

KPPA 34TH ANNUAL FORUM & VENDOR EXPO

Nearly 300 attendees learned how to “Build Better Procurement” during KPPA’s Annual Forum and Vendor Expo held at Louisville’s Galt House Hotel in November. Sessions covering a broad range of procurement issues and professional development were offered through a range of locally and nationally known speakers.

The conference kicked off with “Rapper” Linda (Lawson) demonstrating how to stay right side up when everything else is upside down. From there, attendees dived into sessions dealing with such topics as how to handle procurement protests, IT solution tips, and Microsoft products to name a few. Monday evening provided an opportunity for attendees to network at the social event where members were treated to a mock casino night, music and snacks. Members were able to use their “winnings” to trade in for tickets for door prizes.

Thursday’s agenda started with Kevin McCarthy telling his personal story of how he spent 33 months in a federal prison for a crime he unknowingly committed. His real-life story provided an eye-opening reality check for members to be aware of their actions. Afterwards, members broke out into concurrent sessions before walking to the Kentucky International Convention Center for lunch and the vendor expo where 139 vendors were on hand to meet and demonstrate their products to members.

Friday’s session closed out with Doug Graham, a KPPA entertaining favorite, who inspired members how to build a better anything before the award luncheon. KPPA committees were recognized during the luncheon along with KPPA’s community partner, Blessings in a Backpack, who provides food on the weekends for elementary school children who might otherwise go hungry. Members were asked to bring food items that could be easily prepared or opened by children and drop off at the registration table during forum. On Friday, the donations were delivered to the Blessings in a Backpack representative at the awards luncheon.

In addition, KPPA past presidents at the awards luncheon gathered on stage and were recognized with special pins to show KPPA’s appreciation for their service. A special scholarship was presented this year to Alison Simpson in memory of KPPA member Beth Goodlett who passed away unexpectedly in October. Other awards include:



Betty Bingham Award - Ken Koester
Essay Contest First Place – April Bentley
Essay Contest Second Place – Allan Coldiron
Buyer of the Year – Daniel Salvato
Manager of the Year – Tracy Gritton



Ken Koester receiving the Betty Bingham Award

in this issue

2019 KPPA Annual Forum	P1
President’s Message	P3
Member Spotlight	P4
Agency Spotlight	P5
Upcoming Courses	P6
2019 KPPA Sponsors	P7
Chapter Swap	P8
Tips & Tricks	P10
Dates to Remember	P11

KPPA 34TH ANNUAL FORUM & VENDOR EXPO (Continued)

Positive feedback was received throughout the week regarding the forum's sessions and extensive vendor show. Members loved the variety provided at the social event and even the newly renovated guest rooms at the Galt House. Our members will have even more to look forward to next year when KPPA moves the annual forum to Owensboro for the first time. The city is excited to have us in town from October 21 – 23 so we hope we have a record crowd as KPPA goes "Back to the Future – The Journey to Move Forward".

"I attended the Vendor Expo for the first time and thought it was great! I was able to stop at every booth to meet the vendors where I also received a lot of good information."

Karla Woods,
Finance Cabinet - Office of
Procurement Services

"This year was my first time attending a full KPPA forum, and it was a wonderful experience. The classes were very informative and gave me some valuable information to bring back and use at my workplace. I think the best part for me was the vendor expo, because vendor relations is such a big part of my everyday job. I have only been in my current position for a few months, and I felt like the vendor expo gave me the opportunity to get information from several contract holders that I had not had time to reach out to and introduce myself. I am definitely looking forward to attending the forum next year in Owensboro, and cannot wait to see what is in store."

Carrie Willard,
Finance Cabinet - Office of Procurement Services

"I attended the KPPA 2019 Annual Forum & Vendor Expo for the first time this year. I was pleasantly surprised by the amount of learning and networking opportunities that were offered to all of the attendees through keynote speakers, concurrent sessions, social events and the vendor expo. The speakers at the event were informative and interesting. My personal favorite of the speakers was Linda Larsen. She had a lot of energy and really gave valid points to think about and utilize in everyday life and work situations. The concurrent sessions offered were extremely beneficial, I learned several shortcuts and tricks in the Microsoft and Excel Workshops presented by Dawn Bjork. The vendor expo presented an excellent opportunity to meet vendors and put a face with a name with some people that I work with on a daily basis. The best experience I had at the Forum was at the social event where Vegas style games were set up throughout the ballroom. It was fun to mingle with co-workers outside of a work environment and get to know each other on a more personal level. The social event had a vast array of games to play as well as tasty appetizers and refreshments. In closing I would like to mention the app that was created for the event. It was a nice touch to get all the attendees involved in digitally social networking and it was helpful in keeping up with the agenda and locations of different sessions during the forum. I am grateful I had the opportunity to attend the 2019 Forum and I look forward to attending again in future."

Kristie Kelley,
Finance Cabinet - Office of Administrative Services

NIGP 2019 Forum

By NIGP First Timer
Vanessa Rose,
CHFS OATS DPGO

What an experience! I was honored by the opportunity to attend the NIGP Forum in August with not only Procurement Professionals from Kentucky but from across the USA and Canada. I was able to meet and learn about other states and how they handle their procurement processes. I now have a strong network to reach out to in a time of need. My week was also highlighted by hearing national speakers, volunteering at the forum, attending informative sessions, and visiting the Museum of the Weird.

Just a few of the sessions I attended were Agency Networking Session - States Effective Endings: Creating Highly Successful Scopes, and You Inherited a Mess: 10 Ways to (Re) Develop A Compliant Procurement Organization. There were so many things that I learned from the Forum, but my best take-away was listening to @SaraJRoss inspiring us to "Be courageous, lead the way."



President's Message

Lindsay Jackson, KPPA President

I hope everyone enjoyed the 34th Annual Forum and Vendor Exposition held in Louisville on November 13th through the 15th. It was a great time to come together as procurement professionals to learn, network, and grow in our profession. I was really proud of our Workshop Committee as the selection of classes was top notch! There was definitely something for everyone this time around. I challenged them to make it hard for you to choose which breakout you want to attend and I think they succeeded!



I can't thank our members enough for your commitment to KPPA and our community service partner Blessings in a Backpack! Your donations were truly appreciated. I'm proud of how our members generously give their time and resources to help others in need.

As we begin a new year, know that your Board of Directors is working hard to continue moving the Association forward but it takes a team effort from everyone. Signups for 2020 committees are now open and I encourage everyone to volunteer for at least one. We have committees that welcome a variety of talent and time commitments and we can find something for everyone. If you have any questions about our committees, please ask me or one of our board members. I look forward to seeing all of you in a couple of months at our March Procurement Month celebration!

Lindsay

2020 NIGP Annual Forum

The Annual Forum is the largest North American educational conference exclusively for individuals in public procurement. This is a once a year opportunity to engage in professional development and network with others in public procurement and the supplier community.

The products exposition provides an opportunity to discover the latest products and services available to the government from a vast array of suppliers. The educational component of the conference covers the latest hot topics, best practices, resources and skills to help improve job performance and provide professional development.

Save the Date!

2020 Annual Forum
August 22 – August 26
Chicago, IL

Future NIGP Forums

2021
August 28-September 1
Anaheim, CA

2022
August 27-August 31
Boston, MA

2023
August 19-August 23
Louisville, KY

Member Spotlight

David Hecker Retired from CHFS

By Amy Monroe and Tammy Bullock

Many were shocked and saddened in August to hear the news that longtime state employee and KPPA staple David Hecker was retiring.

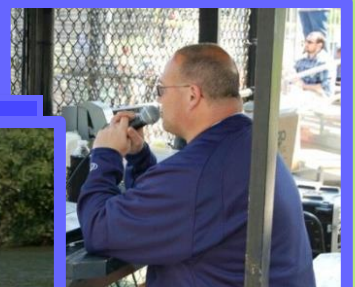
I have heard tales of such folklores as Big Foot, Santa Claus, Lochness Monster, and now David Hecker retiring. For those of us who have known "Hecker" for very long we have heard him tell tales of retiring, but no one ever thought the day would come. He worked for the Commonwealth of Kentucky, Cabinet for Health and Family Services (CHFS) for so long he was a legend and became known as Mr. CHFS because he was a wealth of knowledge.

David retired from state government after working 27 years, all of which were at CHFS. When David retired, he was serving as the wireless coordinator and Procard site administrator for CHFS and was responsible for the Cabinet's security guard contracts. His technical skills from his day job carried over to his work on the KPPA Board.

For 7 years, David served as a Board member and helped wherever he was needed but primarily served as the main point of contact for all things IT related. You would see him at KPPA functions setting up projectors and sound, helping speakers with their equipment needs and floating from room to room taking pictures. David spent hours overseeing KPPA's equipment needs, in addition to editing photos for the organization. Until the Board started transitioning those tasks, we never truly realized just how much he did behind the scenes for KPPA. For years, he took care of things that you do not think about until they don't work, such as the KPPA website and mobile app. David generously provided KPPA the use of his own equipment, which saved KPPA hundreds of dollars each year in rental fees. He was a tireless leader and team player for KPPA and yet still displayed a servant's heart for his community.

He has been extremely active for many years with the WeWannaPlay, Inc. organization, which raises money to help defray the cost of playing sports for local students who could not otherwise have the financial means to participate in athletics. David also finds time to do sports broadcasting for several sports organizations and his experience announcing games was always evident when he made announcements at KPPA. You may still get to hear his "broadcast voice" at future KPPA events as David has promised to return if he is available.

I'm sure we'll find him outdoors on most days now pursuing two of his favorite activities, canoeing and biking. Although the Commonwealth and the KPPA Board lost a truly remarkable person when David retired, we wish him the best in his retirement pursuits.





AGENCY SPOTLIGHT

KYTC Division of Equipment

by Debbie Mathews

The Kentucky Transportation Cabinet, Division of Equipment does so much more than purchase and maintain equipment. The Division consists of a Central Office administrative group, a consolidated Transportation Warehouse, a Central Office Repair Branch (C-1 Garage), a Central Office Administrative and Sales Section (Surplus/Salvage Section) where used equipment can be exchanged by customers as needed, a Central Office Equipment Procurement Branch and 12 district repair garages.

The Central Office Transportation Warehouse is responsible for equipment repair parts, traffic signal and lighting needs as well as employee safety. The C-1 Garage includes both a machine and welding shop and repairs equipment statewide. They also manage all leased vehicles for the Finance and Administration Cabinet's Division of Fleet Management which includes permanently assigned vehicles and mileage reports, and administering leased vehicle assignments, turn-ins, fuel cards, maintenance requests, repair and temporary vehicle needs.

In addition to maintaining equipment and managing the statewide Operations Management System software for equipment fleet inventory and maintenance tracking, the Central Office operates the statewide 2-way Radio Communications System for equipment operator and employee communication. The Communications Section provides mobile radios and communications supporting 48 repeaters across the state. There are 35 radio repeaters providing communication from Frankfort Transportation Operations Center via COT's KEWS microwave system and covers 12 Highway District Offices and Facilities.

The 12 district repair garages are located around the state providing each highway district with local repairs and emergency item stockroom facilities. Each garage is staffed with mechanical, technical and administrative personnel providing local customer service for repairs.

The Division of Equipment provides equipment and services necessary for public safety that includes snow and ice removal, highway surface repairs, traffic control system repair and right-of-way mowing. The division also assists other cabinets with equipment transport and repair.



Upcoming Courses

KPPA and NIGP offer a wide range of courses to expand your procurement knowledge through classroom and online settings. Take advantage of these learning opportunities, some of which are at no cost to the member, by registering for the upcoming classes at <https://www.kppanigp.org/insidepages/meetings/> (KPPA/KPI courses) and <https://www.nigp.org/home/detail-pages/event> (NIGP courses).

KPI Courses

Introduction to Professional Service Contracts

Tuesday, February 4, 2020

Capitol Annex Room T40
(OPS Training Room)
Frankfort, KY 40601
1:00 PM-4:00 PM

Advanced Kentucky Public Procurement

Thursday, February 27, 2020

Capitol Annex Room T40
(OPS Training Room)
Frankfort, KY 40601
1:00 PM-4:00 PM

Kentucky Contract Administration

Thursday, February 27, 2020

Capitol Annex Room T40
(OPS Training Room)
Frankfort, KY 40601
9:00 PM-12:00 PM



Introduction to Professional Service Contracts

Tuesday, April 7, 2020

Capitol Annex Room T40
(OPS Training Room)
Frankfort, KY 40601
1:00 PM-4:00 PM



NIGP Courses

Developing & Managing Requests for Proposals

February 10 - 12, 2020

8:00 PM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
Instructor: Mike Gustafson

Legal Aspects of Public Procurement

February 26 - 28, 2020

8:00 PM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
Instructor: Mike Gustafson

Introduction to Public Procurement

February 15 - 17, 2020

8:00 PM – 5:00 PM (ET)
KYTC Division of Purchases
200 Mero Street
Frankfort, KY
Instructor: Mike Gustafson

NIGP Pathway Courses

CORE CERTIFICATES

Foundations of Strategy & Policy

ONLINE COURSE

January 14 - 28, 2020

February 11 – 25, 2020

March 3 – 17, 2020

Foundations of Planning & Analysis

ONLINE COURSE

January 22 – February 5, 2020

February 26 – March 11, 2020

March 25 – April 8, 2020

Foundations of Sourcing & Contracting

ONLINE COURSE

February 19 – March 4, 2020

March 18 – April 1, 2020

SPECIALIZATION CERTIFICATES

Foundations of Technology Procurement

ONLINE COURSE

January 7 - 21, 2020

February 4 – 18, 2020

March 24 – April 7, 2020

Contract Connections

In case you haven't heard, OPS hosts a quarterly event called Contract Connections. At this event, OPS provides information on new contracts that have been awarded and contracts that agencies may not yet be familiar with. If available, the vendors may come to speak about the contract and be available for questions. This is a good time to get information about a contract or ask any questions that you may have. If there is a particular contract that you would like to know more about, contact OPS at 502-564-4510 and we will try to include it at our next event.

<https://finance.ky.gov/offices/controller/Pages/ops.aspx>



2019 Vendor Expo Sponsors

KPPA would like to thank our generous sponsors who supported our 2019 Annual Forum and Vendor Exposition which has been our largest Expo so far! Without your support, we would not be able to offer our membership the training and networking opportunities they obtain from attending our forum.

THANK YOU!

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eBridge Business Solutions

GOLD SPONSOR

ADECCO

SILVER SPONSORS

Hustler Turf Equipment

NAPA

Scot Mailing & Shipping Systems

US Water Systems

SOCIAL EVENT SPONSORS

Precision Concrete Cutting

Site Safe

CONTRIBUTORS

Agate Software

Auto Plus Auto Parts

Baumann Paper

Management Registry

PLATINUM SPONSOR

NASPO ValuePoint

BRONZE SPONSORS

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Civic Initiatives

Docusign

Grainger

Haworth

Kentucky Housing Corp. (REE)

JP Morgan Chase Bank N.A.

Lacal Equipment, Inc.

Office Resources, Inc.

Red Bud Supply

ServiceWear Apparel

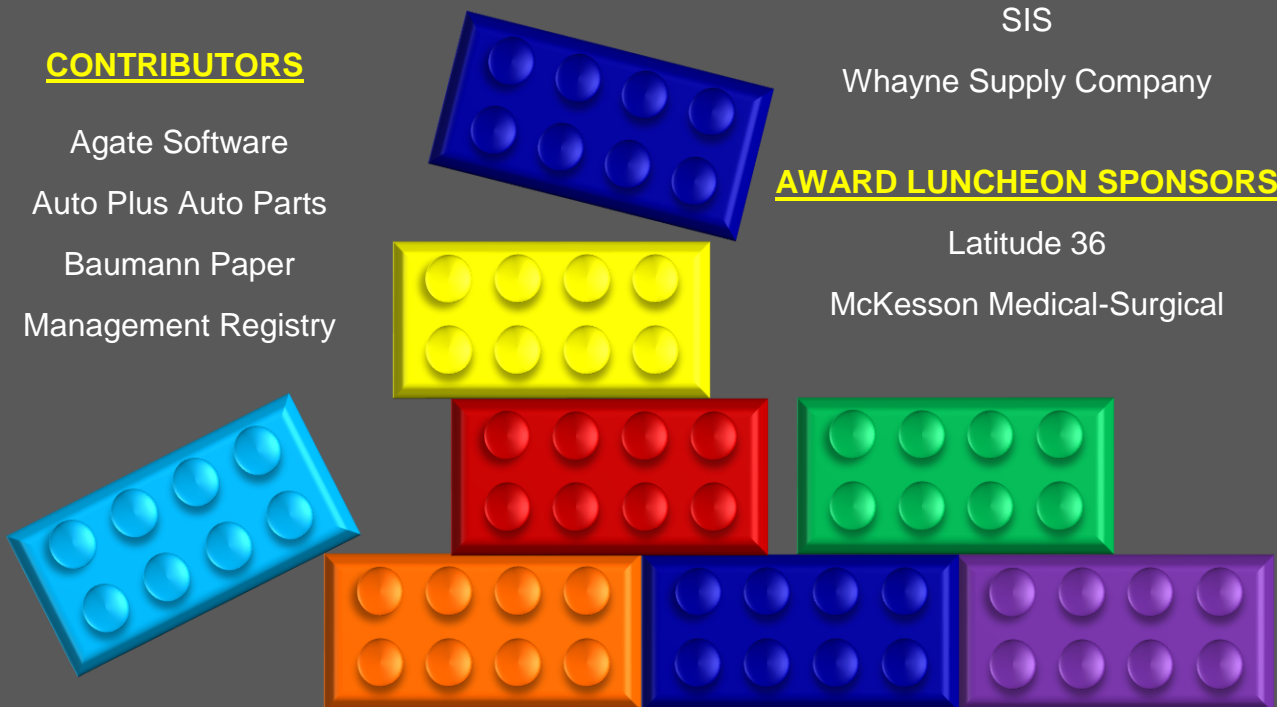
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Chapter Swap

by Tammy Bullock

In 2016, Kentucky began working with other NIGP chapters to setup a “Chapter Swap” where each chapter would send a representative to the other chapter’s annual forum as a way to learn best practices from each other. Since that time, KPPA has been to New Mexico and South Carolina and in 2019 decided to work with the Rocky Mountain Governmental Purchasing Association (RMGPA) in Colorado.

When I found out in August that I would be traveling to Colorado as KPPA’s Chapter Swap representative, I was so excited for the opportunity and then immediately thought, “Wait a minute! Travel to Denver in December?! Are they nuts?!” Although there were piles of snow throughout Fort Collins when I arrived, the roads were completely clear; as my RMGPA hosts had assured me they would be prior to my arrival. I would not have to worry about being stranded in Colorado.

My trip to RMGPA’s Winter Conference and Vendor Trade Show was so enlightening. I found it fascinating to learn about the variables that RMGPA has to consider when planning their activities due to their membership and landscape, literally, the state’s terrain. RMGPA is comprised of members from both Colorado and Wyoming. Due to the landscape and where members are situated, location is a key factor when RMGPA plans events. Currently they hold four conferences/trainings each year but are considering changing this in 2020 as a result of visiting KPPA’s annual forum in November. After seeing how we run a “mini NIGP forum” in November, RMGPA was impressed with our three-day event but I am just as amazed that they would go through the effort of setting up four events each year due to the logistics and planning needed for each.

RMGPA’s Winter Conference and Vendor Trade Show is roughly a day and a half. It is setup similar to KPPA’s forum but on a smaller scale. A few key differences I noticed pertained to member involvement. Included within RMGPA’s conference agenda was a business meeting and a separate swearing in ceremony for their newly elected officers. All members are invited to the activities where they are provided copies of committee reports and included in the voting at the business meeting. RMGPA’s awards ceremony is held in the evening as an awards gala with dinner and music provided by a DJ. This is an opportunity for members to dress up in their semi-formal wear in a beautiful holiday decorated setting or you are just as welcome in jeans and casual attire.

My time spent in Colorado was a blast! I had so many questions and everyone was so friendly and helpful, no matter how many questions I asked. My wonderful host Traci Gorman (RMGPA’s President) took such great care of me and even picked me up and dropped me off at the airport so I would not have to drive the hour commute to and from Fort Collins. What I saw of the snowcapped Rocky Mountains on our commute and the sights when we were out at dinner was beautiful. I was even shocked to have someone approach me at the conference who had previously worked in Kentucky’s Office of Procurement Services – Garrett Duff. He and his wife had moved to Colorado several years ago and he is now working in purchasing for Colorado State University.



Chapter Swap (Continued)

I crammed a lot of learning in my two days at conference, but we also had fun. One of the highlights of RMGPA's conference is their ugly Christmas sweater contest. The winner is awarded RMGPA's ugly sweater trophy (an old fishing trophy of a previous member) and the winner has to add something to the trophy and return it for the next year's conference. I was informed about this contest before my trip so I came prepared. Let me just say, I was a little embarrassed walking into breakfast the morning of the contest wearing a horrendous looking sweater but the laughter and cheers made it all worthwhile when I stepped through the door. RMGPA's ugly sweater contest trophy now sits proudly on my desk at the Capitol Annex! I just have to figure out what to add to it before I return it to them next year!

This was a wonderful opportunity provided by KPPA! Even if you do not have a chance to participate in a Chapter Swap, I encourage you to mingle and meet others at NIGP (and KPPA) events. Even now, that I am back in Kentucky, one of RMGPA's members has reached out to me about our scholarship processes and I have contact information from them if we need assistance planning our reverse trade show. It is amazing what you can learn from other chapters and how helpful others can be if you only ask.



Tips & Tricks

Email Rules

by Sarah Smith

Wouldn't it be wonderful to get an eye catching alert on your computer screen when you are waiting on time sensitive information? Follow the steps below to set-up a basic rule for your email:



1. Click on File across the top tabs.
2. Click on Manage Rules & Alerts.
3. Click on New Rule.
4. Under the section titled "start from a blank rule":
Select "Apply rule on messages I receive".
Click Next.
5. Select the condition(s) you wish to apply (Step 1 in the Rules Wizard box) and enter the criteria (Step 2 in the Rules Wizard box) and click Next.

Example #1: Waiting on information from Finance and Administration Cabinet or an internal agency regarding RFI Demonstrations. Choose "specific words" in step one. Click the blue link for "specific words" in step two—a new dialogue box will open. Type the phrase "RFI Demo" in the phrase and click Add.

Result: Any email message with the phrase "RFI Demo" will create a pop-up box.

Example #2: Emailed a vendor for a time sensitive price quote and you want to be notified immediately when you get a response email. Choose "people or public group" in step one. Click the blue link for "people or public group" in step two—a new dialogue box will open. Enter the email address for the person and click OK.

Result: Any email message received from the selected contact(s) will create a pop-up box.

6. Select "display a specific message in the New Item Alert Window" and in step 2 name the alert window. This names the pop-up box so you know what type of alert message you are getting. This is very handy if you have multiple alerts set. For example #1 above, you might name it RFI Demo or in example #2 Price Quote Alert.
7. Click Finish.

You can establish multiple rules; however, be careful that your parameters do not overlap. If they overlap, your alerts will not work properly.



KPPA Scholarship Application Deadline

The deadline for the KPPA Scholarship Application is January 31st. This scholarship is to reward members who actively participate in KPPA and wish to further their educational goals. Completed applications must be submitted to Toni.Simmons@ky.gov.

Not a member?

If you are not already a NIGP or KPPA member, please go to the following websites to join.

www.kppanigp.org

www.NIGP.org



Members in Motion

If you know of a KPPA member who has recently received an award, a certification, promotion, transferred, retired or have other general good news to share, please contact one of the Communications Committee members.

We want to recognize all accomplishments of our members!



**Kentucky Public
Procurement Association**
PO Box 4183
Frankfort, KY 40604-4183

info@kppanigp.org

<https://www.kppanigp.org>

Dates to Remember in 2020

- **Valentine's Day**
February 14
- **President's Day**
February 17
- **March is Procurement Month**
March 11
Capital Plaza Hotel, Frankfort, KY
- **Contract Connections**
April 14
- **Reverse Trade Show**
May 20
KSU Exum Center, Frankfort, KY

About Our Organization

Kentucky Public Procurement Association (KPPA) membership is open to any public official, both elected and non-elected, representing Federal, State, County or City governments, colleges or universities, school systems and political subdivision jurisdictions.

KPPA's purpose is to:

- Provide a professional forum for the exchange of ideas, research, and experiences among public procurement officials;
- Promote and encourage professional development and competence through continuing education, seminars and training of public officials;
- Promote cooperative relationships and programs among public procurement officials;
- Support and promote continuing improvements in the field of public procurement; and
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement.

KPPA Communications Committee

Questions or Suggestions?

To recommend content, contribute information, or provide comments, please contact one of the KPPA Communications Committee members.

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