

**NIGP**  
Official Chapter

March 2021

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

Editor: Tonia Lawson



## 14<sup>th</sup> Annual Northwest Florida Reverse Trade Show

schedule for Friday, May 7<sup>th</sup> has been **cancelled**. It is with sadness that we have to again postpone our Reverse Trade Show. There remains many uncertainties concerning group gatherings as well as travel restrictions for vendor and entity alike with the current pandemic situation. We will try again for 2022.

## Chapter Schedule Seminar



Don't forget to register for our educational in-person seminar course "NIGP Pathways Competency Bundle: Negotiations and Spend Analysis" on **Thursday, May 6, 2021**. This course has been

converted to Virtual Delivery. Changes have been reflected on the NIGP website at <https://www.nigp.org/course/a1a0f527-4ac5-4eba-9e2d-d7fd713e8d4f>.

- **Negotiations** serve as the apex of the sourcing process, bringing together research, strategy, specifications, and all associated criteria in order to achieve a best value solution for the entity. Negotiations, broken down into preparation, negotiation, and agreement, help the procurement professional achieve the greatest public benefit possible in situations ranging from pens and paper to major construction initiatives.
- **Spend analysis** is a critical tool in the procurement professional's toolbox, empowering professionals with the ability to detect opportunities for greater efficiency and effectiveness within the larger governmental entity. Through effective spend analysis, the procurement professional can analyze past, current, and future projected spend to develop more informed and more strategic procurement strategies.

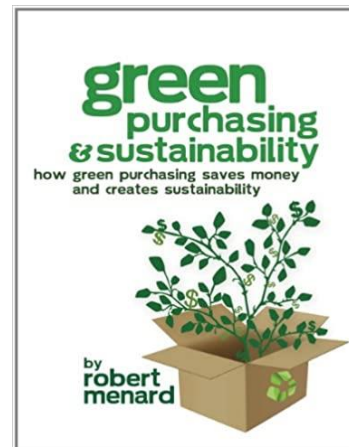
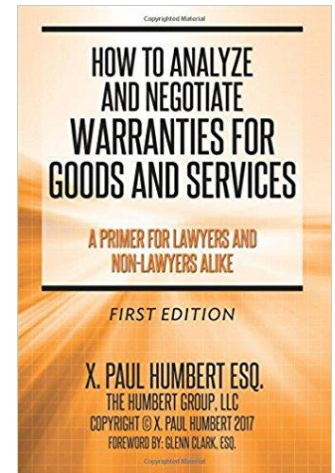
## A GOOD READ

### How To Analyze and Negotiate Warranties for Goods and Services

by: Paul Humbert, Esq.

This warrant management book will increase your commercial sophistication and better prepare you for analyzing and negotiating warranties. The book creates value by providing:

(1) broadly applicable warranty principles; (2) real world examples in the form of actual litigated cases; (3) annotated sample warranty language; and (4) a comprehensive warranty check list.



### Green Purchasing and Sustainability

by: Robert Mendard, CPP, CPPC

Environmental sustainability topics are present and growing. They myth that the green purchasing concept (going green) is expensive is wrong in fact, going green save enormous amounts of money in most all cases and just make good business

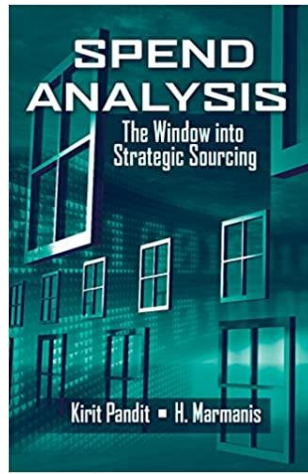
sense. Saving money is the exclusive province of the purchasing profession. Some companies are earning hundreds of millions by green purchasing throughout their supply chain. This environmental sustainability book is a hard skills manual for how to go green and make money doing it.

Continue to next page.

## Spend Analysis – The Window into Strategic Sourcing

by: Kirit Pandit & H. Marmanis

This book is the definitive text on strategic sourcing, written by leaders in the field. This spend analysis book is currently the only reference that provides in-depth guidance on the spend analysis process, what it involves specifically and how to use it in your journey to world-class performance. It provides both an executive overview and technical details for practitioners and those who are working to obtain a strategic sourcing certification. Readers do not need specialized knowledge in database systems, information technology or any other field to gain insights from reading this sourcing and supply chain management book.



## Supplier Spotlight



W. W. Grainger, Inc. is an American Fortune 500 industrial supply company founded in 1927 in Chicago by William W. Grainger. He founded the company in order to provide consumers with access to a consistent supply of motors.

As a leading business-to-business organization, more than 3.2 million customers rely on Grainger for products in categories such as safety, material handling and metalworking, along with services like inventory management and technical support.

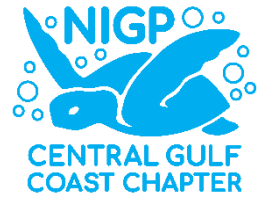
Grainger offers more than 1.6 million quality in-stock products, a consultative sales approach, technical and product expertise, a premium digital experience and the ability to get complete orders to customers quickly to help keep their operations running and their people safe.

For more information, visit [www.grainger.com](http://www.grainger.com).

## Upcoming Events:

**May 6, 2021**

**CGCC/NIGP Seminar Course –  
“NIGP Pathways Competency  
Bundle: Negotiations and Spend  
Analysis” – Virtual Class**



**May 17, 2021**

**2021 FAPPO Conference**  
More information to come.



**August 28-September 1, 2021**

**NIGP FORUM 2021**  
Anaheim, CA



**October 10-13, 2021**

**2021 NAEP  
FL/TAGM Regional  
Conference**

Sheraton Panama city  
Beach Golf & Spa Resort  
Panama City, FL



## The 7 Key Steps of a Procurement Process

A strong procurement process is key to the financial efficiency of any business. It aids in paying the right price of goods and services, minimizes delivery times and helps you choose the best partners to work with your business.

How a procurement process looks is completely dependent on the size and type of business. There's no one-size-fits-all approach for companies, it needs to be completely tailored to a company to ensure that maximum efficiency is achieved. Whether you're looking at documenting a procurement process from scratch, or you feel that your business needs to reassess theirs, this post will outline 7 key steps you should follow.

- Step 1 – Identify Goods or Services Needed. ...
- Step 2 – Consider a List of Suppliers. ...
- Step 3 – Negotiate Contract Terms with Selected Supplier. ...
- Step 4 – Finalise the Purchase Order. ...
- Step 5 – Receive Invoice and Process Payment. ...
- Step 6 – Delivery and Audit of the Order. ...
- Step 7 – Maintain Accurate Record of Invoices

To learning more about each of these steps, visit <https://www.midwestworld.com/the-7-key-steps-of-a-procurement-process/>







## March is Procurement Month

### Celebrating the profession through quotes

What a year...We want to celebrate you and all you do.



**"Money is of no value; it cannot spend itself. All depends on the skill of the spender."**

**- Ralph Waldo Emerson**

This quote by Ralph Waldo Emerson was made at a speech in 1844 to the *Mercantile Library Association*, in Boston, MA. There is true skill in buying within the public sector and the procurement profession in general. On this quote's 175<sup>th</sup> anniversary this year, it is doubtful that anyone could say it better.

**"Experience is the teacher of all things."**

**- Julius Caesar**

There have been discussions recently about the new generation of procurement. It is an exciting time! The profession and its participants are evolving; however, let us not forget the power of experience and history within a purchasing department. Change is needed and greeted with open arms in many purchasing departments, but experience is the cornerstone for a better procurement process.

**"We cannot solve our problems with the same thinking we used when we created them."**

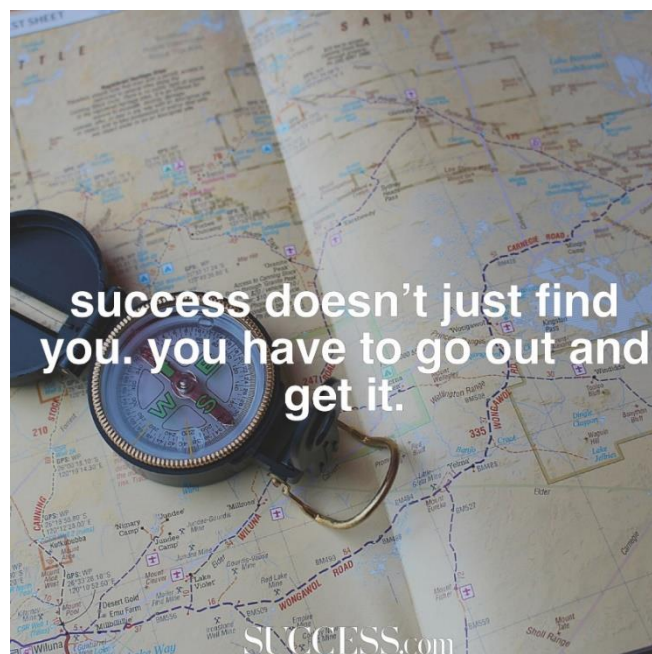
**- Albert Einstein**

Purchasing professionals do not just "buy". They find solutions through innovative methods. The research and thinking that goes into RFPs and formal solicitations is robust. And many accolades to the vendors whose responses often solve those problems in a manner never imagined.

**"The more that you read, the more things you will know. The more that you learn, the more places you'll go."**

**- Dr. Seuss**

March 2nd is also Dr. Seuss' birthday! So, happy birthday this month to the writer behind the books we all loved so much as children, and still find viable in our professional adult lives. Part of NIGP's celebration of Procurement Month is continued education and collaborating with peers. Continuing to learn through online engagement, local NIGP chapter meetings and Forum allows purchasing professionals to soar to new heights within their profession and the public entity. Learning and collaborating is a big part of why we celebrate Procurement Month!



## Warehousing: What You Need to Know



2Feb21 by Lori Denhart, Emergency Procurement & Risk Management

*“We have to expand our thinking about procurement: to widen it, to broaden it, to [see] procurement as sourcing and logistics management.”*

*-Dianne Lancaster*

**Warehousing** is the storage of goods and raw materials, parts, or finished products to be distributed by an organization or government.

**So, why are we talking about it to procurement officials?** Procurement is a crucial part of supply chain management. Now, procurement officers must think of the entire supply chain, moving beyond just purchasing and into the logistics of making those purchases happen. Market research, the supply chain of the finished goods or services, and knowledge of the manufacturing or inventory style of JIC and JIT all affect the bottom-line purchase.

To start thinking big on warehousing, you can read the federal General Service Administration’s (GSA) Warehouse Asset Best Practices.

By nature of the profession, procurement officials are no strangers to warehousing; a part of contract closeout addresses how to manage unused, obsolete, or excess property, so the concept is familiar.

Appendix A of NASPO’s Emergency Preparedness Guide shows the relationship between National Incident Management

System (NIMS), the National Response Framework (NRF), and the Continuity of State Operations (COSO). It is no surprise the procurement unit is housed close to the logistics unit.

### Just-in-time & Just-in-case

In May of 2019, Supply Chain Management Review warned of the perfect storm approaching the warehousing industry. Strained wages, capacity, and international tariffs were pressuring warehousing and logistics into a new age of innovation. As suppliers continued to cut supply chain costs, the result was further leaning-out supply chains.

Then in 2020, the COVID-19 pandemic hit, and the supply chain world asks, did Just-in-time go too far?

Since the 1970s, logistics and warehousing have focused on Just-in-time inventory. Just-in-time (JIT) inventory represents a perfected, lean supply chain, relying heavily on analytics and entirely driven by market demand. The idea behind JIT implementation is that, with a resilient lean-supply chain, the industry can cut high warehousing costs by reducing an over-supply of raw materials, goods, and finished products.

Before JIT, its predecessor, Just-in-case (JIC), was the premier and preferred way to do business. In JIC manufacturing, finished products are made more than predicted demand and in advance. The outcome allows for a safety-net of finished product warehoused in case a sudden rise in demand happens or a disruption in the raw materials supply chain.

### Procurement & Warehousing

State central procurement offices do not warehouse; they contract to do so. However, in the call to respond to the COVID-19 pandemic, job duties expanded, and skillsets were tested. To get an inside look at what the procurement profession was facing, I interviewed Dianne Lancaster, NASPO’s retired Chief Learning Officer. Dianne is an Honorary NASPO Member, 2020 Giulio Mazzone Distinguished Service Award winner, and one of the leading minds behind NASPO’s upcoming COVID-19 research project.

Dianne and I spoke about warehousing, logistics, and how state Chief Procurement Officers respond to addressing those needs. Procurement officials are used to curating contracts to fit specifics. Still, warehousing and logistics’ fine details for responding to an international pandemic differ from crafting the perfect IT RFP. It was no surprise to find that procurement officials dove deep into their states’ fine details to aid in preparing a response.

*“The story here that’s going to ultimately come out, sea to shining sea, is adaptability.”*

*-Dianne Lancaster*

Continue to next page.


No two states responded the same way. Some states had an existing system they could tap into for resources. For example, states that are more prone to hurricanes typically have a current warehousing system that they routinely work closely with during grey skies season.

*“...Flexibility, creativity, looking at all the possibilities to fill the need. We talked to states who have done it all through excel spreadsheets; pen and paper to advanced technologies.”*

*- Dianne Lancaster*

Other states had to look internally, identify what could be re-purposed, and cobble together a custom response addressing their state’s specific needs. Others worked in conjunction to stand up new warehousing systems or moved already existing systems to fit the response’s needs.

This experience with the pandemic means that procurement officers have had to expand their thinking, and the ongoing disaster means that warehousing questions aren’t going anywhere fast. **You need to ask yourse, are you ready?**



Do you need assistance with managing your RFPs, informal bids, award information and more throughtout each stpe of the bid process? You can streamline your bid and vendor managenet process by joining **BidNet Direct**.

- BidNet Direct** is your advanced procurement solution and their modules take your online sourcing tools beyond bid distribution and vendor management. Features include:
- Save time & resources on your purchasing initiatives
  - Automate your RFP, quoting & vendor management
  - Access a robust vendor database to increase competition
  - Improve through audit control & workflows.

“It’s a win-win situation for the district and its vendors – the vendors have free, centralized access to bid opportunities from multiple agencies, while we benefit from increased vendor competition and process automation.”

— Ronald O. Ross, Superintendent, Greenburgh Central School District No. 7

Vendors receive bid notifications, access to documents and real-time addendum from local government agencies.

Regional public purchasing groups are list by state. The Florida Purchasing Group continue to grow. In 2020, 39 new buying organizations joined **BidNet Direct**, and an additional 14 have already begun utilizing the platform so far in 2021.

If you are interested in learning more about **BidNet Direct**, please visit [www.bidnetdirect.com](http://www.bidnetdirect.com) to request a demo. You can also contact Ellen Nasrallah, Sr. Business Development Executive. Contact Ellen via email [ENasrallah@bidnet.com](mailto:ENasrallah@bidnet.com) or by phone 800-835-4603, ext. 8685.

### Using Federal Funds for Purchases



If you agencies is using federal funds, don’t forget to check the SAM.gov website to search their records if the vendor you are purchasing from is active or inactive. The System for Award Management (SAM) is an official website of the U.S. government.

Registration is required for businesses to do federal contracting and for nonprofits to receive grants. With 10 years of experience and over 100,000 SAM registrations completed, US Federal Contractor Registration (USFCR) helps you streamline federal sector onboarding and win contracts.

There is no cost to use SAM. You can use this site for FREE to:

- Register to do business with the U.S. government
- Update or renew your entity registration
- Check status of an entity registration
- Search for entity registration and exclusion records

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# Biden signs 'Buy American' executive order

"It's based on his view that we are making things in America and all of America is core to our economic strategy," a Biden administration official said.

Jan. 25, 2021, 4:01 AM CST / Updated Jan. 25, 2021, 3:54 PM CST

By Allan Smith

President Joe Biden signed an executive order Monday aimed at promoting the "Buy American" agenda he campaigned on last year, which seeks to bolster U.S. manufacturing through the federal procurement process.

The executive order directs agencies to strengthen requirements about purchasing products and services from U.S. workers and businesses, cuts some red tape and creates a position in the Office of Management and Budget responsible for enforcing the directive.

The order also reiterates the Biden administration's support for the Jones Act, which limits foreign maritime shipping between U.S. ports to U.S.-made and -owned vessels.

Speaking Monday at a signing ceremony, Biden was critical of former President Donald Trump's "Buy American" efforts and pledged that his attempt would have "clear directives" and be a "coordinated effort."

The president added that as part of this executive order, the federal government will move to replace its fleet of vehicles with American-made electric cars over time. He also noted a push to replenish federal stockpiles, noting the ongoing pandemic.

"As this pandemic has made clear, we can never again rely on a foreign country that doesn't share our interest to protect our people in a national emergency," he said.

During the campaign, Biden proposed a Buy American plan calling for a \$400 billion, four-year increase in government purchasing of U.S.-made products and services.

"It's based on his view that we are making things in America and all of America is core to our economic strategy," an administration official told reporters Sunday, adding that the order is part of a broader effort to "strengthen supply chains" and "modernize international trade rules."

Taking questions after signing the order, Biden spoke of how he seeks for future Covid-19 relief legislation to be "bipartisan," adding that the legislative package is only at the very start of the negotiating process.

"I prefer these to be bipartisan," he said of his early efforts. "I'm trying to generate some consensus and take some — how should I say it — the vitriol out of this."

He expressed optimism in being able to work with Republicans.

"We're going to argue like hell, I'm confident in that, believe me, I know that," Biden said. "I've been there. But I think we can do it in a way that we can get things done for the American people."

Democrats, industry groups and unions offered support for the executive order.



Sen. Chris Murphy, D-Conn., called it "a big step in the right direction for American manufacturers" while Rep. Mark Pocan, D-Wis., called the order "welcome news for American workers and businesses that desperately need federal investments for their survival." United Auto Workers President Rory Gamble called the order "a powerful statement of solidarity with our hard-working brothers and sisters." And American Maritime Partnership President Mike Roberts said his group is "very grateful for the administration's support."

Meanwhile, FreedomWorks, a conservative advocacy group that has opposed similar efforts, criticized the initiative. Its president, Adam Brandon, said what while the order sounds nice, "at the end of the day, it's only going to raise the prices of what government buys with American taxpayer dollars" amid a widening deficit.

Biden has already signed a number of executive actions through his early days as president, including measures to address the Covid-19 pandemic, rejoin the Paris climate accord and eliminate Trump's travel restrictions mostly targeting a handful of Middle Eastern countries.

## NPI Now Accepting Applications for Achievement of Excellence In Procurement®

The Achievement of Excellence in Procurement® (AEP)  
Application Due Date is May 15, 2021

In 1995, the National Procurement Institute, Inc. (NPI) established a program designed to recognize organizational excellence in public procurement. The Achievement of Excellence in Procurement® (AEP) is awarded annually. This prestigious award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement, and leadership attributes of the procurement organization.

You do not have to be a large jurisdiction or city to be successful. All sizes of organizations have been successful in the past. Various types of jurisdictions have won. Counties, cities, school districts, states, special districts, and universities, both public and private, are eligible.

You can establish the likelihood of success of your organization by viewing the [APPLICATION](#). Review the criteria and determine your score. Although an independent committee conducts the official evaluation, an objective self-evaluation will give you a good idea of your success

**Additional questions may be addressed to Brian P. Garrity, CPSM, C.P.M., CPPB**, Director of Procurement, Golden Gate Bridge Highway and Transportation District, and AEP Officer, Achievement of Excellence in Procurement® Committee, [AEP@NPICONNECTION.ORG](mailto:AEP@NPICONNECTION.ORG).

## NIGP Recognized for Global Elite Professional Training - 3rd Year In a Row

**NIGP has been recognized as a Top Training organization by *Training* magazine, the leading business publication for professional learning and development for the third year in a row.**

This year *Training* magazine rebranded the program from Top 125 to Top 100 which means NIGP is 1 of 100 companies across the globe recognized for the learning experiences we create for the public procurement profession.

**We are proud to announce that NIGP was ranked 90 out of 100** ranking among such best training organizations in the world as Visa, Paychex, John Hopkins, CVS and Mastercard to name a few. The majority of the companies are in the finance/banking, health/medical services, business services, and construction industries. NIGP is thrilled to represent the association space on this list.

The Training Top 100 ranking is determined by assessing a range of qualitative and quantitative factors, including financial investment in employee development, the scope of development programs, how closely such development efforts are linked to business goals and objectives, and their effectiveness in terms of business impact.

Training magazine Editor-in-Chief Lorri Freifeld states, "*We salute these best-in-class organizations for their steadfast dedication to continuous employee learning and development; their agility and innovation in transforming their training delivery in response to the pandemic; and their passionate commitment to the current and future success of their people.*"

## "WIN-WIN" Incentive for Chapters & Our Members

FEBRUARY - JUNE 2021



**NIGP**  
The Institute for  
Public Procurement

**NIGP is Creating a Win-Win  
for You and Your Chapter.**

**Save 30% on Select Virtual Offerings, Earn  
Money for Your Chapter. What could be better?**

**| Register Now**

### How it Works

It's simple. You win by getting exclusive savings of **30% on select virtual offerings**. NIGP has reduced prices on numerous virtual classes so you can keep learning and growing. See full list of offerings at <https://www.nigp.org/chapters/Chapters-win-win>.

Our chapter wins by earning a **15% rebate for every member who registers** before June 30, 2021.

Members **must** identify the chapter affiliation during registration.

Let's make this program a "WIN-WIN" for you and for our chapter.