

CAROLINAS ASSOCIATION OF GOVERNMENTAL PURCHASING NEWSLETTER

Winter 2019 Issue



Organized in 1953

University of North Carolina Chapel
Hill School of Government

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64th CAGP Conference & Vendor Show



We are excited for the 2020 CAGP Conference on March 2 thru 5, 2020 in Pinehurst, NC!

We hope all of you will be able to attend. The conference committee has been working very

hard to make this a great conference with wonderful guest speakers and some new classes. So far over, 120 attendees and 75 vendors have registered to attend. These numbers continue to grow. It looks to be another great year.

NIGP will be in attendance at this year's conference with information about pathways, their new learning and credentialing program. Those of you with the CPPO and CPPB certifications already, will be able to get your questions answered.

As always, we will have surveys after each training or guest session. By completing surveys, the attendees drive continuous improvements and what you want in CAGP conferences. If you have suggestions or any issues, please be sure to add it to your surveys. Next year's conference committee uses this information to improve our learning, networking, and conference experience.

We will have electronic surveys this year with a "new to us" App - ConnexMe. The CAGP App team is training on the new software as we speak, so we will have the more information at registration for the conference.

This year's charity (on page 2) will be the Sandhills/Moore Coalition for Human Care. Our Charity Committee will be collecting diapers/wipes, can/dry foods, paper products, laundry/dish soap, etc. They will be collecting products up until the end of the

banquet. A flyer with of the most needed items is in this newsletter and the website.

The SPPA Committee had 13 applications for the Sustained Professional Purchasing Award. It is presented annually and recognizes all member agencies who have demonstrated sustained excellence in purchasing standards during the calendar year.

The certification committee has received 50 applications for CLGPO certification for their initial CLGPO, re-certification and lifetime. WOW !! We are one smart group!!

Norma Houston with School of Government at UNC will have 23 applicants sitting for the exam prior to the conference. Sixteen of these applicants will become certified contingent on passing score. The highest exam score will become the recipient of the Steven C. Graham Achievement Award. Study hard and we wish you all luck on this new journey.

All of the awards are given at the CAGP Banquet and awards ceremony. We may have a past SOG teaching alumni in attendance, and of course NIGP and some of our vendors will be in attendance.

We all understand that some folks have long drives back home and have to go back to work the same day, but we can't stress enough to stay for the CAGP business meeting on Thursday. There will be some important items to be addressed and the new board members will take their oath of office. We would like to thank our current members for your service to CAGP this past year.

We look forward to seeing you for the 2020 CAGP Conference & Vendor Show in Pinehurst.



CAGP CHARITY DRIVE

Sandhills/Moore Coalition for Human Care FOOD DRIVE MOST NEEDED ITEMS

Donations accepted until the
Banquet on Wednesday,
March 4th, 2020 @ 6pm

Suggested non-perishable food items:

- Canned Beef Stew
- Jelly
- Peanut Butter
- Spaghetti Sauce
- Pasta
- Cereal
- Macaroni and Cheese
- Tuna
- Instant Mashed Potatoes
- Non-refrigerated Juice
- Canned Fruit
- Canned Beans
- 1-2 lb. package rice

Clothing:

Each year the Coalition provides clothing to almost 5,000 people. Although the majority of items are received through donations at The Coalition Resale Shops, the following items are always needed.

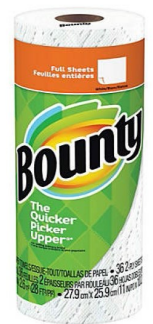
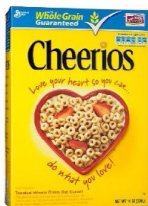
- Children's socks & underwear
- Women's underwear
- Pillows
- Queen, full & king blankets
- Diapers, sizes 4,5,&6

Household items:

In addition to food and clothing, Sandhills/Moore Coalition also provides toiletries and other basic necessities for families experiencing a catastrophic event or transition.

These items include:

- Toilet paper
- Laundry detergent
- Bar soap
- Toothpaste
- Toothbrushes
- Dish detergent



CAGP BOARD OF DIRECTORS & COMMITTEE CHAIRS

ELECTIVE OFFICERS

President	Deborah Taylor, CPPO, MBA
Vice President	Shaun Mizell, CLGPO
Secretary	Noelle Woods, CLGPO
Past President	Cleve Haddock, CLGPO

ELECTIVE BOARD OF DIRECTORS

1st Year Director	Karl Beil, CLGPO
2nd Year Director	Brent Quick, CLGPO
3rd Year Director	Craig Wilkie, CLGPO

APPOINTIVE OFFICERS

Treasurer	Sherri Barnhardt, CLGPO, CPPB
Membership Chair	Candy Harmon, CPPB
Nominating Chair	Cleve Haddock, CLGPO
Registrar	Sonjia Cross, CLGPO
Conference Site Selection	Laura Jones, CLGPO, CPPO
Vendor Relations Chair	Steve Maynard, CLGPO
Webmaster	Chris Bernat, CLGPO

COMMITTEE CHAIRS

2020 Conference Co-Chair	Linda Bassett, CLGPO
2020 Conference Co-Chair	Craig Wilkie, CLGPO
Legislative	Anna Bumgarner, CLGPO
Professional Development	Brent Quick, CLGPO
Bylaws	Christina Russell, CLGPO
CLGPO Certification	Chris S. Payne, CPM, CLGPO
Future Directions & Evaluations	Genetta Carothers, APP, CLGPO
Historian	Lori Colon, CLGPO, MBA
Social Media Coordinator	Mark Cannady
NC State Purchaser's Liaison	Todd Self
South Carolinas Liaison	Vacant
Newsletter	Mia Brown, CLGPO
UNC SOG Liaison (Temporary)	Eileen Youens-Lawrence



- Elective officers shall be elected for a term of one year at the Association's first regular business meeting each calendar year.
- Directors shall be for the term of three (3) years.
- Terms of appointive officers shall be for four (4) years and appointive officers may be reappointed by the Board of Directors.
- All other vacancies in elective offices shall be filled by election at the first regular business meeting of the Association following the occurrence of the vacancy; provided, however, that the Board of Directors may, in its discretion, appoint a member to perform the duties of the vacant office until such next regular meeting.
- The regular terms of office shall commence at the adjournment of the general business meeting at which the officers are elected.

Therefore, CAGP has a continuation of President and Vice-President with its 1st, 2nd, and 3rd year directors moving up each year.



◇ Voting Rights - by position

President
Vice President
Secretary
Treasurer
Immediate Past President
1st, 2nd & 3rd Year Directors
Registrar
Membership Chairperson
Site Selection Chairperson
Vendor Relations Chairperson
Nominating Committee Chairperson
Webmaster.

- ◇ **Non-voting Members** - All other committee chairs. These chairs are appointed by the President.

CAGP BOARD OF DIRECTORS MEETING



Board of Directors meeting
is in the "South" room at
Pinehurst at 4:00PM on
Sunday, March 1st, 2020.



Interested in volunteering your expertise and talents to CAGP?

We're always looking for individuals who want to work together to develop, support, and promote the public procurement profession within our State.

There are several ways to volunteer your time, expertise and talents to the mission and success of CAGP. Some commitments extend for multiple years while others are brief, project-focused engagements. Some committees require travel to a meeting or event while other committees are project teams allow you to participate via teleconferencing.

Please see the attached information and let us know, we'd love to have you!

The 2019 volunteer application is available at www.CAGPonline.org

BASIC PRINCIPLES OF LOCAL GOVERNMENT PURCHASING

Dates: April 28 - May 1, 2020

Location: UNC School of Government
400 South Rd., Knapp-Sanders Building
Chapel Hill, NC 27514

CEU: 23.75 hrs.



This course is designed for new local government purchasing officials and covers basic principles and legal requirements for local government purchasing.

Topics include the following:

- Competitive bidding requirements for purchasing and construction contracting
- Purchasing ethics and conflicts of interest
- Practical skills such as vendor relations, developing specifications, and bid solicitations
- Purchasing policies and electronic bidding
- Decision analysis, motivational strategies, and effective communication
- Local government law overview, including open meetings and public records laws
- Budgeting and fiscal control
- Surplus property disposal
- Tips for success from experienced local government purchasing professionals

<https://www.sog.unc.edu/courses/basic-principles-local-government-purchasing>

This course is sponsored by
Carolinass Association of Governmental Purchasing.

For Us For Agencies For Good

August 23 - 26, 2020
Chicago, IL

NIGP
FORUM
2020
75TH
Connecting
Procurement
Communities

FULL FORUM PACKAGE

All educational sessions, plenary sessions, Products Expo and meal events. Included meals: two lunches, expo reception, 75th Annual Awards Gala dinner, & Anniversary Afterglow Celebration (light fare/desserts)

EARLY BIRD REGISTRATION through APRIL 30!

Members Save \$140 during Early Bird

Member Price - \$850
Non-Member Price - \$1,315



Contact Hours

17

Educational Sessions

70+

Topic Tracks

9

Save the Date 2021

CAGP's 65th Annual Conference & Vendor Exhibition

Raleigh, NC

Exam Date

March 7, 2021

Conference Dates

March 8-11, 2021

Conference

Raleigh Convention Center
500 S. Salisbury St.
165 steps across the street!

Hotel

Sheraton Raleigh Hotel
(919) 834-9900
421 S. Salisbury St.



Raleigh
Convention
Center



Sheraton Hotel



Hospitality Room

CAGP has contracted with the Sheraton Raleigh Hotel

Discounted Hotel of Choice: \$149.00 per night
Conference Center is 165 steps across the street.

Sheraton Raleigh Hotel
421 South Salisbury St., Raleigh N.C. 27601
Marriott.com/RDUSI
sheratonraleigh.com
Virtual Tour - <http://bit.ly/2VapnI0>

Stay Tuned... More information to come in the months ahead.

Other Hotels

0.2 miles away from Convention Center
Marriott Hotel
Located in: Raleigh Marriott City Center
205 W Cabarrus St, Raleigh, NC 27601
(919) 833-1120

0.7 miles away from Convention Center
Holiday Inn Raleigh Downtown
320 Hillsborough St, Raleigh, NC 27603
(919) 832-0501

Transportation

R-Line - Free downtown **bus** service
Mon-Wed (7 am-11 pm),
Thurs-Sat (7 am-2:15 am)
Sun (1 pm-8 pm)
<https://www.downtownraleigh.org/getting-around/r-line>

IMPORTANT LINKS



UNC / SOG - Local Government Purchasing & Contracting Program

<https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting>



Coates-Cannon Law Blog

<http://canons.sog.unc.edu/>



NC Finance Connect

<https://www.sog.unc.edu/about/news/nc-finance-connect-new-one-stop-resource-local-government-finance-north-carolina>



Purchasing Listserv

<https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/listserv>



CAGP Website

<https://www.cagponline.org>



CAGP Facebook

<https://www.facebook.com/groups/910595738984927/>



CAGP Twitter

[@ncagp](https://twitter.com/NCAGP) or www.twitter.com/NCAGP



NIGP

<http://www.nigp.org/>



Retention Schedules

State of NC Employees' Governmental Purchasers Training

The Department of Administration ~ Division of Purchase & Contract has added the following course to the NC Learning Center:

Course:	Introduction to Procurement
Date & Time:	February 19-20, 2020 8:30 a.m. – 4:30 p.m.
Location:	Department of Insurance Building, 325 N. Salisbury Street, Room 245, Raleigh, NC 27603
Fee:	No charge
Registration:	Register through the P&C website in order to create an account in the NC Learning Center

Course Description:

This 2-day instructor-led course provides a comprehensive overview of the procurement process for purchasing goods and services not related to information technology, construction, or grants. The content of this course includes the following topics: basic principles of procurement, delegation of authority, ethics, procurement methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, and best practices.

Target Audience:

Anyone involved in the procurement process. This includes Purchasing Agents, Purchasing Officers, End Users, Controllers, Auditors, etc.

The Department of Insurance is located at 325 N. Salisbury St. Raleigh, NC 27603 at the corner of Salisbury and Lane. You can find visitor parking at 333 N. Salisbury St. Raleigh, NC 27603. Please enter the building on the Salisbury street side, where you will be greeted by our receptionist. Please inform the receptionist of your meeting and meeting name. All guests will have to sign-in when they arrive and leave. The first and second floors of the building are public access, the other 11 floors are not and you will need a badge to access. The training rooms are located on the 2nd floor and you can access them by either the elevator or the steps directly to the right of the receptionist.

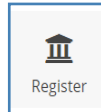
THINGS TO REMEMBER:

Registration for the Division of Purchase & Contract's courses is available through the NC Learning Center. **All individuals employed with any state agency, department, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes will receive preferential seating in these traditional courses.** Individuals employed by local government or public school entities may choose to take these courses as well, but may have deferred enrollment due to priority preference for entities governed by Article 3 of the NC General Statutes.

Keep in mind that all traditional trainings are based on Purchase & Contract (P&C) related rules for goods and service procurements. These courses will not relate to any DIT, State Construction, or State Property laws and rules.

GOVERNMENTAL ACCOUNTING & FINANCIAL REPORTING

Dates: March 23 - 26, 2020
Location: UNC School of Government
 400 South Rd., Knapp-Sanders Building
 Chapel Hill, NC 27514
CEU: 32 hrs.
Level of Knowledge: Intermediate



This course covers the fundamentals of governmental accounting and financial reporting: concepts, standards, and procedures with a special emphasis on North Carolina laws and regulation. It is one of the core courses for the finance officers' certification program. The class uses lectures, class discussions, and practical exercises to address a number of topics, including the Local Government Budget and Fiscal Control Act, the role of the Local Government Commission, and extensive work with the governmental GAAP environment including the elements of fund accounting and external financial reporting.

Additional information

Attendees: Experienced finance officers and finance staff; each participant should bring a copy of his or her entity's latest annual financial report.

Credit: Recommended Continuing Professional Education Credit for Certified Public Accountants will be thirty-two (32) hours.

Teaching Methods: Lectures, exercises, case studies, and group discussions.

Prerequisites: Each participant must have completed successfully the Introduction to Local Government Finance seminar or an acceptable substitute, such as the successful completion of the first semester of a typical first-year course in Accounting Principles offered by North Carolina universities, colleges, and community colleges. Years of experience in a finance office, without formal training in the rudiments of accounting, will not qualify as the prerequisite.

HAPPY Retirement!

Mary Waller
City of Raleigh



Webinar - The Top Purchasing Risks Your Organization faces (And How to Mitigate Them)



THE Best START HERE ↓

Get help to strengthen your job skills!

Apply now for the UNC School of Government Scholarship

Local Government Federal Credit Union offers scholarships to local government employees to apply toward tuition for conferences, classes, and seminars offered by the School of Government. Applications must be received by the appropriate deadline. Funds will not be awarded on a reimbursement basis for courses or programs that .

- **March 1** (for courses starting between April 1 and June 30)
- **June 1** (for courses starting between July 1 and September 30)
- **September 1** (for courses starting between October 1 and December 31)
- **December 1** (for courses starting between January 1 and March 31)

[Visit the LGFCU website for more information and to submit an application.](#)



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