



THE BUYER'S FLYER



August 2021

IN THIS ISSUE:

- 1 Message from the President
- 2 News and Announcements
- 4 NIGP Forum
- 5 Global Best Practices
- 7 Treasurer's Report
- 8 Calendar of Events
- 9 Qtlly Meeting Information
- 10 Snapshots

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

"I learned this, at least, by my experiment; that if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours." ~ Henry David Thoreau ~

We all have dreams, each unique and beautiful. Some dreams are home & family related, some are work and education related. Take a vacation (we all need at least one this year!), learn a new skill, push toward that degree or certification! Let ETPA help you reach your professional and educational dreams. Attend quarterly meetings & fall conference for professional development. Apply for ETPA's Scholarship Program and use your points toward professional certification, classes or certification exams. ETPA works diligently to provide a robust scholarship program for its members, yet it is terribly underutilized. I challenge each of you to "advance confidently in the direction of your dreams..." and let ETPA help you see those dreams come to fruition!

2021 ETPA Golf Tournament

Thank you to Three Ridges Golf Course and those who worked to support the 1st Annual ETPA Golf Tournament on July 23rd. This year's inaugural event had 14 teams register to play and several sponsorships from our supplier community. Although the day was one of the hottest this year, a great time was had by all as we worked to develop pivotal relationships with our supplier community and raise much needed funds for ETPA.

2021 NIGP Forum

NIGP will be hosting its annual Forum from August 23 – 26 in virtual format. "The Forum virtual event is a mix of live and pre-recorded sessions for you to hear inspiring speakers, attend thought-provoking educational sessions, engage in agency and topic-based networking, connect with suppliers, and of course to have some fun and celebrate." (NIGP website) The forum includes 20 contact hours to help you further your professional development and meet certification requirements. We hope you can join us in August!

2021 ETPA & TAPP Joint Fall Conference

Fall Conference planning is in full swing and the lineup of speakers and topics is incredible again this year! If you would like to serve on the Fall Conference Steering Committee, please email me at hgibson@kcdc.org. If you can't serve in a full-time role on a committee or in a board position, this is the perfect opportunity to serve as an episodic volunteer. ETPA needs you!

We are looking forward to seeing your smiling faces in person in 2021! Having said that, ETPA & TAPP leadership is carefully monitoring the numbers of active Covid-19 cases and is fully prepared to pivot to a virtual conference in 2021 should that become necessary.

Stay Safe & Healthy!

Hazel

Member News & Announcements

Congratulations to Debbie Dillon for 30 years of service with Johnson City!!



Congratulations to Hazel Orick Gibson & Jolene Combs on obtaining their NIGP-CPP!!

Happy Retirement

After 32 years of service in Purchasing, Jim Tucker has decided to retire from the City of Knoxville on June 30th. Jim and his wife have a second home in Dandridge where Jim will be doing his honey-do list and, when allowed, relaxing in his fishing boat. Congratulations on your retirement!!



Meet Sandra Sloan, the new Assistant Procurement Manager of Schools for the City of Kingsport.

Sandra has served the City in Legal/Risk Management for several years and prior to that, she worked for Eastman Chemical Company for 20 years. She has a Bachelor's Degree in Logistics and Supply Chain Management with a minor in Accounting and graduated with honors. We are excited to have her in Purchasing!!

City of Kingsport has a new location for City Hall!!



In May, the City of Kingsport started moving departments to their new City Hall location at 415 Broad Street in Downtown Kingsport. The new location now contains 19 City departments.



NIGP Classes

The Wisconsin Chapter (WAPP) added three hosted NIGP classes based on requests. They need at least 15 registered people to hold each class. The 2021 NIGP classes (VIRTUAL) are related to federal funds/grants with Vonda F. Melchior, C.P.M. as the instructor.

August 19-20

[Contracting with Federal Funds/Grants "Advanced"](#)

September 7-8

[Contracting with Federal Funds/Grants "Intermediate"](#)

September 27-28

[Contracting with Federal Funds/Grants "Advanced"](#)

2021 ETPA Leadership Team

President	Hazel Orick Gibson
Vice President	Jolene Combs
Secretary	Lyn Majeski
Treasurer	Lynn Farnham
Webmaster	Jolene Combs
Recognition Committee Chair	David Griffin
Newsletter Committee Chair	Nikisha Eichmann
Professional Development Committee Chair	Valerie Harless
Membership Committee Chair	Carol Maines
Outreach to other Professional Associations	Dustin Shearin
Nominating Committee Chair	Brent Morelock
Mentoring Committee Chair	Penny Owens
Diversity Focus Group Committee Co-Chairs	Pamela Cotham & Karen Blinkley
Strategic Planning	Terry McKee

We are still looking for the positions below to fill for the Leadership Team. Please contact Brent Morelock, City of Kingsport, Or Hazel Orick Gibson, Knoxville's Community Development Corporation, if you are interested in filling these positions, we'd love to have you on the Leadership Team!

- **Fundraising Committee**

The Fundraising Committee is a new committee developed to secure ETPA's sustainability well into the future. The committee will be responsible for planning specific fundraising events and activities and researching non-profit grant opportunities. The goal is for the committee to consist of 3 – 4 members and serve a term of 2 years. If you are interested in research (as in grant opportunities) or planning exciting events, this committee is for you!

- **Strategic Planning Committee**

The members of the Strategic Planning Committee will serve with ETPA's Executive Board to set goals and develop a plan to achieve them. The SPC will also review ETPA's mission and vision statements and adjust those as necessary. The overall goal of the SPC will be to develop 5-year plan based on current and future needs thus sustaining ETPA well into the future.

Attendance Justification Toolkit

NIGP
FORUM
2021



Influence
your manager and
organizational leadership to

SUPPORT YOUR ATTENDANCE AT NIGP FORUM 2021

We know it may be a challenge to get funding from your organization to attend NIGP Forum. In times of tightening budgets, this may especially be the case. We developed these tools and message talking points to make the conversation a little easier. Whether you're trying to influence your direct manager or your department head, we hope this will help you best position the value you and your organization will get out of attending.

General Tips



1. Focus on the return on investment (ROI) to sell the value of attending.

NIGP Forum is one of the best values for the money, here's how:

Virtual experience

- You will get a total of 20 hours of content for one unbelievably low price.
- In addition to being able to attend all live sessions and events, you'll have access to the recorded sessions for later reference.
- The virtual event comes with a much lower registration fee, and best of all, there's no travel expense to worry about.

Leadership Summit

- Leadership Summit is the ultimate networking experience in the industry.
- It provides you a one-of-a-kind annual event where you get to meet and work with procurement leaders who may be facing many of the same challenges you or your entity are facing.
- This event provides a fantastic value—you not only get full access to the in-person event, you also get full access to the Forum virtual experience for one low price and 34 contact hours of content.



2. Show how your attendance can help benefit others within your team/department or entity.

- Offer to deliver a post-event presentation or write-up that you can share with others in your organization so everyone benefits from the experience.
- Explain that session handouts will be posted online so everyone in your office will have access to most of the content.

- Write about your experience and share in your organization's newsletter or website to highlight your individual or department's focus on professional development efforts.
- Share learnings you get from the sessions and make an actionable plan of how you can implement new initiatives within your department or at your agency.



3. Ease the burden of planning for your time away from your normal routines.

- Create a plan for how your work will get done while you're participating at Forum.
- Highlight that with the virtual experience you have much more flexibility to design your schedule around the sessions and events you wish to participate in most, while having access to all the content later.



4. Show the value of increasing your network with public procurement peers and suppliers alike.

No matter the industry or profession, who you know is critical to your success, in the short-term and in the long run.

- Showcase how Forum will help you broaden your network so you can more easily find mentors and collaborators to help you with your every-day challenges.
- If you're a more seasoned professional, talk up how Forum allows you to give back to the profession by providing mentorship and guidance to more junior professionals.
- In addition to expanding your peer network, Forum allows you the chance to establish critical connections or deepen relationships with suppliers who may be offering a product or service you're in need of.

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

Transparency in Public Procurement

Standard:

Public procurement should to the greatest extent practicable, be transparent in its practices, processes, policies and relationships with all stakeholders, while ensuring protection of confidential information.

Background

Transparency in public procurement is critical. The way a government conducts itself in its business transactions affects public opinion and the public's trust in good government. The more practical business benefits of transparency are increased competition and better value for goods, services, and construction. Standardization of processes, simplified access to information that is easy to understand, and availability of information, all make doing business with government much more appealing to the supplier community and strengthen the public's trust. A transparent and informative public procurement process encourages confidence through the free and open exchange of information, enhanced knowledge, improved efficiency, and reduction of the potential for corruption and waste.

Integration of Technology to Achieve Transparency

Ease of public access to government-generated data greatly depends on the jurisdiction's use of technology-oriented operations. Procurement should integrate and utilize technology systems to enhance transparency. Steps to accomplish this may include:

- Establish a Public-Procurement Liaison link on the government procurement site that provides contact information for an identified procurement professional who can assist in providing data that is not immediately available through the Website.
- Establish and post Terms of Use on the government procurement site to discourage fraud and misuse of information.
- Establish and post an entity statement of commitment to a Code of Ethics on the government procurement site.

Access to Information

Procurement should provide access to reliable information about the activities of the procurement organization. This is a key safeguard against corruption and aids in the improvement of competition, and the relationships between procurement and stakeholders.

Transparency and Supplier Relationships

Procurement strengthens relationships with the supplier community through transparent practices including:

- Clear expressed regulations, policies and procedures.
- Complete, timely and accurate information.
- Open and frequent communication between procurement and the supplier community.
- Educational opportunities for suppliers.
- Standardization of procurement documents including bids, quotes, proposals.

Transparency and the Procurement Professional

Procurement professionals must adhere to a code of ethics and declare conflicts of interest as soon as they become apparent and disqualify themselves if there is a conflict or the appearance of conflict of interest.

Transparency and the Procurement Organization

Procurement organizations must provide adequate resources and accurate information to employees to achieve a sustainable transparent procurement process.

Take Away:

Successful public procurement requires transparency to the employee, to the supplier community and to the entire organization. Transparency is critically important, and all employees must do their part to make transparency happen.

Treasurer's Report: January – December 2021

Lynn Farnham, CPPO, CPPB | Roane County

TREASURER'S REPORT January - December 2021

January	Beginning Balance	22,959.08
	Revenue	3,625.00
	Expenses	<u>(3,420.90)</u>
	Ending Balance	23,163.18
February	Beginning Balance	23,163.18
	Revenue	900.00
	Expenses	<u>(428.18)</u>
	Balance 2/10/2021	23,635.00
March	Beginning Balance	23,422.13
	Revenue	820.81
	Expenses	<u>(133.80)</u>
	Ending Balance	24,109.14
April	Beginning Balance	24,109.14
	Revenue	946.55
	Expenses	<u>(707.15)</u>
	Ending Balance	24,348.54

May	Beginning Balance	24,348.54
	Revenue	193.85
	Expenses	<u>(194.95)</u>
	Ending Balance	24,347.44
June	Beginning Balance	24,347.44
	Revenue	2,580.93
	Expenses	<u>(19.95)</u>
	Ending Balance	26,908.42
July	Beginning Balance	
	Revenue	
	Expenses	
	Ending Balance	
Aug	Beginning Balance	
	Revenue	
	Expenses	
	Ending Balance	

Sep	Beginning Balance	
	Revenue/Adjustment	
	Expenses	
	Balance-9/16/2020	
Oct	Beginning Balance	
	Revenue	
	Expenses	
	Ending Balance	
Nov	Beginning Balance	
	Revenue	
	Expenses	
	Ending Balance	
Dec	Beginning Balance	
	Revenue	
	Expenses	
	Ending Balance	

BALANCES OF FUNDS AS OF 06/30/2021	
General Fund	1,035.74
Business Matching	5,000.00
Fall Conference	4,783.55
Scholarship*	12,157.00
Golf Tournament	1,900.93
Diversity Expo	<u>2,031.20</u>
TOTAL	26,908.42

Membership Information for 2020	
NIGP & Chapter Members	74
Chapter Only Members	36
Student Members	1
Retired Members	<u>23</u>
TOTAL MEMBERS	134

2021 AGENCY MEMBERS		
Blount County	Hamilton County	University of TN - Chattanooga
City of Bristol	Hamilton County Schools	University of TN - Knoxville
City of Clarksville	Johnson County	Sullivan County
City of Cleveland	KCDC	Union County
City of Decatur, AL	Knox County	
City of Johnson City	Knox County Sheriff	
City of Kingsport	Knoxville Utilities Board	
City of Knoxville	Loudon County	
City of Knoxville, Fire	Public Building Authority	
City of Morristown	Roane County	
City of Oak Ridge	Roane State	
Chattanooga Housing		

Calendar of Events

Get ready for 2021, here we go!

August 12th

3rd Quarterly Meeting (Zoom)

August 23rd – 26th

NIGP Virtual Forum & Expo, Chicago, IL

September 11th-14th

NIGP Forum Leadership Summit

October 28th – 29th

Fall Professional Development Conference, Pigeon Forge



August	September	October
Jeff Greene – 8 th Morristown Housing Authority	Dustin Shearin – 9 th Johnson County	Judy Peffley – 6 th Blount County
April Norris – 11 th City of Bristol	Julie Maxwell – 10 th Knoxville	Terry McKee – 15 th KCDC
Laura Brink – 17 th Rutherford County Government	Luis Garcia – 12 th City of Knoxville	Hugh Holt – 17 th Knox County Sheriff's Office
Langdon Potts – 31 st Jefferson County	Valerie Harless – 17 th Johnson City	Lori Holmann – 22 nd Knox County
	James Tucker – 26 th Knoxville	Kristi Powers – 28 th City of Cleveland
	Michele Oran – 27 th Roane State Community College	
	Lynn Farnham – 30 th Roane County	



August 12, 2021—3rd Quarterly Meeting



Date: August 12, 2021

Time: 2:30 p.m. – 4:30 p.m.

Location: Zoom

Educational Topic: Procuring with State and Federal Funds

Registration: Join Zoom Meeting
<https://us06web.zoom.us/j/97847480505?pwd=a3NiWXhMbzkvZE9zQW1VeklnOXlXQT09>

Meeting ID: 978 4748 0505

Passcode: 920064

One tap mobile

+13017158592,,97847480505#,,,,*920064# US (Washington DC)

+13126266799,,97847480505#,,,,*920064# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 647 374 4685 Canada

+1 647 558 0588 Canada

+1 778 907 2071 Canada

+1 204 272 7920 Canada

+1 438 809 7799 Canada

+1 587 328 1099 Canada

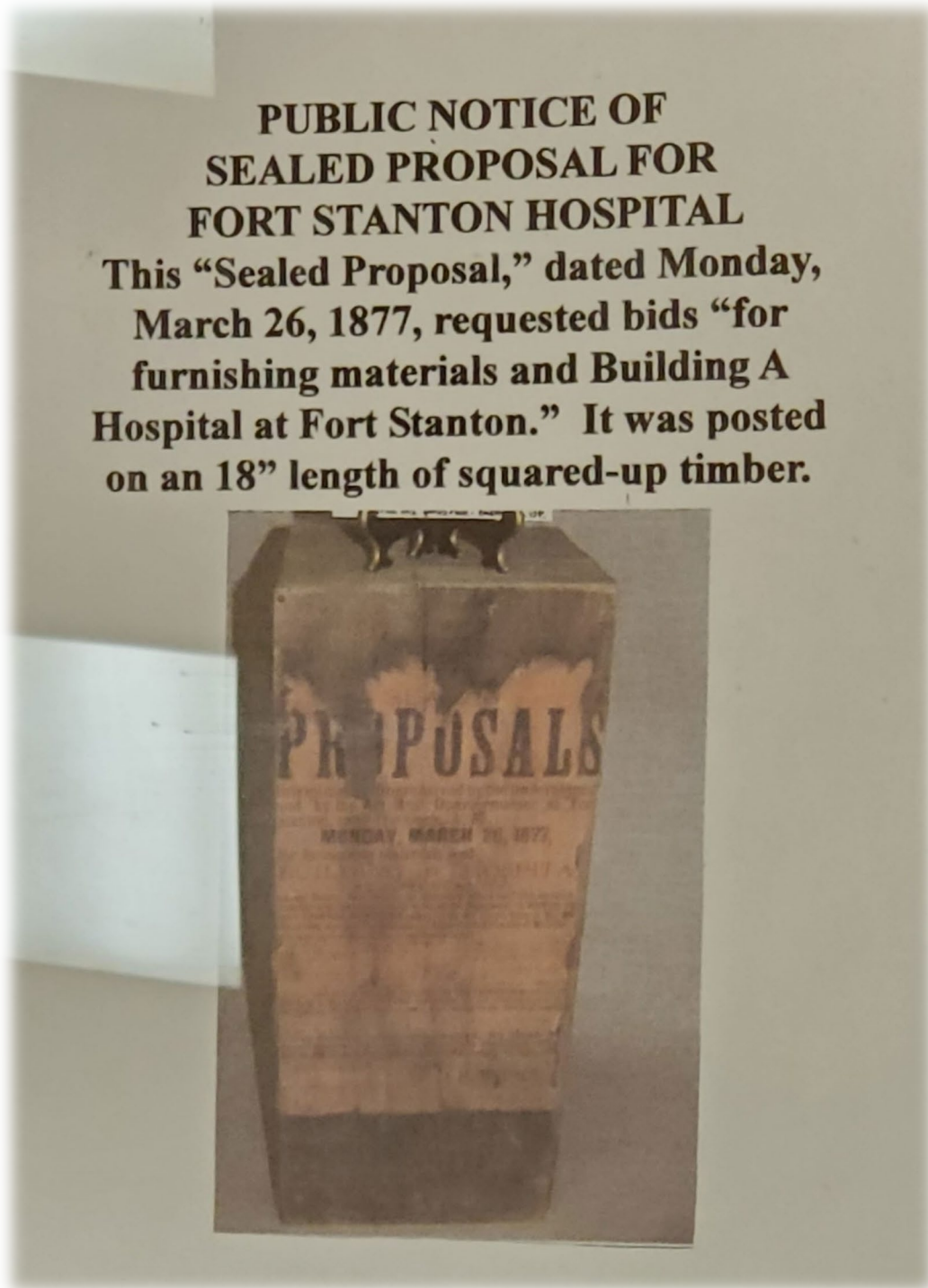
Meeting ID: 978 4748 0505

Passcode: 920064

Find your local number: <https://us06web.zoom.us/j/kB1W563U0>

Snapshots – Sealed Proposal of 1877

Picture provided by Terry McKee in New Mexico



Snapshots – Golf Tournament 2021



Snapshots – Golf Tournament 2021

We had 14 teams registered and 13 hole sponsorships from vendors!! Thank you to all the teams, the sponsors, and all the ETPA members who worked so hard to make this event a success!!



The names of the winners are:

Closest to Pin – Megan Campbell

Longest Drive – Tyler Gallant

1st Place – Volunteer Mechanical

2nd Place – Boston Government Services

3rd Place – Tennessee Strategies

Way to go!!!

