



ARIZONA STATE CAPITOL CHAPTER OF NIGP
A CHAPTER OF THE NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING
P.O. BOX 18123
PHOENIX, ARIZONA 85005

The Arizona State Capitol Chapter of NIGP Welcomes You!

Dear Saretha,

Welcome to the **Arizona State Capitol Chapter of National Institute of Governmental Purchasing (AZNIGP)**. Congratulations on your decision to join an organization that is dedicated to promoting the procurement profession. We have received your application for AZNIGP membership and this letter serves as confirmation of your **2013/2014** AZNIGP membership!

The Arizona State Capitol Chapter of NIGP is a non-profit educational and professional development organization for all public purchasing and contracting officials of the Phoenix Metropolitan area and we are very excited that you have joined this valuable organization! The AZNIGP works hard to promote and support professional development for its diverse members and strives to maintain the highest standard of ethics, integrity, public trust and awareness.

I have included the 2013 AZNIGP Executive Board & Committee Directory and the AZNIGP Membership Guide which outlines the many benefits of membership and the AZNIGP committees which you may choose to be a part of. The success of the organization is dependent on the work of the committees and we invite you to get involved. AZNIGP has an excellent and very informative website available to all members. Go to www.aznigp.org to get information about the Chapter's History, current Calendar of Events, Board Members, Committees, By-Laws, scholarships, the annual Regional Conference and much more.

By joining AZNIGP, you are now able to take advantage of joining other procurement professionals across the State who will serve as resources in your future procurement endeavors. You can also take advantage of the multiple scholarship opportunities that AZNIGP offers to their membership; this past year AZNIGP provided over \$5,000.00 in educational scholarships to its members through the buyer and manager of the year awards, paid NIGP class registrations, paid NIGP National Forum registrations and various other seminars and educational opportunities.

Each year AZNIGP hosts NIGP purchasing seminars, monthly chapter luncheons, career seminars and a free March Purchasing Month Career Seminar and an Annual AZNIGP Regional Conference and Products Exposition which is held in October. This year's regional conference and product expo will be held at the Mesa Convention Center on October 10, 2013. Come join us for this important event and educational opportunity. Save the date and don't miss this annual event that is fun and a huge fund-raiser for our chapter.

AZNIGP is a chapter of the National Institute of Governmental Purchasing which affords individuals who are currently employed in public purchasing the opportunity to achieve industry-wide recognition by earning the Certified Professional Public Buyer (CPPB) and/or Certified Public Purchasing Officer (CPPO) certifications. Professional Certification is the process by which the public purchaser demonstrates a standard of competency for the benefit of the public, and attests to the purchaser's ability to obtain maximum value for the taxpayers' dollars. Our Chapter host review/study sessions each year for those who are interested in taking the exam for certification.

You will find there are many benefits provided to the membership of **NIGP** and the **Arizona State Capitol Chapter**. These include:

- Recertification Points for CPPB and CPPO
- NIGP classes sponsored locally
- Cooperative Purchasing Bids and Coop Organizations
- Purchasing Topics taught by qualified speakers
- Great Networking with your Purchasing Peers
- Chapter Awards – Buyer and Manager of the Year
- Scholarships to attend NIGP classes or seminars and National Forum
- Vendor outreach through the annual Regional Conference and Product Expo

As a new member, you would have the unique ability to join the **New Member's Mentoring Program**. This program is designed to assist you in your professional career and to introduce you first hand to the benefits of being an AZNIGP member. If you elect to join the mentoring program, a seasoned member will be assigned to you for your first year to:

- Walk you through the membership benefits
- Introduce you to other members at the monthly luncheons, career seminars and annual Regional Conference
- Help you navigate the chapter website
- Review the different committees and their duties and help you decide which committee best suits your particular interest and talents
- Explain the importance of being a national member of NIGP as well as a local member
- Assist you in deciding which professional development classes would most benefit your career
- Explain the different certifications available, their requirements and how to apply
- Provide highlights and information concerning NIGP's annual National Forum
- Answer any questions you may have concerning the Chapter or the governmental purchasing career in general

If you are interested in joining the New Member's Mentoring Program, please contact Brian Walsh at 602-506-3243 or by email at walshb@mail.maricopa.gov and he will be happy to discuss the program and get you started on a mutually successful and beneficial membership.

In advance, I would like to welcome you to the Chapter. I encourage you to be an active member and take advantage of all these opportunities. Congratulations on taking the first step towards improved procurement skills and increased professionalism in the challenging world of governmental procurement and contracting!

P.S. We would love to meet you in person so enclosed is a voucher for a free registration to a monthly chapter luncheon. We look forward to meeting you and introducing you to the Chapter.

Sincerely,



Kristy Garcia, CPPB
AZNIGP Membership Chairperson
175 S. Arizona Ave., 3rd Floor
Chandler, AZ 85225
Phone: (480) 782-2402
Email: kristy.garcia@chandleraz.gov





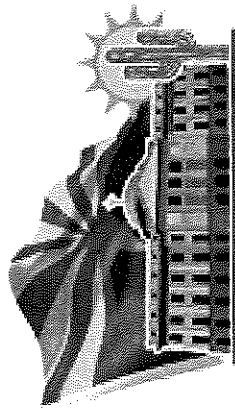
New Member Lunch Voucher

Good for one (1) lunch. This voucher must be submitted to the AZNIGP Treasurer with your registration at the time/day of luncheon meeting. This voucher is non-transferable and is good for 12 months from the date of issue.

Presented to: Saretha Jones

Date: 6/28/13 Voucher#: 178

Issued by: *Sharon Brause*, CPPB, President - 2013 AZNIGP



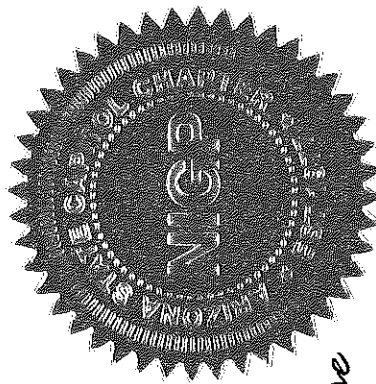
**ARIZONA STATE CAPITOL
CHAPTER of NIGP**

Arizona State Capitol Chapter of NIGP

This is to certify that

Saretha Jones

is a member in good standing of the organization, an educational and technical entity of public sector purchasing professionals dedicated to the development of efficient purchasing methods and practices in the field of educational, governmental and public institutional procurement.



2013



Sharon Brause

Sharon Brause, CPPB, CPCP
President




Arizona State Capitol Chapter of NIGP 2013 Calendar of Events

January 10, 2013	Board Meeting	2:00 PM	TELECONFERENCE
January 15, 2013	Chapter Luncheon Meeting	11:30 AM	HILTON GARDEN INN, PHX
January 20, 2013	PF Chang's Rock & Roll Marathon		VOLUNTEER EVENT
February 8, 2013	Buyer/Manager of the Year submittals due	5:00 PM	
February 14, 2013	Board Meeting	2:00 PM	TELECONFERENCE
February 19, 2013	WEBINAR/LBU	11:30 AM	ADOT EQS Conf Rm
February 25-26, 2013	SEMINAR – Procurement under Federal Grants (2 days)	8:00 AM	VALLEY METRO
March	Purchasing Month		Volunteer event
	Purchasing Month – Sock / Blanket drive		Springdale Village East
March 5, 2013	Career Seminar I	8:30 AM	HRDC - ADOT
March 14, 2013	Board Meeting	2:00 PM	TELECONFERENCE
April 9, 2013	WEBINAR/LBU	11:30 AM	ADOT-HRDC
April 11, 2013	Board Meeting	2:00 PM	TELECONFERENCE
April 20, 2013	Pat's Run		VOLUNTEER EVENT
Apr. 29-30/May 1, 2013	SEMINAR – Legal Aspects of Public Procurement (3 days)	8:00 AM	CITY OF MESA
May 9, 2013	Board Meeting	2:00 PM	TELECONFERENCE
May 14, 2013	Chapter Luncheon Meeting	11:30 AM	HILTON GARDEN INN, PHX
June 11, 2013	WEBINAR/LBU	11:30 AM	ADOT-HRDC
June 13, 2013	Board Meeting	2:00 PM	TELECONFERENCE
July 11, 2013	Board Meeting	2:00 PM	TELECONFERENCE
July 22, 2013	SEMINAR – ABC's of RFP's	8:00 AM	ADOT - HRDC
August 8, 2013	Board Meeting	2:00 PM	TELECONFERENCE
August 13, 2013	Career Seminar II	8:00 AM	ADOT-HRDC
August 24-28, 2013	NIGP National Forum, Orlando, FL		
September 10, 2013	Chapter Luncheon Meeting	11:30 AM	HILTON GARDEN INN, PHX
September 12, 2013	Board Meeting	2:00 PM	TELECONFERENCE
October 3, 2013	Final Regional Conference meeting	2:00 PM	CITY OF MESA PURCHASING
October 10, 2013	24TH Annual Regional Conf. & Vendor Expo	9:00 AM	MESA CONVENTION CENTER
October 17, 2013	Board Meeting	2:00 PM	TELECONFERENCE
November 4-5, 2013	SEMINAR – Performance Based RFP's	8:00 AM	CITY OF GLENDALE
November 12, 2013	WEBINAR/LBU	11:30 AM	TBD
November 14, 2013	Board Meeting	2:00 PM	TELECONFERENCE
December 2, 2013	2 nd Annual Reverse Trade Show	1:00 PM	CITY OF MESA
December 10, 2013	Transitional Board Meeting	9:00 AM	TBD
December 10, 2013	Chapter Luncheon Meeting	11:30 AM	TBD

**ARIZONA STATE
CAPITOL CHAPTER OF
NIGP
(AZNIGP)**



Membership Guide



AZNIGP MISSION STATEMENT

To provide, promote and support professional development in procurement practices for our diverse membership through educational opportunities and communication while achieving and maintaining the highest standards of ethics, integrity, public trust and awareness.



OBJECTIVE

- To establish cooperative relationships among members
- Develop efficient purchasing methods in the field of governmental, educational and public institutional procurement
- To encourage maintenance of ethical standards in buying and selling
- To promote uniform public purchasing laws and simplified standards and specifications
- To collect and disseminate useful information for its members
- To promote the interchange of ideas and experiences within the purchasing profession
- To encourage research and investigation
- To promote ongoing training and certification of its members
- To sponsor activities that may be useful in providing its members with knowledge for efficient procurement



ABOUT AZNIGP

- AZNIGP is the Arizona State Capitol Chapter of the National Institute of Governmental Purchasing (NIGP).
- AZNIGP was established and organized in October of 1977.
- An executive board governs the chapter and it consists of a five member board elected by chapter members.



AZNIGP OFFERS MEMBERS MANY BENEFITS!



MEMBERSHIP STATUS

Active (Regular) Membership

- Membership in the Arizona State Capitol Chapter of NIGP (AZNIGP) is open to all public institution procurement and materials management personnel including federal, state, county, municipal and township activities, public school systems, colleges, universities, hospitals, commissions, authorities, and any other political subdivision of the state, provided they spend most of their time involved in procurement or materials management functions. Or, a person with full time employment in a position having direct influence on the public procurement process such as elected officials and department heads.



MEMBERSHIP STATUS

Associate Membership

- Any person not eligible for active membership who is interested in the principles and practices of governmental purchasing.
- Open to any interested individual as described below.
 - Student
 - Faculty
 - Individual



MEMBERSHIP STATUS

Types of Associate Memberships:

- **Student** – Individuals who are pursuing an undergraduate or graduate curriculum in public or business administration, public purchasing or materials management.
- **Faculty** – Individuals who instruct an undergraduate or graduate curriculum in public or business administration, public purchasing or materials management.
- **Individual** – Interested individual who is employed with a non-publicly funded school, college, university or hospital, or is a non-procurement government employee, and does not fit into any other category.



MEMBERSHIP FEES

- **New Membership Fees**
 - Active - \$40.00 per year
(pro-rated to \$20.00 for NEW MEMBERS ONLY who join after January 1)
 - Associate - \$20.00 per year

Annual membership dues run July 1 through June 30.



MEMBERSHIP FEES

- **Renewal Membership Fees**
 - Active - \$40.00 per year
 - Associate - \$20.00 per year

Annual membership dues run July 1 through June 30.



HOW TO JOIN

- **Join Online:** You may join online using Visa, Mastercard or you may indicate you will pay by check or purchase order (select "Pay by Check" if you are submitting a purchase order).
- **Online Membership Application**
https://www.aznigp.org/secure/registrations_and_renewals/registrations/

An applicant becomes a regular chapter member upon acceptance of the application, payment of dues, and confirmation by the Membership Committee that the applicant meets all eligibility requirements.



BENEFITS OF MEMBERSHIP

- EDUCATION
- CERTIFICATION
- NETWORKING
- CONFERENCES
- SCHOLARSHIPS
- AWARDS
- NEWSLETTERS / ARTICLES



EDUCATION

- AZNIGP sponsors multiple training opportunities throughout each calendar year, including NIGP classes.
- Seminars are specifically tailored to develop the members' proficiency in public procurement, contracting and management fields.
- AZNIGP enhances members' understanding of the NIGP general body of knowledge needed for internationally recognized professional certifications such as the Certified Professional Public Buyer (CPPB) or the management level Certified Public Purchasing Officer (CPPO).
- AZNIGP offers specific topics to address Arizona statutes and legislation.
- AZNIGP seminars provide the necessary credits for NIGP certification and recertification points.



CERTIFICATION

AZNIGP promotes certification through the Universal Public Purchasing Certification Council (UPPCC) by offering content training, review courses, and monetary incentives to members. Once certified, members can easily maintain their certification status with re-certification points earned at inexpensive seminars and by attending the AZNIGP Regional Conference and Product Exposition.



NETWORKING

AZNIGP is made up of over 230 public procurement professionals from across the State of Arizona. A member directory is available to AZNIGP members to encourage a "members helping members" environment.

Visit our website at www.aznigp.org for more information!



CONFERENCES

The AZNIGP Regional Conference and Product Exposition is held each October. This one-day event is full of educational seminars, networking opportunities, and a vendor expo with an average of 100 vendor booths.



PURCHASING MONTH

The month of March is designated by NIGP as "Purchasing Month." To recognize and celebrate "Purchasing Month", AZNIGP offers its members a free social event, as well as reasonably priced luncheons and career seminars. In addition, the Governor signs a proclamation recognizing March as "Purchasing Month." Watch the quarterly AZNIGP newsletter or the website for information on upcoming "Purchasing Month" activities.



SCHOLARSHIPS

AZNIGP awards multiple scholarships in excess of \$5,000 each year to its members. These scholarships can be used toward continuing education through NIGP developed training, AZNIGP training, or college courses specific to the procurement and contracting arena.



RECOGNITION AWARDS

AZNIGP values each of its members and recognizes exceptional professional development and service. AZNIGP offers the following awards:

- o Buyer of the Year
- o Manager of the Year



NEWSLETTER

AZNIGP publishes *The Purchasing Exchange*, a quarterly newsletter to keep members aware of current procurement news, members' achievements, NIGP events and career tips.

The Purchasing Exchange also announces relevant procurement sessions and upcoming educational events.



AZNIGP COMMITTEES NEED YOU!



AZNIGP NEEDS YOU!

Because the success of AZNIGP is dependent on the committees that serve the organization, AZNIGP needs your talents and energy. We encourage our members to become active and contribute to the AZNIGP by serving on committees of their choice. If you would like to serve on one of these committees or have questions about them, please contact the committee chairperson.



EDUCATION AND PROFESSIONAL DEVELOPMENT COMMITTEE

- o Plan, establish, coordinate and facilitate educational programs (NIGP and local classes).
- o Organize workshops and seminars to encourage certification.
- o Coordinates AZNIGP and NIGP training based on the needs of the membership.
- o Coordinates the scheduling and set-up of classrooms/facilities to suit the needs of the seminar and instructors (AV equipment, flip charts, etc.)
- o Coordinate and schedule speakers to attend the AZNIGP regional conference.
- o Schedule CPPB/CPPO study sessions.



AWARDS AND SCHOLARSHIPS COMMITTEE

- o Development and administration of procedures, criteria, and final selection of recipients.
- o Develop, maintain, and promote scholarship opportunities for AZNIGP membership.
- o Promote and publicize monetary benefits of the scholarship program through *The Purchasing Exchange* newsletter and other means.
- o Encourage membership to showcase the efforts of their agencies or fellow members by submitting entries for the Buyer of the Year and Manager of the Year awards.



MEMBERSHIP AND OUTREACH COMMITTEE

- Actively promote the benefits of membership in AZNIGP to governmental purchasers who are not currently a member of the organization.
- Develop communications in the AZNIGP newsletter and through group emails to current AZNIGP members, to provide current membership information and encouraging their continued participation in AZNIGP.
- Send out welcome letters and packages including, the new AZNIGP Membership Guide and the AZNIGP Membership Directory, to new members throughout the year.
- Maintain and update the Membership Directory, Membership Guide and update the email distribution list.



PROGRAMS COMMITTEE

- Plan, develop, coordinate and facilitate information programs, which are educational in nature for members.
- Arrangement for guest speakers at chapter meetings, career seminars, webinars and Lunch Box U's.
- Make arrangements for audio-visual aids, panels, and/or other appropriate methods to achieve the desired objective.



MARKETING AND COMMUNICATIONS COMMITTEE

- Keep membership abreast of current information.
- Undertake public information on behalf of the organization.
- Implement communication actions authorized by the Executive Board.
- Gather articles and publish the quarterly AZNIGP *The Purchasing Exchange* newsletter. Actively solicit articles on governmental purchasing or related issues from the AZNIGP membership.
- Coordinate changes and updates to the AZNIGP website.
- Publicize and post registration forms to the website for all AZNIGP events.
- Post materials to the AZNIGP website that are provided by the various AZNIGP committee chairpersons.
- Post job opportunities in public procurement on the AZNIGP website as needed.



BUDGET AND FINANCE COMMITTEE

- Prepare and plan with President the proposed budget for each year.
- Plan, establish and execute the organization's financial investments.
- Reconcile monthly bank statement and prepare monthly treasurer's report for review and approval.
- Prepare and present the organization's annual report and financial analyses.
- The budget committee is chaired by the AZNIGP Treasurer.
- Committee members work collaboratively to monitor expenditures to ensure that the organization operates within the approved budget.



GOVERNANCE COMMITTEE

- Serves as a policies manual task force leader.
- Facilitate the process for changes to the Chapter policies manual.
- Prepare and maintain a AZNIGP Policy handbook delineating policies enacted by the Board of Directors.
- Review minutes from past board meetings for motions approved by the board that affect the operations of the organization.



MENTORING / NETWORKING COMMITTEE

- Responsible for the review and approval or disapproval of applications for becoming a mentee.
- Responsible for seeking out and approving mentors.
- Assign mentors to mentees.
- Periodically monitor and counsel mentor/mentee progress.



REGIONAL CONFERENCE COMMITTEE

- Coordinate the logistics and contracting of facilities for the AZNIGP Regional Conference and Product Exposition.
- Assure that all food, space, and equipment requirements are met.
- Design and publicize the registration materials for the Regional Conference and Product Exposition.
- Work with the registration committee in coordinating the distribution of name badges, training certificates, etc.
- Inspect all conference areas and seminar rooms for functional needs and assist exhibitors/instructors in meeting their needs.
- Schedule speakers and classes.
- All other actions as required.



HISTORICAL COMMITTEE

- Warehouse and inventory the Chapter's financial documents and assets.
- Present an inventory of the Chapter's documents and assets during the annual transitional board meeting.
- Make recommendations of retention or disposal as needed.
- Maintains pre-electronic documents and record of activity points for members.



LEGISLATIVE COMMITTEE

- Responsible for reviewing proposed local and State legislation and regulations or policies that may have an impact on public procurement and communicating information to chapter members.



SPECIAL COMMITTEES

- Student Chapter
- Community Outreach
- Photographer
- Strategic Planning
- Elections
- Chapter of the Year
- Pro-D Prize Drawings
- Cooperative



AZNIGP TESTIMONIALS



TESTIMONIALS

"Being a member of NIGP has helped me grow, not only on a professional level but personally as well. The wealth of knowledge within our chapter is amazing – and I've been blessed with the opportunity to capitalize on that. On more occasions than I can count, I've been able to call on experts within our chapter for various different types of contracts, services, and historical information – data that has been invaluable. Had I not been a member of NIGP, I would not have known these people and would have had a much more difficult time getting the information I needed. NIGP has also helped me grow on a personal basis, bringing me out of my comfort zone and helping me become a more confident and competent person."

Sharon Brause, CPPB, CPCP
Senior Buyer, City of Mesa



TESTIMONIALS

"Why is membership in AZNIGP important?"

Having been a member of AZNIGP for over 20 years, I understand the importance of membership and certification for those of us in public purchasing. It shows our end users and peers that we value a minimum standard of competency in public procurement. We care about doing our jobs to the best of our ability. Many public entities formally recognize CPPB and CPPO designations as meaningful standards for employment and advancement of public purchasing."

Bill Munch

Executive Director, Valley Schools Management Group



TESTIMONIALS

"Reason for maintaining membership -

- AZNIGP's ability to utilize its assets and those available to us externally to provide opportunities for "free" professional development opportunities to ALL members.
- A tiered approach to training for individuals beginning their purchasing careers through the seasoned purchasing professional.
- The efforts to increase our collaborative efforts with NIGP members and Procurement entities including Institute of Supply Management (ISM), National Purchasing Institute (NPI), Strategic Alliance for Volume Expenditures (SAVE), Arizona Association of School Business Officials (AASBO), and the Greater Phoenix Purchasing Consortium of Schools (GPPCS) as well as other professional associations.
- Enhancing "Best Practice" Models to achieve statewide excellence in procurement for all public entities."

..... continued next slide.



TESTIMONIALS

"Given our dwindling budget resources in Arizona, it is more important than ever that we work smarter not harder and perform as effectively and efficiently as possible. Being a member of AZNIGP has all of these benefits and many more."

Bill Munch

**Executive Director
Valley Schools Management Group**



TESTIMONIALS

"Back in 1985, I was a green member of the State Department of Administration Purchasing staff. One of the best moves I ever made was immediately joining the State Capital Chapter of NIGP.....The networking involved in chapter meetings along with the organization of local and nationally provided seminars (and taking them too!) led me to having dozens of long term contacts both locally and nationally. From that experience and staying involved with many committees over the years I was able to evolve my procurement knowledge exponentially as well as getting many job opportunities..... So.... get involved, learn, meet people and have some fun. The NIGP experience will return to you ALL that you put in and MORE."

Robert Descheemaker, CPPB

Purchasing Supervisor, City of Chandler



THANK YOU FOR YOUR INTEREST!

VISIT OUR WEBSITE AT
www.aznigp.org
FOR MORE INFORMATION

**AZNIGP COMMITTEE MEMBERS
2013**

Budget & Finance			
Kim Clark, Chair	Town of Queen Creek	480-358-3000	Kim.Clark@queencreek.org
Shireen Boone	ASRS	602-240-2129	ShireenB@AZASRS.gov
Kristy Garcia	City of Chandler	480-782-2402	Kristy.Garcia@ChandlerAZ.gov

Chapter of the Year			
John Albin, Chair	Retired	480-988-2188	JohnAlbin1@msn.com
Sharon Brause	City of Mesa	480-644-2815	Sharon.Brause@MesaAZ.gov

Community Outreach			
Betty Austin, Chair	DEMA	602-267-2853	Betty.Austin@fmo.AZDEMA.gov
Steve Troxel	ADOT	602-712-7053	STroxel@AZDOT.gov

Cooperative			
Bill Munch, Chair	Valley Schools Mgmt.	602-677-1955	BMunch@VSIT.org
Michael Greene	City of Tempe	480-350-8516	Michael_Greene@Tempe.gov
James Scarboro	City of Phoenix	602-534-4460	James.Sarboro@Phoenix.gov
Susan Bayer	ADOT	602-712-4437	sbayer@azdot.gov
Gary Barkman	Mesa USD	480-472-6116	GABarkma@MPSAZ.gov
Lila McCleery	Phoenix UHSD	602-764-1402	LMcCleery@phxhs.k12.az.us
James Foley	Maricopa County	602-506-8196	James.Foley@mail.maricopa.gov
Larry Larson	Washington Elem.	602-347-2828	Larry.Larson@WESDSchools.org
Loralei Poll	Valley Metro Rail	602-322-4423	LPoll@MetroLightRail.com

Education & Professional Development			
Telma Reyes, Chair	Central AZ Project	623-869-2435	TReyes@CAP-AZ.com
Haydee Nora	Central AZ Project	623-869-2354	HNora@CAP-AZ.com
Lorry Phillips	Central AZ Project	623-869-2470	LPhillips@CAP-AZ.com
Teena Ziegler (recert.)	Creighton School Dist.	602-381-6000 x40228	TZiegler@CreightonSchools.org
Loralei Poll (recert.)	Valley Metro Rail	602-322-4423	LPoll@MetroLightRail.com

Elections			
Barbara Corella, Chair	AZ Game & Fish	623-236-7456	BCorella@AZGFD.gov
Valarie Erwin	ADOT	602-712-8562	VERwin@AZDOT.gov

Governance			
Ed Quedens, Chair	City of Mesa	480-644-4677	Ed.Quedens@MesaAZ.gov
Ray Nader	SPO	602-542-2091	Ray.Nader@AZDOA.gov

Historical			
Art Enriquez, Chair	Central AZ Project	623-869-2413	AEnriquez@CAP-AZ.com
Doug Nicholson	Central AZ Project	623-869-2359	DNicholson@CAP-AZ.com

Legislative			
Barbara Corella, Chair	AZ Game & Fish	623-236-7456	BCorella@AZGFD.gov
Nick Perrera	Maricopa County	602-506-3274	PerreraN@mail.maricopa.gov
Bill Munch (schools)	Valley Schools Mgmt.	602-677-1955	BMunch@VSIT.org
Jean Clark	SPO	602-542-9136	Jean.Clark@AZDOA.gov

Website, Marketing & Communications			
Ed Quedens, Chair	City of Mesa	480-644-4677	Ed.Quedens@MesaAZ.gov
Loralei Poll	Valley Metro Rail	602-322-4423	LPoll@MetroLightRail.com
Cheryl Rentscheler	Maricopa - Health	602-506-6886	CherylRentscheler@mail.maricopa.gov

Membership & Member Outreach			
Kristy Garcia, Chair	City of Chandler	480-782-2402	Kristy.Garcia@ChandlerAZ.gov
Jess Romney	City of Mesa	480-644-5798	Jess.Romney@mesaaz.gov

Mentoring			
Brian Walsh, Chair	Maricopa County	602-506-3243	WalshB@mail.maricopa.gov
Darryl Woodson	City of Mesa	480-644-3261	Darryl.Woodson@MesaAZ.gov
Vicki Jackson	City of Glendale	623-930-2867	VJackson@GlendaleAZ.gov
Robert Schoepe	AZ Game & Fish	623-326-7457	rschoepe@azgfd.gov
Sharon Brause	City of Mesa	480-644-2815	Sharon.Brause@MesaAZ.gov
Nick Perrera	Maricopa County	602-506-3274	PerreraN@mail.maricopa.gov
James Foley	Maricopa County	602-506-8196	James.Foley@mail.maricopa.gov

Newsletter			
John Albin, Chair	Retired	480-988-2188	JohnAlbin1@msn.com
Mary Hammer	City of Phoenix	602-262-7793	Mary.Hammer@phoenix.gov

Photography			
Karie Ingles, Chair	City of Scottsdale	480-312-5744	KIngles@ScottsdaleAZ.gov
John Albin	Retired	480-988-2188	JohnAlbin1@msn.com
Gary Barkman	Mesa Public Schools	480-472-6116	GBarkma@MPSAZ.gov

Pro-D Drawings			
Betty Austin, Chair	D.E.M.A.	602-267-2853	Betty.Austin@fmo.AZDEMA.gov
Rosalia Gardea	D.E.M.A.	602-267-2760	Rosalia.Gardea@fmo.AZDEMA.gov
Stephen Mancuso	D.E.M.A.	602-267-2765	Stephen.Mancuso@fmo.AZDEMA.gov

Programs/Webinars			
Irma Guzman, Co-Chair	Maricopa County	602-506-8715	GuzmanI@mail.maricopa.gov
Loralei Poll, Co-Chair	Valley Metro Rail	602-322-4423	LPoll@MetroLightRail.com
Andrea Stupka	Maricopa County	602-506-3504	ASTupka@mail.maricopa.gov
Susanna Hernandez	ADOT	602-712-6509	SHernandez@AZDOT.gov

Regional Conference

Sharon Brause, Co -Chair	City of Mesa	480-644-2815	<u>Sharon.Brause@MesaAZ.gov</u>
John Albin, Co-Chair	Retired	480-988-2188	<u>JohnAlbin1@msn.com</u>
Valarie Erwin	ADOT	602-712-8562	<u>VERwin@AZDOT.gov</u>
Kristy Garcia	City of Chandler	480-782-2402	<u>Kristy.Garcia@ChandlerAZ.gov</u>
Mary Talerico	Retired	602-818-1579	<u>MaryT@6951@gmail.com</u>
Vicki Fitzpatrick	Dept of Corrections	602-272-7600 x 235	<u>VFitzpat@AZCorrections.gov</u>
Barbara Smith	Reg. of Contractors	602-771-6715	<u>Barbara.Smith@AZROC.gov</u>
Irma Guzman	Maricopa County	602-506-8715	<u>GuzmanI@mail.maricopa.gov</u>
Cheryl Rentscheler	Maricopa - Health	602-506-6886	<u>CherylRentscheler@mail.maricopa.gov</u>
Jess Romney	City of Mesa	480-644-5798	<u>Jess.Romney@mesaaz.gov</u>
Myrna Quihuis	City of Mesa	480-644-5052	<u>Myrna.Quihuis@MesaAZ.gov</u>
Betty Austin	D.E.M.A.	602-267-2853	<u>Betty.Austin@fmo.AZDMEMA.gov</u>
Heather Hodgman	City of Apache Junc.	480-474-8500	<u>HHodgman@AJCity.net</u>
Gary Barkman	Mesa USD	480-472-6116	<u>GABarkma@MPSAZ.org</u>
Angela Bennett	City of Mesa	480-644-2356	<u>Angela.Bennett@MesaAZ.gov</u>
Susanna Hernandez	ADOT	602-712-6509	<u>shernandez@azdot.gov</u>
Sara Stravers	ADOT	602-712-7564	<u>sstravers@azdot.gov</u>
Bill Munch	Valley Schools Mgmt.	602-677-1955	<u>bmunch@vsit.org</u>
Bertha Whitby	ADOT	602-712-6327	<u>bwhitby@azdot.gov</u>

Reverse Trade Show

Michael Greene, Chair	City of Tempe	480-350-8516	<u>Michael.Greene@Tempe.gov</u>
Jess Romney	City of Mesa	480-644-5798	<u>Jess.Romney@mesaaz.gov</u>
Sharon Brause	City of Mesa	480-644-2815	<u>Sharon.Brause@MesaAZ.gov</u>
Mary Hammer	City of Phoenix	602-262-7793	<u>Mary.Hammer@Phoenix.gov</u>
Nick Perrera	Maricopa County	602-506-3274	<u>PerreraN@mail.maricopa.gov</u>
Irma Guzman	Maricopa County	602-506-8715	<u>GuzmanI@mail.maricopa.gov</u>
Louis Anaya	MCCCD	480-731-8645	<u>Louis.Anaya@Domail.Maricopa.edu</u>
Gary Barkman	Mesa USD	480-472-6116	<u>GABarkma@MPSAZ.org</u>

Scholarships / Buyer & Manager of the Year awards

Valarie Erwin, Chair	ADOT	602-712-8562	<u>VERwin@AZDOT.gov</u>
Rosa Saenz	Retired	602-792-3491	<u>Rosa@pgpc.org</u>
Larry Larson	Washington Elem	602-347-2828	<u>Larry.Larson@WESDSchools.org</u>
Michelle Carmichael	First Things First	602-771-5015	<u>mcarmichael@azff.gov</u>

Strategic Planning

Sharon Brause, Chair	City of Mesa	480-644-2815	<u>Sharon.Brause@MesaAZ.gov</u>
Valarie Erwin	ADOT	602-712-8562	<u>VERwin@AZDOT.gov</u>
Kim Clark	Town of Queen Creek	480-358-3000	<u>Kim.Clark@queencreek.org</u>
Cheryl Rentscheler	Maricopa - Health	602-506-6886	<u>CherylRentscheler@mail.maricopa.gov</u>
Ed Quedens	City of Mesa	480-644-4677	<u>Ed.Quedens@MesaAZ.gov</u>
Gary Barkman	Mesa USD	480-472-6116	<u>GABarkma@MPSAZ.org</u>

Student Chapter

Matt Bauer, Chair	Maricopa County	602-506-3967	<u>BauerM002@mail.maricopa.gov</u>
Paul Aguilar	City of Mesa	602-506-3248	<u>Paul.aguilar@mesaaz.gov</u>
Heather Hodgman	City of Apache Junc	480-474-8500	<u>HHodgman@AJCity.net</u>
Bill Munch	Valley Schools Mgmt.	602-677-1955	<u>BMunch@VSIT.org</u>

List of Committees:

Membership and Outreach – The committee's primary responsibilities are to organize an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the organization; and to work with the President on membership issues. The Committee shall be responsible for collecting, certifying and recording the membership applications, and sending out delinquent notices where necessary.

Education and Professional Development – The committee's primary responsibilities are to plan, establish, coordinate and facilitate (site arrangement) educational programs, subject to approval by the Executive Board, which further the knowledge, expertise, and professionalism of the membership. Other responsibilities include organizing workshops and seminars to encourage certification of the association members. (NIGP and local classes, speakers for Regional and CPPB/CPPO study sessions)

Programs – The committee's primary responsibility is to plan, develop, coordinate and facilitate (site arrangement) information programs, which are educational in nature, for the membership. Other responsibilities include arrangement for guest speakers at Chapter meetings and Lunch Box U's and make arrangements for audio-visual aids, panels, and/or other appropriate methods to achieve the desired objectives. (Chapter monthly luncheons, career seminars, webinars and Lunch Box U's)

Marketing and Communications – The committee's primary responsibilities are to keep the membership abreast of current information, to undertake public information on behalf of the organization, and to implement communication actions authorized by the Executive Board. This committee includes the Webmaster. (updates/changes to website, email blasts, newsletter, social media and all other communication)

Budget and Finance – The committee's primary responsibilities are to plan, establish, and execute the organization's financial investments; prepare and present the organization's annual report and financial analyses, and review the committee budget proposals for the year. The Treasurer shall be an ex-officio member of this committee.

Awards and Scholarships – This committee shall be responsible for the development and administration of procedures, criteria, and final selection of recipients for the following annual association awards, as may be applicable, which may include a Buyer of the Year award, a Manager of the Year award, and any scholarship awards offered by the Chapter.

Historical – This committee shall warehouse and inventory the Chapter's financial documents and assets. An inventory of the Chapter's documents and assets will be provided during the Annual Transitional Board Meeting with any recommendations of retention or disposal, by the past years Historical Chairperson. Also includes maintaining of pre-electronic documents and member activity points for certification.

Legislative – This committee shall be responsible for reviewing proposed local and State legislation and regulations or policies that may have an impact on public procurement.

Mentoring/Networking – This committee shall be responsible for the review and approval or disapproval of applications for becoming a mentee, seeking out and approving mentors, and assigning mentors to mentees. The committee shall also periodically monitor and counsel mentor/mentee progress.

Regional Conference – This committee shall be responsible for the planning, development and logistics of this annual event.

Governance – Serves as a policies manual task force leader. Task force leader is needed to facilitate the process for changes to the Chapter policies manual. This is a great opportunity for someone to bring forth their leadership skills and commitment to the Chapter by leading the Board and other participants in setting policies for the Chapter.

Special Committees – Student Chapter, Community Outreach, Photographer, Strategic Planning, Elections, Chapter of the Year, Pro-D Prize Drawing, and Cooperative Committee.



AZNIGP Committee Sign Up



The Arizona State Capitol Chapter of NIGP is currently updating our committee member records. To do this, please indicate whether or not you are interested in serving on one of the committees listed below. AZNIGP encourages members to take part in these committees so that we may bring together purchasing experts who are excited to collaborate, as well as, educate others on these topics. From the list below, please choose no more than two committees on which you would like to serve. Please return completed form to: Sharon Brause at sharon.brause@mesaaz.gov or in person at the next Chapter meeting.

Name: _____ Phone: _____

Agency: _____

Email: _____ (please print clearly)

Committee	Join	Interested in Leadership
Membership and Outreach	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Education and Professional Development	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Programs	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Marketing and Communications	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Budget and Finance	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Awards and Scholarships	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Historical	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legislative	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mentoring / Networking	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Regional Conference	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Governance	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Student Chapter	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Community Outreach	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photographer	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Strategic Planning	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Elections	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Chapter of the Year	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pro-D Drawings	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cooperative Group Liaison	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you be willing to serve on a short-term Task Force?		<input type="checkbox"/> Yes <input type="checkbox"/> No



Dear NIGP Mentor Program Participant

All of us can look back to someone in our lives who impacted who we are today; someone who encouraged or supported us, and sometimes pushed us beyond what we thought we were capable of. Mentoring is the process by which those with more experience provide advice, support, and knowledge to those with less experience. Mentors possess the wisdom that only experience can provide, and share it with Mentees who are truly interested in expanding their depth of knowledge.

Thank You for your willingness to support and strengthen the professional field of public procurement. The following information will outline the Mentor Program and define roles and expectations for both the Mentor and Mentee.

The AZ NIGP Mentor Program will match less experienced procurement professionals with more seasoned partners who can offer guidance, encouragement, and the benefit of that wisdom that only comes with experience. The Program also offers a Peer to Peer option, for those members who realize that two heads are better than one; and could benefit from having a point of contact whenever an issue arises that requires a second opinion.

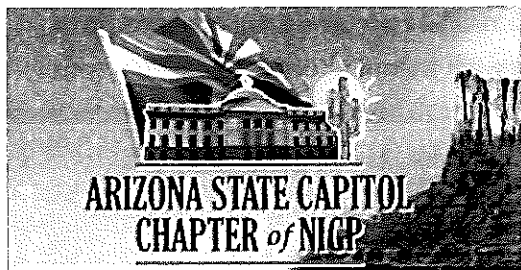
The committee will partner Mentors with Mentees, and facilitate an introduction. The State Capitol Chapter will reimburse (up to \$20) for one meeting, if you would like to meet for coffee, lunch, ice cream, etc. With your partner, you should complete a Public Purchasing Skills Assessment, and review the Mentoring Program Guide to help identify focus areas. Your responsibilities include initial assessment, establishing goals, working towards achievement and follow up. Each Mentor/Mentee agreement should last 6-12 months. From there we hope that you are as enriched by this experience as the individuals you may mentor.

Again, thanks for your time and knowledge sharing!

Sincerely,

Mentoring Committee

Brian Walsh, Chair	Maricopa County	602-506-3243	walshb@mail.maricopa.gov
Robert Schoepe	AZ Game & Fish	623-326-7457	rschoepe@azgfd.gov
Vicki Jackson	City of Glendale	623-930-2867	vjackson@glendaleaz.com
Darryl Woodson	City of Mesa	480-644-3261	Darryl.woodson@mesaaz.gov



Mentorship Application

MENTOR ☐ MENTEE ☐ PEER TO PEER ☐

Full Name of Applicant _____

Type of Certification Pursued /Held (please check one): ____ CPPO ____ CPPB ____ OTHER ____ NONE

Mailing Address _____

Daytime Telephone _____ Cell Phone _____

Fax Number _____ Email _____

Geographical Preference _____

Preferred Communication Method ____ email ____ face to face ____ telephone ____ Other

CURRENT EMPLOYMENT STATUS ☐ ACTIVE ☐ RETIRED

Agency _____

Official Title _____ Working Title _____

Year(s) in Present Title _____ Total Years in Purchasing Profession _____

Purchasing Experience or Areas of Expertise _____

PROFESSIONAL AFFILIATION

NIGP Membership Type: ____ Local ____ National ____ Retired ____ Associate ____ Student

How long have you been a member of NIGP? _____

Please describe your expectations for this endeavor & list any particular areas for which you are requesting guidance _____

The committee will match mentors and mentees and facilitate an introduction if necessary. The committee will notify both the mentor and mentee with the information regarding the person they have been matched with. The Capital Chapter of the NIGP has agreed to reimburse (up to \$20) for one meeting if you would like to meet for coffee, lunch, ice cream, etc.

Mentees are encouraged to contact the mentor with purchasing questions - especially those related to the certification for which they are in pursuit. In turn, mentors are encouraged to contact the mentee on a regular basis to discover how they may assist in studies and exam preparation. Please indicate if you are looking for a mentor to assist with preparation for the CPPB or CPPO examination.

The Program also offers a Peer to Peer option, for those members who realize that two heads are better than one; and could benefit from having a point of contact whenever an issue arises that requires a second opinion.

I certify to the best of my ability that the statements made herein represent true and factual information. I also agree to abide by the NIGP Code of Ethics, whether or not I am a member of NIGP.

Applicant's Signature _____ Date _____

***** FOR COMMITTEE USE ONLY*****

Date Application Received _____ Date Reviewed by Committee _____

Recommendation _____

Signature of Committee Chairperson
