meeting on November 15, 2007.

The following is a list of nominated candidates:

- Chapter President** – *John Lemmond, CPPB*
  - First Vice President** – *Sonji Killyon, CPPB*
  - Second Vice President** – *Jack Dale, CPPB, C.P.M.*
  - Secretary** - *Michalyn Rains, CPPO, CPPB*  
*Scott Arledge, CPPO, CPPB*  
*Shelley Freeman, CPPB, CPM*  
*Janice Hughes, CPPB*
  - Treasurer**– *Lisa Littrell, CPPB*
- (This is a 2 year term, 1 year is remaining)

If you would like to volunteer or nominate anybody for any position please respond to the nomination committee. Officers attend quarterly meetings in addition to four (4) other board meetings throughout the year. Nominations for candidates and alternates may be directed to the committee: Cyndy Smith, Debbie Nye, or Sara Heglund. Upon election, officers will assume duties in January for the 2008 calendar year.

Thank You,

Sara Heglund, CPPB  
Contract Administrator  
Collin County, TX  
972-548-4104  
972-548-4694 (fax)  
[shoglund@co.collin.tx.us](mailto:shoglund@co.collin.tx.us)



Thursday  
November 15, 2007  
QUARTERLY MEETING  
& Educational Event

Join us for a  
Round Table  
Discussion

Submit Purchasing  
topics for discussion for  
this open round table

Submit topics to  
Sara Hoglund  
or  
Debra Morris

**NIGP DFW Chapter  
Quarterly Meeting  
November 15, 2007  
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

**\$25.00 Inclusive**

**Please RSVP by Friday  
November 9, 2007  
Steve Cole**

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

***RSVP's are firm  
The Chapter is responsible for pay-  
ment of the meal***

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

Includes Hot luncheon:

- ◆ Southwestern Grilled Chicken with sautéed peppers, onions, ranchero sauce and shredded jack cheese
- ◆ Garden Salad with Choice of Dressing
- ◆ Spanish Rice
- ◆ Seasoned Vegetable Medley
- ◆ Warm Rolls with Butter
- ◆ Tropical Fruit Tart
- ◆ Iced Tea, Water, Coffee and Decaf- feinated Coffee

Alternate lunches available upon request. Invoices available upon request.

**Workshop + Lunch = NIGP Points**

**Special rate of \$25.00**

Save  
the  
Date

## 2008 Lone Star Regional Purchasing Conference

Recharge Rejuvenate Refresh

May 4-7, 2008

Hilton DFW Lakes Executive Conference Center



The DFW Chapter of NIGP will host the 2008 Lone Star Conference. A Vendor Fair will be held on Tuesday, May 6th. Please submit your list of "top ten" vendors to our committee of Ron Duncan and Jack Dale. We hope to have 70 vendors participate. If you have seminar ideas or would like to volunteer to teach a class, please contact Debra Morris. Opportunities are still available if you would like to be involved. Contact committee chairs to get involved.

### **Committees Opportunities:**

#### **Site Selection:**

Debbie Nye 972.547.7581

#### **Registration:**

Sara Hoglund 972.548.4104

#### **Education/Workshops:**

Debra Morris 972.758.3852

#### **Classroom Setup:**

Cindy White 972.758.3871

#### **Classroom Moderator:**

Cyndy Smith 972.758.3872

#### **Vendor Fair:**

Ron Duncan 972.973.5613

Jack Dale 817.392.8357

#### **Banquet:**

Janice Hughes 817.459.6304

#### **Special Event:**

Debbie Nye 972.547.7581

#### **Program Guide:**

Tina Murphy 469.742.8018

#### **Activity Coordinator:**

Lisa Littrell 972.547.7583

John Lemmond 972.547.7586



The Legal Aspects of Purchasing seminar has been cancelled due to low registration, but there are many more seminars scheduled in the upcoming months. Included below is a list with links for those



that are currently available for on-line registration. You can find all the information you

# NIGP Seminars

need at the links provided.

### Important Dates to Remember

#### January 1, 2008

New certification fees go into affect.

#### March 31, 2008

Application deadline to take the current CPPO/CPPB exam

#### July 21, 2008

Application deadline for new exams (October 2008 testing)

#### July 31, 2008

Last day to take the current CPPB/CPPO written examinations

#### September 15, 2008

Exam registration deadline for new exams (October 2008 testing)

#### September 30, 2008

Application deadline for the C.P.M. to UPPCC Bridge

#### December 30, 2008

Last day to take the *written CPPB Bridge Exam*

Last day to take the *CPPO Bridge Exam*

Last day to take the *CPPO Oral Panel Exam*

Developing and Managing RFP's -  
December 5-7, 2007

<http://www.nigp.org/educate/outline/DMRFP-TX.htm>

Effective Management of  
Construction  
Contracts -

January 11, 2008

<http://www.nigp.org/educate/outline/EMCC-TX.htm>



Introduction to Public Procurement - February 27-29, 2008

CPPO/CPPB Review -  
April 3-4, 2008

Contracting for Public Sector  
Services - June 5-6, 2008

# New Certifications!

Erin Boddie, CPPB  
Buyer II  
City of McKinney, TX



Elizabeth Hudspeth, CPPB  
Buyer II  
City of McKinney, TX

Beth Flemming, CPPO, CPM, APP  
Director of Purchasing  
Denton County, TX

## **JOB OPPORTUNITIES**

### **Collin County Community College District Purchasing System Specialist Plano, TX**

Hiring Range: \$29,295 - \$30,760

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

Reports To: Director of Purchasing

Education: Associate's degree from a regionally accredited institution.

Experience:

Two (2) years of related experience to include DOS, Windows XP based word processing, e-mail, Internet, web site design and publication (specifically Microsoft Front Page), and computer hardware required. Knowledge of automated purchasing system, specifically Banner, preferred.

OR

Any equivalent combination of training and experience.

Licenses/Certificates: CPPB Preferred.

To apply: <http://www.ccccd.edu/> Click on "Jobs" under the Quick Links pull down menu

### **Director of Consumer Procurement Services Department of Assistive and Rehabilitative Services Austin, TX**

Posting Salary from \$6635.53 to \$7083.33

The Director of Consumer Procurement Services (CPS) reports to the Director of Program Support Services, within the office of the Chief Operating Officer. This position is responsible for the development of an agency-wide consumer services procurement plan. This position is responsible for the development of policy, procedures and best practices related to consumer goods and services procurement. This position is responsible for the strategic management of all aspects of contract procurement including development of procurement documents, conduct of meetings, proposal review process and vendor selection, negotiation and oversight of sensitive and confidential procurement documentation. This position is responsible for implementing agency-wide best practices strategies as they relate to procurement for improving outcomes in contracting and service delivery, with a focus on customer service. This position interacts routinely with state office and regional office staff, Department of Assistive and Rehabilitative Services (DARS) executive staff and divisions, Health and Human Services (HHS) Enterprise contracting and procurement divisions, and providers on behalf of the agency. The Director works under limited supervision with considerable latitude in the use of initiative and independent judgment. Works with the department management team to identify and resolve cross-agency operational procurement and contract management issues. Ensures continuous improvement of procurement functions and execution of the agency's goals and objectives.

Access HR #72326 See attached information for more detail concerning this job opportunity.

Click the link below to view this job opportunity.

[https://rm.accessshr.hhsc.state.tx.us/Eng/careerportal/Job\\_Profile.cfm?sz](https://rm.accessshr.hhsc.state.tx.us/Eng/careerportal/Job_Profile.cfm?sz)

OrderID=72326

# 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.