



THE BUYER'S FLYER



September 2020

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Hazel Orick Gibson, MBA, CPPB | Procurement Analyst & Advisor
Knoxville's Community Development Corporation

"I have learned that if you must leave a place that you have lived in and loved and where all your yesteryears are buried deep, leave it any way except a slow way, leave it the fastest way you can. Never turn back and never believe that an hour you remember is a better hour because it is dead. Passed years seem safe ones, vanquished ones, while the future lives in a cloud, formidable from a distance."

~ Beryl Markham ~

Beryl Markham was a remarkable woman who often shattered expectations and refused to live by societal norms. Her wild spirit led her to many great adventures and some near death experiences, yet she refused to dwell on the pain of those experiences. Instead she raced forward to the next big adventure, which is what we must do in 2021; refuse to live in the comfort of our past for we can never go there again. 2020 has forever changed our world; the way we live and work and the way we communicate and relate to one another will never be the same. We can choose to look at 2020 with hatred and despise the lessons learned or we can choose to forge ahead and appreciate the growth. I choose to forge ahead and I hope you will join me in welcoming 2021 with a renewed hope and a spirit of accomplishment for all we have gained.

NIGP Chapter Performance Seal

ETPA has been awarded NIGP's Silver Chapter Performance Seal at the NIGP Forum 2020. NIGP recognizes outstanding chapters who engage their chapters and communities at a high level and exhibit outstanding performance with the Chapter Performance Seal Awards. Congratulations ETPA!!



2020 Fall Conference

We look forward to seeing you at the 2020 Virtual Fall Conference! We have a great line up of speakers and educational topics to enhance your professional development. Be sure to register soon!

We look forward to seeing you all very soon!

Stay Safe & Healthy!

Hazel

Member News & Announcements

Julie Maxwell, City of Knoxville, earned her **CPPB certification**. Congratulations!!



Congratulations to **Penny Owens, City of Knoxville,** and **Terry McKee, KCDC,** earned their **NIGP-CPP certification!!** Penny & Terry are part of an elite group that has earned the NIGP-CPP Certification in 2020. Way to go!!



We've had a couple of close, longtime friends of ETPA retire this year.

Tom Seagle, with Knox County Procurement retired back in the summer this year. Tom has been a fixture at Knox County Purchasing Department specializing in the facilities and construction procurement. Tom was an active member who always carried a soft-spoken demeanor and help start up the ETPA Mentoring Program. We are proud of Tom and are happy that he can retire and enjoy all the things he's been wanting to. Cheers Tom!

Libby McCroskey, with the University of Tennessee, CTAS retired June 30, 2020. She most recently served as the Manager of Legal Services at CTAS. For over 30 years she has provided legal guidance to counties across the State of Tennessee covering personnel, purchasing and a variety of other topics. Many of us got to know Libby through her participation at the annual Fall Training Conference hosted by ETPA and TAPP. She was a wealth of knowledge, kind and always willing to help. She will be missed by all and we celebrate with her as she retires.

If you know of other ETPA members who have or will retire soon, please reach out to me so that we can honor them. You can email me at dgriffin@ktnpba.org



ANNUAL ETPA AWARDS NOMINATIONS

As a reminder, we are accepting nominations for the annual ETPA Awards through November 30, 2020. Manager of the Year, Buyer of the Year, Volunteer of the Year and Innovation of the Year. You can find information to all these awards and the 2020 Nomination Forms by following the attached link.

https://etpanews.org/Document_Repository

Send nominations to me at dgriffin@ktnpba.org

We are pleased to present to you the 2020 slate of officers and committee chairs. Thank you to our volunteers and everyone who helps make ETPA the fantastic organization that it is!

Officers:

President – Hazel Orick Gibson

VP – Jolene Combs

Secretary – Lynn Majeski

Treasurer – Lynn Farnham

Committee Chairs/Members:

Newsletter – Nikisha Eichmann

Recognition Committee Chair – David Griffin

Professional Development Committee Co-Chairs – Valerie Harless

Membership Committee Chair – Carol Maines

Webmaster – Jolene Combs

Outreach to Other Professional Organizations – Dustin Shearin

Diversity Focus Group Committee – Pamela Cotham & Karen Binkley

Mentoring Committee Chair – Penny Owens

Nominating Committee Chair – Brent Morelock

In addition to the newly established NIGP Mentorship Committee, the ETPA Mentorship Program will be kicking off soon and sharing information on ways for Mentors and Mentees to connect, both at the ETPA and NIGP level. I highly encourage you to join the NIGP Mentorship Facebook group, where a lot of great information is being shared and you may find connections with folks who can guide you in topics of procurement, professional development, and leadership. At the same time, we will be developing a Mentorship Program at the ETPA level as well (and connecting with the NIGP group) to help you find both procurement guidance and local government guidance.

Don't think you're right for this program? You might be surprised. Those who have been around a while certainly have experience and wisdom to share. Those who are a few years into the profession probably have experience to share or knowledge on how to find resources, especially to someone brand new. Some of us in the profession for a while still may need a mentor or two as we encounter changes in roles or changes in agencies or technology challenges. EVERYONE has something to give and I encourage you all to help.

All ETPA members will receive a survey in the next week, asking if you would consider being a mentor, if you need a mentor, or both and what type of guidance you seek. Please look for this in you Inbox and join us to build a Mentorship Program in ETPA that strengthens the support for our members.

Penny Owens, NIGP-CPP, CPPO
ETPA Mentorship Program Chair



NIGP Mentorship Program

Exciting news, NIGP launches Mentorship Facebook page.

Lifelong learning should be supported by intentional relationships established to guide your professional development and career growth. The NIGP Mentoring Facebook page is designed to help you by connecting junior members with more experienced practitioners who can offer mentoring advice to help you progress in your career. Mentors can be a neutral sounding board, they can help you handle difficult or unusual situations you may face in your role or in your career, and they can provide feedback regarding growth opportunities to support your long-term career development.

The NIGP Mentorship Program is designed to support the needs of NIGP Members and other public sector public procurement professionals by:

- **Creating strong professional networks built on trust and respect to facilitate life-long learning**
- **Promoting diversity of thought and critical thinking skills**
- **Providing supplemental learning channels to enhance brainstorming**
- **Providing access to more experienced professionals who can offer encouragement and career guidance**
- **Promoting an environment where the participant feels empowered and confident**

Starting August 24, we will be hosting on-going discussions that you can take part in. Beginning in September, we will be hosting monthly live virtual events to bring the community together to discuss and share ideas.

For any questions please contact: mentorship@nigp.org



Elevating the profession,
accelerating your performance.

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CPPB, FCIPS**
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NIGP PRESS RELEASE

September 23, 2020

NIGP: The Institute for Public Procurement is honored to announce that an additional 62 public procurement professionals attained their NIGP Certified Procurement Professional designation (NIGP-CPP) by successfully completing the competency-based qualifications set forth by the NIGP Certification Commission.

During the pilot and August testing periods, a total of 118 leaders earned their NIGP-CPP including the following 5 leaders from the Volunteer State of Tennessee:

- Lori Bryant NIGP-CPP, Clarksville TN
- Angela Lay NIGP-CPP, Nashville TN
- Terry McKee NIGP-CPP, Knoxville TN
- Leslie Mitchell NIGP-CPP, Franklin TN
- Penny Owens NIGP-CPP, Knoxville TN

The NIGP-CPP is the only certification that is anchored in the Public Procurement Competency Framework. The Framework is rooted in research produced by the Volcker Alliance that seeks effective public service through workforce competencies. It is the only certification that specifically targets mid to executive level procurement leaders in the public sector. It is the only certification that integrates with NIGP's Pathways program featuring competency development within 33 learning modules. And it is the only competency-based certification that expands beyond public procurement's technical aspects and assesses the more holistic competencies needed to be successful leader within a public entity, embracing elements of leadership, business principles, and procurement strategy.

Congratulations to these pioneering leaders!

Sales Tax on Surplus

Those of you who use GovDeals or another online auction service for your surplus sales may have had a communication from that online auction service recently regarding an upcoming law going into effect in October. The laws are in Public Chapter 646 and Public Chapter 787.

GovDeals' email stated:

"Issue 2: New State Sale Taxes

Starting October 1st, the State of Tennessee will tax the sale of surplus assets. While you are tax exempt as a buyer, you will be responsible for collecting and remitting sales tax on specific asset categories. This will create more work for you and your accountants as you determine taxable asset categories and collect and remit the sales tax."

A few of us had a discussion surrounding this notice, since we hadn't heard about it from the usual sources. My Finance Director contacted CTAS, who contacted the TN Department of Revenue. Please see their response below.

Question was:

Are local governments in Tennessee, such as cities, counties, utility districts, etc., required to collect and remit sales or use taxes when selling surplus tangible property directly to the public with buyers located either in Tennessee or out of State?



Robert (Tennessee Department of Revenue)

Sep 16, 2020, 2:56 PM CDT

Good afternoon.

The local governments do not have to charge sales tax when they sell items they have used regardless of where the customer is located.

Thank you for your email,

Robert

Taxpayer Education

The information provided in this message is believed to be a correct interpretation of Tennessee's tax laws, but it is not binding on the Department of Revenue. You have confirmed that you are a party authorized under applicable law to receive any confidential tax information contained herein



New Exams...New BoK-C... Attend a News Forum to Learn More

UPPCC recently announced that [new certification examinations would be coming in 2021](#) as a result of the most recent job analysis project. The detailed UPPCC Body of Knowledge and Competency (BoK-C) documents are [now available](#). These documents detail the content that will be covered on the CPPO and CPPB examinations effective for Fall 2021.

UPPCC will be offering two opportunities to learn more about the new exams and what was involved in arriving at the 2021 BoK-C. Registration is limited; however, UPPCC would be happy to provide the session to your organization or agency. To request a session, email certification@uppcc.org.

Certification News Forum

2021 BoK-C Session #1

Wed, Sep 30th; 1:30 - 2:15 pm Eastern

[Register for Session #1](#)

Certification News Forum

2021 BoK-C Session #2

Wed, Oct 14th; 1:30 - 2:15 pm Eastern

[Register for Session #2](#)

Follow Us...



The CPPO and the CPPB are the only globally recognized certifications specifically designed for government procurement professionals. Wholly owned and operated by the independent certifying body, the Universal Public Procurement Certification Council, the CPPO and CPPB represent the gold standard in public procurement certification.

Global Best Practices with Terry McKee



Terry McKee, CPPO, CPPB
Knoxville's Community Development
Corporation IT & Procurement Director
The Public Housing and Redevelopment Authority for the City of
Knoxville and County of Knox

Cybersecurity for Procurement

Standard:

The significance of cybersecurity has grown in recent years as a result of the increased frequency, size, and visibility of breaches in the public and private sectors. Even as the importance of strong passwords, multi-factor authentication and phishing awareness have become common knowledge, threats and their associated risks continue to evolve. This practice focuses on Procurement's role in identifying, assessing and addressing cybersecurity risk.

Cybersecurity is the prevention of damage to and protection and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. — The National Institute of Standards and Technology.

Key points:

- Cyber Risks
 - Procurement professionals may encounter cyber risk in areas such as:
 - People: Internal stakeholders , contractors, sub-contractors and other third parties
 - Process: Solicitation document requirements, evaluation and on boarding of suppliers
 - Technology: network security, hardware and software security requirements
 - Procurement professionals must consider steps to remediate these risks.
- Policies to address identified cyber risk
 - Procurement professionals must work with IT to ensure appropriate cybersecurity policies are established for procurement operations and functions. These policies provide the authority for daily due diligence and training. Procurement expertise and collaboration with IT is essential. Policies should be regularly updated and consistent with the entity's cybersecurity plan. Additionally, rigorous training in cybersecurity best practices should be regular and mandatory.

- Policies should address:
 - Roles and responsibilities
 - Compliance with federal, state and local requirements for privacy and security including HIPPA, FERPA and Personally Identifiable Information.
 - Solicitation and contract development concerning cyber security.
 - Hardware and software requirements/standards/testing.
 - Supplier management as to compliance, certifications, standards, cybersecurity insurance.
 - Requiring independent audited certifications (as appropriate) such as those from:
 - ✓ ISO 27001
 - ✓ ISAE 3000/SOC 2
 - ✓ FISMA and FedRAMP
 - ✓ NIST SP 800-53
 - ✓ CMMC
- Cybersecurity Plan
 - Entities should develop and maintain a cybersecurity plan along with business continuity and disaster recovery plans. IT holds the primary responsibility for the entity's cybersecurity posture but all departments must coordinate to ensure that their roles, policies and practices are aligned with the entity's cybersecurity plan. A cybersecurity plan should:
 - Be regularly updated.
 - Be readily available as a single comprehensive document with department-specific subsections, as needed.
 - Use consistent language, e.g., terminology adopted from NIST to facilitate effective communication and coordination.
 - Establish the entity's incident reporting hierarchy, e.g., points of contact, emergency responders, incident response team, backups, based on authority and expertise.
 - Detail protocols for reporting, escalation, and response.
 - Contain checklists with actionable steps based on the nature of an incident.
 - Provide a framework for continuous improvement, e.g., benchmarking, compliance monitoring, incident and response analysis, training.

Take Away:

Cyber security is yet another component of professional procurement and will continue to increase in importance as e-commerce is continues to grow. Further, its importance increases with attacks on entity cyber capacity, increased ransomware incidents and other nefarious actions that affect cyber security. Procurement professionals must consider cybersecurity implications while preparing and administering solicitations. It is simply a fact of professional life in 21st century.

Treasurer's Report: January – December 2020

Lynn Farnham, CPPO, CPPB | Roane County

TREASURER'S REPORT

January - December 2020

January	Beginning Balance	24,724.96	May	Beginning Balance	23,711.08	Sep	Beginning Balance	22,858.75
	Revenue	1,925.00		Revenue	475.00		Revenue/Adjustment	0.00
	Expenses	(513.65)		Expenses	(105.83)		Expenses	(112.15)
	Ending Balance	26,136.31		Ending Balance	24,080.25		Balance-9/16/2020	22,746.60
February	Beginning Balance	26,136.31	June	Beginning Balance	24,080.25	Oct	Beginning Balance	
	Revenue	2,441.00		Revenue	0.00		Revenue	
	Expenses	(1,685.36)		Expenses	(156.75)		Expenses	
	Ending Balance	26,891.95		Ending Balance	23,923.50		Ending Balance	
March	Beginning Balance	26,891.95	July	Beginning Balance	23,923.50	Nov	Beginning Balance	
	Revenue	440.00		Revenue	0.00		Revenue	
	Expenses	(2,642.85)		Expenses	(142.65)		Expenses	
	Ending Balance	24,689.10		Ending Balance	23,780.85		Ending Balance	
April	Beginning Balance	24,689.10	Aug	Beginning Balance	23,780.85	Dec	Beginning Balance	
	Revenue	25.00		Revenue	0.00		Revenue	
	Expenses	(1,003.02)		Expenses	(922.10)		Expenses	
	Ending Balance	23,711.08		Ending Balance	22,858.75		Ending Balance	

BALANCES OF FUNDS AS OF 9-16-2020

General Fund	162.85
Business Matching	5,000.00
Fall Conference	2,908.55
Scholarship*	13,000.00
Diversity Expo	1,675.20
TOTAL	22,746.60

Membership Information for 2019

NIGP & Chapter Members	79
Chapter Only Members	45
Student Members	2
Retired Members	24
TOTAL MEMBERS	150

2020 AGENCY MEMBERS

Blount County	City of Kinsport	Loudon County
Bristol TN E-911	City of Kinsport Schools	Metro Knoxville Airport Authority
Chattanooga Housing	City of Knoxville	Morristown Housing Authority
City of Alcoa	City of Oak Ridge	Public Building Authority
City of Bristol	Claiborne County Finance	Roane County
City of Chattanooga	Hamilton County	Roane State Community College
City of Clarksville	Hamilton County DOE	Rutherford County
City of Cleveland	Johnson County	Rutherford County BOE
City of Decatur, AL	KCDC	Sullivan County
City of East Ridge	Knox County	Union County
City of Elizabethton	Knox County Sheriff	University of TN - Knoxville
City of Johnson City	Knoxville Utilities Board	UTK Facilities

Calendar of Events

Get ready for 2020, here we go!

October 28th

NIGP Competency Bundle VIRTUAL CLASS (see details below)

October 29th

Virtual Fall Professional Development Conference



September	October	November
Melinda Carroll – 1 st City of Cleveland	Judy Peffley – 6 th Blount County	Donnie Fawver II – 2 nd Knox County
Dustin Shearin – 9 th Johnson County	Terry McKee – 15 th KCDC	Madelyn Kelly – 5 th City of Decatur
Julie Maxwell – 10 th Knoxville	Hugh Holt – 17 th Knox County Sheriff's Office	Pamela Cotham – 6 th City of Knoxville
Luis Garcia – 12 th City of Knoxville	Lori Holmann – 22 nd Knox County	Karisa Scott – 7 th City of Knoxville
Valerie Harless – 17 th Johnson City	Kristi Powers – 28 th City of Cleveland	Tom Seagle – 10 th Knox County
James Tucker – 26 th Knoxville		Robert Genno – 17 th Claiborne Count Finance
Michele Oran – 27 th Roane State Community College		Roger Kane – 28 th University of TN
Lynn Farnham – 30 th Roane County		

NIGP Competency Bundle: Enabling Regulations & Compliance and Legislation & Legal Environment VIRTUAL CLASS

Start Date: 10/28/2020
End Date: 10/28/2020
Start Time: 8:00 AM
End Time: 5:00 PM
Time zone: (GMT-05:00) Eastern Time (US & Canada)
Location: 1000 North Central St., Suite 100
Knoxville, TN 37917
Instructor: Mr. Michael E. Bevis, JD, CPPO, CPSM, C.P.M
Contact Hours: 8.00
CEUs: 0.80
Access Period: N/A
Hosted By: East Tennessee Purchasing Association Chapter of NIGP

Overview

This course has been converted to Virtual delivery

Enabling Regulations and Compliance

Like all things, the practices of public procurement professionals are regulated based on the common, statutory, and administrative laws that bind and protect the responsibilities of public entities across North America. Practitioners must be empowered to not only identify and define those terms commonly associated with the legal profession but also be able to describe and apply the predominant categories of law within the larger function.

Legislation & Legal Environment

While not lawyers or representatives of the legal sector, today's public procurement professional is expected to be well versed in the application of legal limits within the procurement. As such, the aptitude of procurement professionals to comply with legislation, legal principles, and public procurement best practice guidance is critical for not just the success of the function but for the entity as a whole.

https://ams.nigp.org/eweb/DynamicPage.aspx?webcode=NIGPEventInfo&Reg_evt_key=17a77e04-822e-4669-b87d-fbb7d3446e9c