

NIGP - UTAH CHAPTER NEWSLETTER

Year: 2020 | Issue 2 | Date: March 2020

NIGP AGENDA – MARCH 24, 2020

Due to Covid-19, we invite members to attend the NIGP UT meeting remotely through Google Hangouts. Click [here](#) for a link to the webinar.

TIME	TOPIC
9:00 – 9:30	NIGP Chapter Business
9:30 – 10:30	Jason Steinmann, NIGP Ambassador speaking on the Pathways Program
10:30-10:45	Break
10:45-11:45	Jason Steinmann, continued.

UPPCC SURVEY

The UPPCC is seeking information on the public procurement profession. They have created a survey that will take approximately 20-30 minutes. Please set aside some time to take the survey, you will receive credit towards certification for taking it. To take the survey, click [here](#):



MESSAGE FROM THE PRESIDENT

March is Procurement Month.



It's that time of the year that we are recognized for all of our contributions to the citizens of the State of Utah. Each day is different; we have the privilege and responsibility of ensuring that not only do we comply with regulations, but we go above and beyond to provide best value, we provide advice and counseling, we monitor contracts, we solve problems, in essence, we serve our citizens.

As we go through this month, I am grateful for all of those who have helped create our profession and who continually work to help each of us excel. I look back at the history of our profession, and it is awesome! In ancient Egypt there was material management, in Rome there were contracts for roads, building, the army, later in the Holy Roman Empire taxes were recorded and managed against expenditures, during the Revolutionary war our country needed to get supplies for the armies and building projects (which were competitively bid!). Our profession has a great history and has left a mark on the world.

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UPCOMING DATES

Date 1:
**NIGP UT CHAPTER
MEETING**

**March 24, 2020
9 am – 4 pm**

[ONLINE](#)

Date 2: **(Rescheduled)**
**SAVE THE DATE
REVERSE TRADE
SHOW**

**May 15, 2020
9 am – 2 pm**

**Mountain America
Expo Center, Sandy, UT**

Date 3:
NIGP FORUM

August 22-26, 2020

**Chicago, IL
www.nigp.org**

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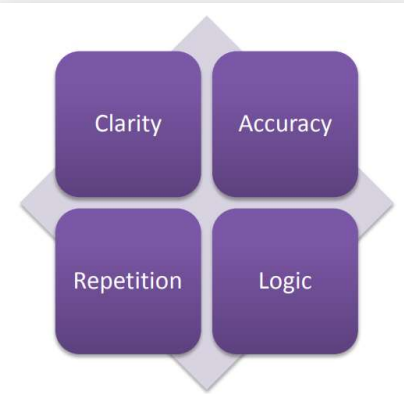


WRITING A SCOPE OF WORK & SPECIFICATIONS

By: Solomon Kingston, State Contract Analyst

The scope of work and specifications outlined in a solicitation should promote the overall economy and best use of tax payer dollars for the procurement need you are seeking to resolve.

Specifications should not be unduly restrictive or give an unfair advantage to a particular vendor without proper justification. To accomplish this goal here are four primary areas one should consider when developing such.



1. Clarity.

1. Use plain English, avoid legalese and scientific jargon.
2. Use commonly used words.
3. Avoid using alternatives (like 'excavate' for 'dig') just to make the text more interesting.
4. Words should be selected to ensure their meaning is clear and unambiguous.

2. Accuracy.

1. Ensure consistency and accuracy by saying the same thing the same way.
2. Employ accurate and consistent phraseology for repeated clauses.
3. Avoid generalizations, unclear words or phrasing, acronyms and abbreviations unless very well-known.

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And the award goes to...



At the March 24 meeting, NIGP Utah will announce who is the 2020 Buyer & Manager of the Year.

Thank you to those who submitted nominations.

Please take a second and help us send our congratulations & appreciation to the recipients via email or phone call.



FIND MORE INFORMATION HERE:

<https://www.nigputah.org/>

PRESIDENT MESSAGE

(CONTINUED FROM PAGE 1)

I lived in Rome during an internship, I loved the opportunity. One of my favorite things was to look at all of the historical artifacts (the Colosseum, the forum, the pantheon, oh my heart gets excited just remembering!). On all of these you will find 4 innocuous letters: SPQR.

This is a Latin abbreviation for:
Senātus Populus que Rōmānus.



That means for the Senate and People of Rome, or in essence, here's your tax dollars at work!

I was inspired by this; how awesome would it be to have something we work on last millennia and stand for our amazing state? While we don't go around stamping PPCU (Public Procurement for the Citizens of Utah), what we do matters! We impact the lives of millions every day. That is incredible!

To help commemorate our impact and to remind you of how awesome you are, I have acquired ancient roman coins that will be given to everyone who attends our next in-person meeting. We hope that you will stay safe and healthy and I look forward to seeing you all soon. I appreciate what you do, so thank you!

Zachary Christensen, J.D., CPPB
NIGP UTAH CHAPTER PRESIDENT



WRITING A SCOPE OF WORK & SPECIFICATIONS (CONTINUED FROM PAGE 2)

3. Repetition.

1. Say everything, but only say it once. Repetition is inadvisable and legally dangerous.
2. Avoid erroneous information (such as listing a standard that is not referenced in the text).
3. Just in case something applies, include it once. If something does not apply, leave it out.
4. If an issue is covered in the Conditions of Contract don't repeat it in the Specification.

4. Logic. Specifications should:

1. Have sub-headings and a logical numbering system for all headings. Cross-referencing within the Specification is kept to a minimum because of possible future changes.
2. Have matters of contract and administration separate from the technical sections of the Specification, except for specific instructions on quality or for instructing/informing others (such as a sub-contractor).
3. **Be outcome focused by stating what is to be achieved by the solicitation not how it is to be done.**
4. Not be written to favor one supplier over another (do not specify brands, unless it is necessary).



ANNOUNCEMENTS

HAVE A GREAT IDEA?

Write an article for the newsletter and get points towards your scholarship fund from NIGP-Utah Chapter.

VOLUNTEERS NEEDED

Historian and Community Involvement positions are open. If you are interested in serving on the NIGP Board, please send an email to president@nigputah.org



CPPB PREP

- Are you thinking about getting your CPPB?
- Do you love tests? 🤖
- Are you curious what CPPB even stands for?

This informal study group/ prep course may be for you!



Zac Christensen will work with those who are preparing to take the CPPB in May or October go through the NIGP CPPB Prep Guide.

Not to brag, but those who have sat through this course in the past have all passed the CPPB.... this course is a must for anyone seriously studying for and taking the certification course.

Register now [here](#).

There will be a total of four classes beginning on **Tuesday, April 7th, 2020 at 5:00 pm to 6:00 pm.**

[Online Zoom conference may be available]

Located at:

Utah State Board of Education
building - Room 156
250 E 500 S
Salt Lake City, UT 84111

It is recommended that those preparing to take the test attend all four but it is not required.



REVERSE TRADE SHOW UPDATE



The Reverse Trade Show has been rescheduled due to COVID-19.

Updates will be provided as soon as we confirm a new date.

SIMPLAR INSTITUTE

Remember this?

The webinar presented by Simplar Institute from the last PEP meeting has been posted online. Click [here](#) to access the PowerPoint and video about how to procure roofing using industry best practices that use qualifications and price. By registering, you will have access to the RFP template for roofing and information about how to evaluate past performance, minimize total life cycle cost, and deliver a worry-free solution to your building occupants.



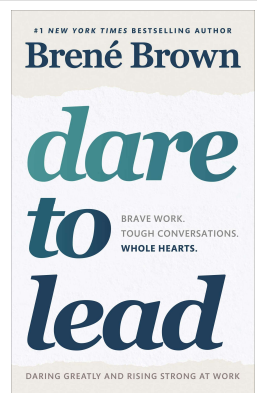
BOOKS WORTH READING

Dare to Lead:

Bold Work. Tough Conversations. Whole Hearts.

By: Brene Brown

A New York Times bestseller! "One of the most important findings of my career," writes Brown, "is that daring leadership is a collection of four skill sets that are 100 percent teachable, observable, and measurable. It's learning and unlearning that requires brave work, tough conversations, and showing up with your whole heart."



For newsletter submissions, book recommendations, or comments, please contact Brooke Smith, Newsletter Editor Email: Bsmith@murray.utah.gov