Save these Dates...

**Great GPAG Events are Coming!**

The GPAG 2017 Fall Reverse Trade Show is just two weeks away!! The show will be held on **Thursday, October 5** at the Professional Sciences Conference Center on the campus of Middle Georgia State University in Macon, Georgia from 10:00am until 2:00 pm.

Registration is FREE and includes lunch with your fellow government officials and the vendors in attendance, including presentations from the event sponsors. Register for the GPAG Fall 2017 Reverse Trade Show at: www.gpag.net today.

If you have any questions, please contact Stephanie Brice via phone at (770) 528-8439 or via email (Stephanie.brice@cobbcounty.org).

**AND... Coming in November...**

GPAG’s **Fall Trends and Mentoring Conference**, Brasstown Valley Resort and Spa in Young Harris, GA on **November 7-10, 2017**. Planned in a beautiful autumn setting, the Fall Conference will offer a full schedule of informative classes so you can hone your procurement skills while earning Certification points. This beautiful North Georgia retreat offers many activities including golf, horseback riding, hiking, indoor swimming and more — and is only a half hour's drive from Murphy, NC. Don’t miss this one!

**In the Spring...**

Reserve **April 24-27, 2018** for GPAG 2018 Spring Signature Conference at Callaway Gardens for a rejuvenating and educational spring retreat! Watch www.gpag.net for information on this and our Winter Seminar in January 2018.

**When Disasters Strike! Is Procurement Ready?**

By Penny Murphy, C.P.M.

The 2017 Hurricane Season has been an active one so far and we have a couple of months to go! With agencies all across the State, some GPAG members have just had several days of the worst weather and the staggering results of the clean up and repair process.

When working in the private sector for BellSouth, we were mobilized for Hurricane Katrina. We worked 12 hour shifts in the EOC, buying, documenting and shipping truckloads of supplies to New Orleans and Baton Rouge. As a telecommunications provider, we were bound by the federal government to get the phone lines up and running as quickly as possible. This meant we had to create and supply tent cities for our technicians and their families who had lost everything. But they had to keep working. Procurement personnel were a critical, vital component of the recovery efforts for months.

That was quite an experience! So, when I went to work in the public sector for BellSouth, we were mobilized for Hurricane Katrina. We worked 12 hour shifts in the EOC, buying, documenting and shipping truckloads of supplies to New Orleans and Baton Rouge. As a telecommunications provider, we were bound by the federal government to get the phone lines up and running as quickly as possible. This meant we had to create and supply tent cities for our technicians and their families who had lost everything. But they had to keep working. Procurement personnel were a critical, vital component of the recovery efforts for months.

That was quite an experience! So, when I went to work in the public sector, I asked if procurement should be included in all the disaster preparedness classes the Fire Department conducted with all the department directors.

“Well, you should be trained,” was the answer- but, years later, I was still not trained. Luckily, we never experienced a disaster where this was needed.

The following is excerpted from an article, Purchasing Planning For Disaster - Are You Prepared? By Wade C. Ferguson, DBA, C.P.M. and Mark F. Hartley, DBA, both from near Charleston, SC. These are good questions to ask and points to consider before disaster strikes!

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Retiring...

After almost 28 years, Bonnie McNabb, CPPB, City of Smyrna, Warehouse Supervisor for Public Works, retired on September 12. Bonnie has managed the city’s warehouse, acquired materials, parts, and equipment for Public Works and other City departments, along with maintaining inventories, since November 1989. During her time with the City, she has been involved with the Governmental Procurement Association of Georgia where she was named Buyer of the Year in 2016, the National Institute of Governmental Purchasing, and she is a Certified Professional Public Buyer (CPPB). Happy Retirement! We will miss you, Bonnie!

Award Winning...

Michelle Butler, DeKalb County Purchasing & Contracting, Interim Procurement Manager-CIP, has been named the Advancing Professional Award by the National Contract Management Association. This award was established to “provide peer recognition to the rising stars and top performers in the contract management profession under the age of 40.” She will receive her award on December 5 at the Governmental Contracting Management Symposium in Arlington, VA. Congratulations, Michelle!

Leading the way...

Stefanie Taylor, CPPB, Cobb County Purchasing, Contract Management Coordinator, has been named to the Contract Management Leadership Development Program (CMLDP) by the National Contract Management Association (NCMA). One of only 20 competitively selected students, Stefanie will participate in a challenging year of professional development in fundamental leadership, association volunteerism, NCMA governance and contract management. Stefanie also serves as the newly appointed chairperson of the new Atlanta Chapter Local Government Committee designed to create more educational opportunities throughout the NCMA community about local government contracting. Stefanie has been a member of GPAG for over two years and received a Tom Dykes Scholarship in 2016. Great job, Stefanie!

Getting promoted...

Mendi Boddie, Georgia Department of Natural Resources, has been promoted to Contracts Specialist for the Procurement section of GSFIC. Previously, she was the GSFIC Procurement representative where she advertised, bid and awarded for all Public Works Construction projects. Mendi started as the Administrative Assistant to the Director of Procurement and was mentored by Cassandra Zuber, Bidding Manager for GSFIC Procurement, who gave her the opportunity to work under her as a Procurement Agent. With the assignments, knowledge and guidance given to me, I grew in the Bidding section and after three years performing as a Procurement Agent, I was ready, eager and excited when the Contracts Specialist position was posted,” Mendi said. Congratulations, Mendi!

Remembering...

Jeff Rolsten, Director - Agency Contract Sourcing Team, Georgia Department of Administrative Services, who passed away unexpectedly in August. Jeff had an illustrious career in procurement in both the public and private sectors. He was an energetic and inspiring leader and the consummate volunteer in his community and other organizations. While at BellSouth, he was a primary team member of the Corporate 1996 Olympic Committee. Jeff also worked as Group Category Manager, DOAS, including the support function for the Georgia Emergency Management Agency - Logistics and Procurement Activities; as Senior Vice President, Strategic Sourcing - SunTrust Banks, where he staffed and managed a newly formed strategic sourcing department; Assistant Vice President, Global Strategic Sourcing (AT&T); Executive Director, Strategic Sourcing (BellSouth/AT&T). Rest in Peace, Jeff.
When Disaster Strikes!
Are YOU Ready?

The following questions are provided to guide the purchasing disaster planning process and to stimulate other questions that the planning team will seek answers to during the process. The list is not intended to be exhaustive.

PREDICTION

What types of disasters could impact our purchasing operations? (And the operations of our agency?)

What is the extent of the impact of each type of disaster?

PREPARATION

♦ Do we have a disaster plan?

♦ What is purchasing's role in the plan?

♦ Are there any special action requirements for purchasing under the plan?

♦ Does everyone in the purchasing department know and understand the plan?

♦ What is the "worst" thing that could happen to our department? What event would have the greatest negative impact on our ability to serve our customers? The next worst? The next worst? If we lose telephone service...

♦ How will we communicate with our customers? How will they communicate with us? What impact does the structure of the organization (single site vs. multi-site) have on our communication decisions? Would cellular phones help?

♦ During/after a disaster occurrence, will we need special services from the telephone company, such as multiple lines, dedicated switching service, special call groups, etc.?

♦ Do we have emergency phone lists for all purchasing personnel, major internal contacts, and major suppliers/partners? Do we have copies at home as well as at the office? If we lose power...

♦ How will we issue purchase orders? Can we use manual forms? Do we have a supply of manual forms stored in a secure place? How will we control the manual system? If we lose our computer...

♦ If our system is PC-based, do we have adequate backup of programs and data, stored in a secure place? Do we have access to additional hardware if ours is destroyed?

♦ If our system is mainframe supported, could we employ a stand-alone PC-based program during the period the mainframe is unavailable?

♦ If we have to move the purchasing operation to an alternate site or if we have to support multiple corporate sites...

♦ Where will we go? Who will go? How will we get there? What tools, equipment, materials, supplies, will we need to operate there? Have we prepared for transportation, lodging, food, expense money?

♦ Do we need expanded/increased purchasing authority limits during a disaster recovery period?

♦ Is a different purchasing organizational structure appropriate after a catastrophic disaster?

♦ Do we know our insurance carriers' claim requirements? What does purchasing need to do to ensure maximum financial recovery and timely claim processing?

♦ If our organization becomes eligible for FEMA funds following a disaster, do we know what requirements purchasing must comply with?

♦ How might our internal and external interfaces change during and after various disaster situations? How will we adjust to support these changes?

♦ Have we shared our disaster plans and expectations with our key suppliers/partners?

♦ Whatever disaster plans we implement, what will be the impact of the activity on normal operations? What will we have to do as a result of implementing the plan, to recover, i.e. how will we get back to "normal?"

The goal of a purchasing disaster plan should be to ensure that the purchasing function can continue to provide appropriate levels of customer service, even in the face of a disaster situation. Not only should purchasers plan to continue their normal level of support to their organizational customers, but they should plan to provide greater than normal support levels following a disaster, and typically with a purchasing operation that has itself been impaired by the disaster. Be Prepared!
By Darin Matthews

After being assigned the responsibility of surplus property disposal for my agency many years ago, I quickly came to the following conclusion: it is often easier to buy something than it is to get rid of it.

Some in the public procurement profession may not consider surplus property to be a glamorous assignment. In fact, the first time I was given this role was at a procurement staff meeting that I missed. My colleagues in attendance told me that, due to my absence, I “volunteered” for the role.

But today we can absolutely view property disposal as a key function for any organization. Since it is often considered part of the warehousing function, it falls under the authority of central procurement for many public agencies. Even if your own agency is structured differently, it is still important that a public procurement professional be aware of surplus property policies.

Disposing of assets is an opportunity to bring value (and dollars) to any organization. Knowing how to maximize the value of surplus materials and equipment can really pay dividends.

So what is the best method of disposal? Similar to buying the item originally, there is no single best method. Just like we have options with procurement methods (bid, RFP, sole source, etc.), there are also choices when it comes to disposal.

Trade-in can be a viable way to dispose of things like heavy equipment and fleet vehicles. It will offset the cost of the new equipment while getting the older units off your hands. Unfortunately, dealers may tend to under-value your used equipment in this scenario, even as part of a competitive bid process. It may be wise to keep your options open and state that your agency may or may not accept their trade-in offer.

Many organizations do quite well selling their surplus equipment themselves, either through a competitive bid process or through the use of online sales. The latter has gained popularity in recent years as companies like GovDeals and Public Surplus have increased their presence. The equipment is offered to a broader network of potential buyers, and through increased competition comes better prices. Even after paying the agreed upon commission, I have still found online sales to be a great value for my organization.

Donation may be another option to consider for your surplus item. If allowable, just giving your surplus furniture to a local non-profit can make sense. Perhaps a homeless shelter or community center could put the furniture to good use?

Normally, agreements between two public agencies can be negotiated directly, including the sale of surplus equipment. For example, a used fire apparatus from a large city can be sold to a local fire district. Even if the large agency could get a higher price elsewhere, it could still result in a win/win for the parties.

Managing the disposition of surplus property is an important part of public procurement. If this opportunity happens to come your way, my advice is to embrace it. Determine which disposal methods are in your “tool box” and go out and make a difference.

EDITOR’S NOTE: Check the State Procurement Manual or your Agency Policy for the correct guidelines in Georgia.

DARIN MATTHEWS, FNIGP, CPPO, CPSM, is the director of procurement for the University of California, Santa Cruz.
Peach State Procurement

Peach State Procurement is the current official newsletter of the Governmental Procurement Association of Georgia (GPAG).

It is produced quarterly by the Public Relations / Historical Committee, Penny Murphy, Chair. Other Committee members are Mendi Boddie and Stephanie Brice.

To submit articles or photos, please send to Penny Murphy at penmurph@gmail.com.

The newsletters are published prior to the next general business meeting or conference each quarter.

Contributors to the September 2017 Edition include: Mendi Boddie, Stephanie Brice, Jacque Huley, Cory Craver and Penny Murphy.

Upcoming NIGP Webinars

Register at http://www.nigp.org/grow-professionally/education/webinars

Contact hours: 1 (Contact hour awarded based on use of First and Last Name at Log In)

The Supplier-Practitioner Connection: Adding Value to Procurement

Wednesday, September 20th, 2017 2:00 PM ET- 3:30 PM ET (Eastern Time)
Presented by: The NIGP Business Council

Overview In this online training session, The NIGP Business Council will explain the various ways that suppliers can add value to every procurement, regardless of the procurement strategy an agency adopts. Whether the issue is sustainability, financial options, or socio-economic conditions, you will discover the benefits of how working with suppliers can help your procurement strategies lead to success.

U.S. EPA’s Recommendations of Specifications, Standards, and Ecolabels to Support Environmentally Preferable Purchasing

Tuesday, September 26, 2017 2:00 PM ET- 3:30 PM ET (Eastern Time)
Presented by: Holly Elwood and Alison Kinn Bennett

Overview Over the past 20+ years, EPA’s Environmentally Preferable Purchasing Program has been at the forefront of identifying environmental and human health performance strategies for key sectors and helping transform the market through the power of federal purchasing. After years of stakeholder engagement and a much anticipated pilot effort, this past December the EPP Program released Recommendations of Specifications, Standards, and Ecolabels in order to help federal purchasers meet sustainable purchasing goals. The Recommendations leverage and increase market confidence in - private sector initiatives that have demonstrated positive, measurable, and meaningful change in the environmental performance of products and services.

Using Procurement to Achieve Economic, Social, and Environmental Goals: Results From a New Survey

Thursday, October 12th, 2017 2:00 PM ET- 3:30 PM ET (Eastern Time)
Presented by: Lukas Brun

Overview This presentation will provide the results of a recently completed survey on the extent to which municipalities use procurement to achieve economic development, social equity, and environmental sustainability goals. Topics covered will be local government purchasing from local businesses, disadvantaged business enterprises (DBEs), green purchasing policies, and the extent local hiring, living wage and community development agreements are used in construction contracts.