

# PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION OPERATIONS GUIDE

Chapter of NIGP: The Institute for Public Procurement



Revised 09/02/2014

## Table of Contents

<b>NIGP CODE OF ETHICS .....</b>	<b>3</b>
<b>PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION .....</b>	<b>4</b>
<b>CHAPTER HISTORY .....</b>	<b>9</b>
<b>BY-LAWS .....</b>	<b>36</b>
<b>CHAPTER POLICIES AND PROCEDURES .....</b>	<b>45</b>
<b>AWARDS/SCHOLARSHIP PROGRAM .....</b>	<b>51</b>
<b>NIGP BOARD POLICY MANUAL DOCUMENTS .....</b>	<b>52</b>
<b>STRATEGIC PLAN .....</b>	<b>53</b>
<b>APPENDIX A – DOCUMENTS .....</b>	<b>1</b>
AFFILIATION AGREEMENT .....	2
FEDERAL IDENTIFICATION NUMBER .....	7
ARTICLES OF INCORPORATION .....	8
NAME CHANGE DOCUMENT .....	13
501C DOCUMENT .....	14
PAPPA CHARTER .....	18

Please Note:

The Chapter Member Directory may be found at <http://pappainc.org/directory.php>.

## NIGP Code of Ethics

### NIGP CODE OF ETHICS



The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.

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## **Pennsylvania Public Purchasing Association**

### **VISION STATEMENT**

Pennsylvania Public Purchasing Association's vision is to be recognized as Pennsylvania's preeminent source for professional and educational programs, to meet the needs of our members and stakeholders and to create the most influential voice and resource for public procurement at the state and local level.

### **MISSION**

Develop and promote ethical, efficient and effective procurement officials; increase public trust and confidence in the public procurement process; and provide resources, assistance and networking opportunities to our members.

### **MEMBERSHIP**

The Pennsylvania Public Purchasing Association has a membership base that geographically extends throughout the Commonwealth of Pennsylvania.

Members are affiliated with purchasing at various levels of government, including State, City, County, Township, School District and Housing/Sewer Authorities. Within the Chapter, there are several cooperative purchasing groups as well.

### **DUES**

Dues are currently \$20.00 for each member with a discount of \$5.00 for NIGP National members and are due January 1 of each year. Dues are collected to cover costs incurred for educational materials at Chapter Meetings.

### **ORGANIZATION**

The Officers are elected by the membership and include:

- President
- First Vice President
- Second Vice President
- Secretary
- Treasurer

Committee chairs are appointed; these include:

- Awards/Scholarships
- Finance
- Legislative
- Marketing
- Membership
- Operations Guide
- Professional Development
- Website

## **DUTIES OF OFFICERS**

### Board of Directors

The Board of Directors, chaired by the President, include the First Vice President, Second Vice President, Secretary, Treasurer and the immediate past President. The President may appoint additional members to the Board if the President deems it in the best interests of the Chapter. The Board of Directors authorizes all expenditures in excess of \$100.00 and selects awards recipients.

### President

The President presides at all meetings, informs membership of activities and progress of the Chapter and with a high degree of professionalism, provides proactive leadership to strengthen the Chapter. The President authorizes all expenditures under \$100.00.

Specific duties include:

1. Work closely with the Board of Directors.
2. Appoint chairpersons for standing committees and ad-hoc committees, as necessary to accomplish the requirements of the Chapter.
3. Monitor the Chapter's progress and accomplishments of the Strategic Plan.
4. Submit entries to NIGP for Chapter of the Year, Manager of the Year and Buyer of the Year as approved by the Board of Directors.
5. Serve as a primary contact with NIGP and invite the Chief Executive Officer (or designee) to attend all PAPPAs conferences with any registration fee being waived.
6. Represent PAPPAs at the NIGP Annual Forum.
7. Make arrangements for installation of new officers.
8. Send a letter of welcome to each new member. Send other letters for the chapter, such as congratulatory letters to members attaining professional certification or other achievements of note. Handle correspondence from other chapters, NIGP, etc.
9. Copy Board of Directors on all correspondence.
10. Sign checks in the absence of the Treasurer.
11. Serve as an ex-officio member on all committees.

### First Vice President

The First Vice President supports the President in achieving the goals of the Chapter. In addition, the First Vice President arranges for guest speakers for Chapter meetings, as appropriate, as a member of the Professional Development Committee. Also, he/she is responsible for assisting the President at Chapter activities and acts for the President when the President is absent. The First Vice President shall be a member of the Pro-D Committee.

### Second Vice President

The Second Vice President actively supports and assists the First Vice President and acts for the First Vice President in his/her absence. The Second Vice President works closely with the First Vice President in order to make the transition to the First Vice President as smooth as possible. The Second Vice President is the chair of the Awards/Scholarship Committee. The Second Vice President shall perform an audit of the financial records for review and approval by the Board of Directors.

### Secretary

The Secretary records and distributes all minutes within two (2) weeks of a meeting and issues all notices of meetings at least two (2) weeks before next meeting. The Secretary maintains the files of all correspondence. The Secretary shall complete and submit to the PA Department of State Corporation Bureau the following two (2) forms as appropriate: Annual Statement – Nonprofit Corporation Form (#5110) – submitted annually by April 30<sup>th</sup> if officers changed in the previous year; and State of Change of Registered Office – Domestic Nonprofit Corporation Form (#5507) – submitted anytime we change our official address.

### Treasurer

The Treasurer is responsible for the receipt and proper deposit and recording of all monies due the Chapter and for the prompt payment of all expenses as authorized by the President and/or the Board of Directors. All activity is reported at each Chapter Meeting.

## **DUTIES OF COMMITTEES**

### Awards/Scholarship

The Awards and Scholarship Committee shall consist of a minimum of four (4) members including the following:

- Second Vice President, Chair;
- Chair of the Pro-D Committee;
- Chair of the Membership Committee; and
- Member-at-Large from Chapter membership, nominated by the President and approved by the Board of Directors.

This committee shall be responsible for the development and administration of procedures and criteria. The committee shall submit their final selection of candidates for the following annual association awards to the Board of Directors, as may be applicable. The awards are: a

Professional Buyer of the Year Award, a Professional Purchasing Manager of the Year Award and a Scholarship Award Program.

The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

This committee may also coordinate submission of the NIGP Association of the Year criteria, nomination of the National Professional Buyer of the Year Award, and nomination of the National Professional Purchasing Manager of the Year Award to NIGP or other recognition, as may be applicable.

#### Finance

The Finance Committee shall consist of at least two (2) members, and one (1) of which is the Treasurer. The committee shall develop an annual budget plan and be an advisor to the Board for any financial issues. Budget requests for the upcoming year shall be submitted to the Finance Committee by October of the current year. The proposed budget shall be offered for Board approval in November of the current year and approved no later than December of the current year. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Legislative

The Legislative Committee, consisting of two (2) members, assists in the professional development of the Chapter by providing members with the information on relevant state and federal legislation that is pending, and on recent court decisions that impact existing purchasing procedures. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Marketing

The Marketing Committee shall consist of a minimum of three (3) members, one of which is the Webmaster. This committee shall develop strategies to effectively market PAPPa by fostering partnerships with collegial and professional associations. The committee shall expend and update the website as a resource for members. The committee shall create material to promote the chapter's growth and work closely to develop material needed by other committees. They shall assist other committees. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Membership

The Membership Committee, consisting of three (3) members, actively seeks to recruit new members to help ensure the future continuity and success of the Chapter. The chair of this committee shall be a member of NIGP. The committee routinely updates and maintains the membership list on the website which consists of names, addresses, phone and fax numbers and email addresses and provides introductory assistance to new members. The Membership

Committee will receive new member applications and checks. PayPal payments come through Treasurer who notifies Membership on a monthly basis. Once the application is approved, the committee will forward the check to the Treasurer for deposit; update the membership list; forward new membership information to the Board of Directors and Webmaster. An updated membership list shall be made available each meeting. The Membership Chair will send out renewal dues notices. The Membership Committee is also responsible for meeting attendance and Chapter participation sheets that are to be sent out yearly. The meeting attendance and Chapter participation list will be presented to the President or First Vice President for verification and approval on an annual basis. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Operations Guide

The Operations Guide Committee consists of two (2) members. The operations guide contains copies of all of the official documents of the chapter. The guide is routinely updated as needed and maintained on the website. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Professional Development

The Pro-D Committee, consisting of three (3) members, one of which is the First Vice President, arranges presentations throughout the year to further the knowledge and professionalism of the Chapter. Specifically the First Vice President, as a member of this committee, handles meeting presentations. In addition, they provide assistance in organizing Chapter seminars and certification reviews at least once during the year. The committee also informs members of upcoming NIGP seminars and workshops. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

#### Website

The Website Committee shall consist of at least two (2) members. The committee shall develop, maintain and expand upon the PAPPa website. The designated committee member (Webmaster or his designee) is to receive all maintenance communications. These updates are done as needed to keep website current and functional. New postings are to be submitted to the President for approval. The committee chair shall report progress/status of the committee to the President two (2) weeks before the next scheduled meeting. The committee chair shall advise the Webmaster of changes to incorporate into the meeting.



## Chapter History

### 1984 HISTORY

At 1:00 P.M. on March 28, 1984 at the Holiday Inn in King of Prussia, PA the Officers of the newest chapter of NIGP were sworn into office by the Executive Vice-President of NIGP, Lewis Spangler. The officers were as follows:

President - Jim Littrell  
Vice President - Russell Piazza  
Second Vice President - Bill Irish  
Recording Secretary - Jack Edmonds  
Treasurer - Domenic DeLisio

Dues were set at \$5.00 annually. Members came from three states - Pennsylvania, New Jersey and Delaware. Meetings were held every other month. The membership was told to submit specifications to start a local library, appoint an Executive Director, form a membership committee, set up by-laws and find a volunteer to start a newsletter.

The next several meetings discussed topics such as writing specifications, using the wording “or equal”, rejection of the lowest bidder, follow-up vs. expediting, responsive vs. responsible bidders, FOB origin vs. FOB destination. A speaker from BidNet and Vu Graphic displays explained their services. It was decided to donate a part of the meeting time to prepare for CPPO certification.

By the end of the first year, there were 23 paid up members and attended by Charles Schatzman, Lancaster County; Burke Hogue, Bill White and Russell Piazza, Montgomery County; Robert Wasson, State of Delaware; William Maurer, Brandywine School District; Paul Mahoney, City of Wilmington; George Holstein, New Castle, Delaware; Diane Hunsicker, City of Allentown; Muriel Conrad, Louis Fink, Bucks County; William Irish, Northampton County; James Littrell, Delaware Valley Regional Planning Commission; Dominick DiLisio, Delaware River Joint Bridge Commission, Edith Mancini, Jack Edmonds, Delaware County.

### 1985 HISTORY

Our 1985 officers were:

President - Elena Dolan  
First Vice President - Charles Schatzman  
Second Vice President - William Maurer  
Treasurer - Dominick DiLisio  
Secretary - Diane Hunsicker

Dues were increased to \$10.00. Topics of discussion were life cycle costing, value of purchasing manuals and their tie in with Administrative Manuals, Surplus Materials Auction, substitute approval, the problem of back door buying, and acceptability of a Letter of Credit in lieu of a Performance Bond. Legislation on "Buy America" bill was discussed.

## 1986 HISTORY

One and a half years into the Chapter, 1986, we were discussing the membership and ways to increase attendance. Suggestions were made to bring the meetings down to a more informal level and have speakers at the meetings. National NIGP wanted a recommendation for a Buyer of the Year - we felt it was not applicable to us. George Holstein from Delaware set up an IBM seminar at the Holiday Inn from 9:00 A.M - 4:00 P.M. with lunch provided. Speakers such as Thomas Mellon, Bucks County Assistant Solicitor, spoke on concerns of Government Procurement, Lewis Shalcross, a consultant in the procurement field, shared his views and Bill Dix from the Boardman Hamilton Corp. spoke about purchasing insurance and what to look for in automobile insurance, workman's compensation, general liability and umbrella coverage.

## 1987 HISTORY

The 1987 Delaware Valley Chapter Officers consisted of a President, Vice President, Second Vice President, Secretary and Treasurer. There was a nominating committee consisting of three chapter members that was appointed by the Delaware Valley Chapter President. Currently chapter officers hold one-year terms, but with the amendment to the by-laws, this was changed to hold a two-year term office. Dues were set annually at \$10 per member, per year with a review of dues amount at the end of each year to determine if dues should remain the same or increase. Delaware Valley Chapter currently has thirty-two members. Our chapter established membership requirements with the National Office for a "no minimum" membership. Meetings were held at 11am on the second Monday of every other month. Meetings were held at the Holiday Inn at no charge for the 1987 calendar year that would change to \$100 rental fee in 1988. A committee was formed to find other locations and it was decided to hold the meetings at Norristown Planning Commission meeting room for 1988. The dates for annual bi-monthly Delaware Valley Chapter meetings were established in the month of January of the current year. Our chapter established a form for "Buyer of the Year" for our chapter members. This was the first year that our chapter was invited to attend a joint meeting with Southern New Jersey chapter. Discussion proceeded on this joint meeting that it was a very informative meeting for both chapters. It was recommended that because of this showing interest we would pursue future joint meetings. Delaware Valley Chapter President appointed a chapter member to set the ground work for yearly joint chapter meetings. By July of 1987 a joint Delaware Valley Chapter and Southern New Jersey Chapter meeting had been established and set. Topics of discussion during this year consisted of BidNet and Piggyback bill.

## 1988 HISTORY

In 1988 the Delaware Valley Chapter started out with thirty-one chapter members. Meetings now are held in Norristown with continuing discussion on if meetings should remain there or find other locations. After much discussion, the chapter members decided to keep meetings at the Norristown location. A nominating committee was appointed with three chapter members for elections mid-way through the year for new officers. The joint meeting between Delaware Valley chapter and Southern New Jersey chapter was set-up for March of 1988 which would be hosted by the New Jersey chapter. It was established that Delaware Valley chapter would host the 1989 meeting and that years would be alternated so that each chapter gets a chance to host joint meeting. Growing interest in NIGP certification program. Chapter President appointed two members to form a Certification Committee to get information on National NIGP's certification programs oral and written test and will send to all chapter members. Certification committee got a list of questions from NIGP to prepare for certification. It was decided by chapter members to review these certification questions at our regular meetings for a short period as part of our meeting program. Delaware Valley chapter established a Membership, Certification, Legislation, Program and Joint-Meeting committees. Committees that were appointed are to prepare and give reports at our regular meetings on the status of any projects they are working on. Southern New Jersey Chapter is holding three two-hour seminars to prepare members for certification that Delaware Valley chapter was invited to attend.

## 1989 HISTORY

Delaware Valley Chapter 1989 membership now consists of thirty-five members. Our chapter dues were increased from \$10 to \$15 annually. This is our chapter's year to host the Joint-chapter meeting. Nominations complete and new officers were elected to begin their term in July of 1989 and hold office for two years. One chapter member has passed the written portion of the CPPO exam for certification and has the oral exam scheduled. On-going questions continued for preparation of chapter members CPPB or CPPO certification. Information was discussed on the "Region III" conference and the "National Conference". Any chapter members that attended any of these conferences discussed what information was received or any classes attended. Discussion topics for this year included information on the UCC-code where a copy of this was distributed to members for discussion; Distribution of the "100 Most asked questions of Purchasing Agents" was handed out to led to discussion and was decided to review a couple questions at each regular meeting.

## 1990 HISTORY

In 1990 the Chapter has not had any increase in membership that led to discussion on ways to increase our membership. New committee appointed called "Location and Dates" for future meetings locations, days and times. The committee will come up with a questionnaire to pass out to members which would then be evaluated on the consensus of the membership. A second chapter member passed the NIGP CPPB certification exam. In order to get certified with NIGP, there are required NIGP course seminars that need to be taken before you can apply for exam.

With the growing interest to get certified, our chapter discussed the possibility to sponsor a NIGP seminar course in our area. Currently the closest seminars are held in Maryland and Virginia and our members do not have the money in their budgets for travel. Our Seminar/Training committee will get information on getting a course scheduled in our area. Our chapter established a "Historian" position to keep records of our chapters accomplishments. Delaware Valley Chapter decided to organize its own Specification Library. Members were asked to bring lists of Bid titles and identifiable numbers to next meeting. There were proposed amendments to our chapter By-laws in Section 6 on elected officers' positions. It was proposed to make the change that at the end of the officers terms "the first Vice-President shall become President, and the second Vice-President shall become first Vice-President" and serve in these positions for a two-year term. Chapter members approved by-law amendments. Current chapter President proposed and members agreed to have a new topic of discussion at our regular meetings of "Share your Success day".

## 1991 HISTORY

The 1991 Officers of NIGP, Delaware Valley Chapter were:

President - Bill Mauer  
Vice President - Bill Irish  
Second Vice President - Fred Gudknecht  
Secretary - Diane McKenzie  
Treasurer - Maureen Wilson

Meetings were held in: January by Montgomery County; March; May by Philadelphia at the Bourse Building; July by Montgomery County; September was the joint meeting with South Jersey which was held at the Riverfront Dinner Theater in Philadelphia; November by the State of Delaware at Buena Vista, New Castle County, DE. The NIGP Region III Conference was held in Timonium, MD in October. The NIGP National Conference was held in St. Paul, MN.

Thirty-two paid members were reported and a check for \$25.00 was received from the National office as an incentive for adding Reading to our membership. Discussion topics at the meetings included: Uniform Commercial Code, Deviation Forms, Discounts on invoices, Bonds, Price escalation clauses, Cooperative Purchasing, Using Credit Cards for Purchasing, Life Cycle Costing/Value Analysis, Buying items made of Recycled Products, Telecommunications, the importance of requiring and receiving material and payment bonds from vendors doing Public Work's jobs and workshops at the NIGP National Conference.

Greta Iplenski received the Professional Service Award by the State of Delaware for the money she had saved the state through her purchasing efforts

Seminars sponsored by our Chapter: "General Public Purchasing" in September, in Allentown.

NIGP National concerns of this chapter: In January, our members voted that this chapter would not require its top three officers be members of National. A few months later, Robin Zee

informed Bill Maurer of Article XIV Section 3 which requires "At a minimum, the highest three (3) Chapter Officials shall be required to hold either an agency or individual associate membership.

Bill Irish informed the Chapter of Region III highlights: The topic was how the region should work in relation to the Chapters and National. They were aware of budgets being cut and fewer people attending the conference, but NIGP still wanted to meet the members' educational needs. The regional group wanted to strengthen the regional structure to supplement National. They were looking to hold a regional conference that would be a two (2) day meeting within the region. Travel would be less expensive. This would enable organizations with larger staffs to allow them to attend. National will provide support staff to aid in setting up the conference.

The members discussed a Chapter Logo. Mary Ann Woodling will put together a logo using the suggestions made by the group: Liberty Bell in the center; PA, NJ and DE spelled out around the three sides of a triangle shape; Delaware Valley Chapter across the top and NIGP at the bottom.

Officers elected May 13, 1991 were:

President - Bill Irish  
Vice President - Fred Gudknecht  
Second Vice President - Diane McKenzie  
Secretary/Treasurer - Maureen Wilson

## 1992 HISTORY

In 1992, the officers are stated above. Meetings were held in: March by Montgomery County; May by Brandywine School District; July was the joint meeting with South Jersey which was held in Sea Isle City, NJ; September by Norristown; November by York County. The NIGP Region III Conference was held in Timonium, MD in October. The NIGP National Conference was held in Nashville, TN.

That year the Committees were chaired by the following individuals: Historian by Jim Littrell; Legislative by Fred Gudknecht; Library by Diane McKenzie, Membership by Greta Iplenski; Professional Development by Bill Irish; Program by Fred Gudknecht. The members voted to keep the Chapter dues at \$15.00 per member. The Chapter decided to buy wood plaques for our new membership certificates. Since there were no current members from South Jersey, a motion was passed to eliminate them from the Chapter logo. Mary Ann Woodling developed the Chapter pins and Barry Hitchcock purchased and distributed them. Discussion topics at the meetings included: Responsive/Responsible, Soliciting Vendors/Contractors for contributions to your or other organizations, Motor vehicle Procurement Act and Steel Products Procurement Act, and Xerox's Leadership through Quality.

Seminars sponsored by our Chapter: "General Public Purchasing" in May, at Penn State University's Lancaster Campus.

## 1993 HISTORY

Officers elected in 1992 continued in 1993. The meetings were held in: January by Montgomery County; March by Montgomery County; April by Bucks County; July by Lancaster County at the Fulton Steamboat Inn; September was the joint meeting with South Jersey which was held at Walber's on the Delaware in Essington (just South of Philadelphia International Airport on I-95); November by York. The NIGP Region III Conference was held in York, PA. The NIGP National Conference was held in Edmonton, Alberta, Canada.

New chapter members were: Carbon County, Luzerne County, City of Easton, Lehigh County, South Whitehall and L3P-Local Piggyback Purchasing Program Coordinator (PA League of Cities & Municipalities). Discussion topics at the meetings included: Common Problems and Concerns; PA State Contracts distributed by PA League of Cities and Municipalities; L3P (Local Piggyback Purchasing Program) was explained by Hope Potter; Buy Recycled Workshops; Davis Bacon Act and the Prevailing Wage Laws; Advertising of Bids; Set-a-sides or Preferences and NIGP's National Conference workshops. Seminars sponsored by our Chapter: "Public Procurement Management, Part I in Lancaster, PA.

## 1994 HISTORY

The 1994 Officers of NIGP Chapter 38 (Delaware Valley Chapter) were:

President - Fred Gudknecht  
Vice President - Diane McKenzie  
Second Vice President - Greta Iplenski  
Secretary/Treasurer - Maureen Wilson.

Meetings were held in January by Bucks County; May by Lancaster County; September by Delaware; and December by the City of Reading. There were 35 paid members. Issues discussed were: the National Forum held in Milwaukee, Wisconsin on July 15-20, 1994; L3P Purchasing Conference held March 25, 1994 in Camp Hill, PA; presentations from Green Line Recycled Paper company of York, PA on buying recycled products and closing the recycling loop; and the City of Reading and Northampton County, trial locations for the L3P computer link into the Department of General Services State Contract Library.

## 1995 HISTORY

Officers elected for 1995 were:

President - Diane McKenzie  
Vice President - Greta Iplenski  
Second Vice President - Joe Sebastian  
Secretary/Treasurer - Maureen Wilson

Meetings were hosted in February by Montgomery County; in May by Bucks County; in September by Whitehall Township; and in December in Lancaster County. Angela Marino and Vince Hyslop co-chaired the Library Committee; Fred Gudknecht chaired the Legislative Committee; and Bill Irish chaired the Professional Development Committee. The Vice-President and Secretary/Treasurer chaired the program committee and the membership committee. Thirty members were reported. Discussion topics included: Dispensing of Surplus Property; the City of Allentown's 5% Local Vendor Preference; the Definition of Piggybacking in PA State Contracts; the L3P Manual, which was drafted and sent to Advisory Committee for review, "CoOperNet"; Hope Potter, Bill Irish and Fred Gudknecht giving input into the L3P Handbook, "Everything You Wanted To Know About State Contracts But Were Afraid to Ask"; and the use of Credit Cards for small purchases by the Delaware State Police Property and Supply Sections.

## 1996 HISTORY

Officers elected in 1995 continued into 1996. Meetings were hosted by Montgomery County in February; Bucks County in May; the City of Allentown in September; and the City of Reading in December. Topics discussed were: The 51<sup>st</sup> NIGP Forum held in Austin, Texas on August 2 - 7, 1996; the Hosting of the Region 3 Conference by the City of Lancaster on October 4, 1996; offering \$150.00 to subsidize NIGP training/travel expenses for attendance to annual NIGP Forums or Regional Conferences and reimbursement of 10% of the net profit for hosting a NIGP sponsored Seminar.

In December, officers for 1997 were elected. They were:

President - Greta Iplenski  
Vice President - Joe Sebastian  
Second Vice President - Barry Hitchcock  
Secretary/Treasurer - Maureen Wilson

Chapter dues remained at \$15.00.

During 1996, the following became certified:

Maureen Wilson - Bucks County - CPPB  
Barry Hitchcock - Lancaster County - CPPO  
Mary Ann Woodling - Whitehall Township - CPPO  
Diane McKenzie - City of Allentown - CPPB  
Angela Marino - City of Allentown - CPPB

## 1997 HISTORY

On December, officers for 1997 were elected. They were:

President - Greta Iplenski  
Vice President - Joe Sebastian  
Second Vice President - Barry Hitchcock  
Secretary/Treasurer - Maureen Wilson

1997 meetings were held in February-Montgomery County, May-Delaware State Police, September-Reading and December-Lancaster. At the end of 1996, we hosted a CPPB review class which resulted in seven Delaware NIGP members receiving their CPPBs. We hosted a one day seminar in Delaware on Specification Writing.

Five new people joined the chapter, they were James Williams, East Petersburg Borough, June Hill, Bucks County, and from Delaware - Gwendolyn Nost, Michael Conaway and Michael Sabol.

Presentations were given concerning Orderlink, Our Access to State Contracts through Datamatix, Customer Service & Central Purchasing-The Delaware Story, Detecting and Preventing Antitrust Violations and Deregulation of Natural Gas and Electric. The Chapter contributed \$500 to NIGP's Building Fund for their new building.

## 1998 HISTORY

The 1998 meetings were held in March-Lancaster County, June-Bucks County and December-Delaware State Police. We hosted a one day Region III Conference in Delaware in lieu of the September meeting. A donation of \$1,000 was given to the Maryland Public Purchasing Association to be used for expenses hosting the 2000 National NIGP Forum. Vince Hyslop handed out a draft of the operations guide. Diane McKenzie agreed to head this committee in the future. We ordered new chapter cloisonné pins to be handed out to the membership. The National NIGP Forum was held in Phoenix, Arizona. A new Procurement Law was passed in 1998. Basically, the law brings everything procurement related under the same law.

## 1999 HISTORY

New officers were elected in 1999. They were:

Barry Hitchcock - President  
Mary Ann Ramey - First Vice President  
Maria Ballas - Second Vice President  
Maureen Wilson - Secretary/Treasurer



The meetings were held in March-Whitehall Township; June-Lehigh County; September-Northampton County and November-City of Allentown. With the inception of Delaware's Chapter, we decided to change our name to reflect our state. We chose Pennsylvania Public Purchasing Association (PAPPA) that became official on October 23, 1999.

The chapter submitted an application to be included in National NIGP's Liability Insurance should anything happen when we host a conference, class or meeting.

The National NIGP Forum was held in Halifax, Nova Scotia.

Three new members joined our chapter; they were Nancy Bielawski, Washington County; Patricia Godfrey and Ferne McGrath, both from Bucks County.

14 people attended a General Public Purchasing Seminar we held in June, 1999. 7 people attended an Intermediate Public Procurement Seminar that was held in October.

Speakers this year included Joe Krumsky from the Governor's Center for Local Government Services; Robert Moore and Gerald Barnett from PA Department of Labor & Industry, Bureau of Labor Law Compliance who spoke on prevailing wage; and Rick Lee from Delaware Valley Insurance Trust and Russ McKenzie, City of Allentown who spoke on insurance requirements for our bid specifications.

## 2000 HISTORY

2000 meetings were held in March-Montgomery County, June-South Whitehall Township, September-Whitehall and November-Lancaster.

Nine people attended the Advanced Public Procurement Seminar we hosted in early March.

The Chapter voted to make a small donation to any non-profit facility that we use for our seminars when the non-profit facility does not charge us for its use. A new logo to reflect our new name was designed and approved by the Chapter.

The NIGP National Forum was held in Baltimore, MD. Eleven PAPPA members attended the forum.

PAPPA hosted the Region III Conference in Whitehall. Speakers this year included Rick Huber, Manager of the Philadelphia Surety Department for the Fireman's Fund Insurance Company who spoke on contract bonds; William Warren, Jr., Attorney for Saul Ewing, Remick & Saul who spoke on PA sales and use tax on public and nonprofit construction projects;

The Chapter welcomed eleven new members, Kevin Sharp, City of Reading; Nancy Spencer, Career Institute of Technology; April Lenhart, Berks County; Bill Lyle, Bucks County; Ann Wertman, Lehigh County; Stan Richart and Craig Wolford, PA Department of General Services; Chris Gentile, Alvernia College; Jim Peterson, Fair Acres; Steve Weincek, Bangor School

District; Thomas Young, Allegheny County. PAPPa applied for and received an Employer Identification Number (EIN) from the IRS. George Nader, Jr., County of Lehigh and Maureen Wilson McIlvaine received their CPPO certification. NIGP National restructured the regions and we are now a member of Region I that includes Connecticut, the District of Columbia, Delaware, Massachusetts, Maryland, Maine, New Jersey, New Hampshire, New York, Pennsylvania, Puerto Rico, Rhode Island, Vermont and the Virgin Islands.

## 2001 HISTORY

New officers were elected for the 2001-2002 term. They were:

Mary Ann Ramey, CPPO - President  
George Nader, Jr., CPPO - First Vice President  
Maureen McIlvaine, CPPO - Second Vice President  
Angela M. Marino, CPPB - Secretary  
Scott Brodt - Treasurer

The 2001 meetings were held in January-South Whitehall Township, April- Lehigh County, May-Harrisburg, July- Lancaster County, September-Camden, NJ, and November-Bucks County. Eight people attended the General Public Purchasing Seminar on March 14. Two of the more notable achievements in 2001 was the incorporation of PAPPa and our PAPPa website. Our website, thanks to Price Morris and Kevin Sharp included chapter information, officers and committees, events schedule, NIGP President, PA Legislation, minutes, membership list, membership application and various other links.

New members included Stephen D. Suder, Delaware River Port Authority; Kelly A. Miller, Lancaster County; and Ann M. Kimmel, Commonwealth of PA. Also, Chris Parnau received her CPPB.

Speakers for the year included Tony Massiota, Director of Trexler Lehigh County Game Preserve; Gary Anakbrandt, Assistant Chief Council for Commonwealth of PA on Act 57, the procurement code of 1998; Greg Scott, Onvia/Demand Star on E-Procurement; and Kurt Fenstermacher, Lehigh County Solid Waste Recycling Manager on fluorescent lighting.

In April, the newly formed Strategic Plan committee met in Ocean City, MD to formulate our strategic plan. The final plan was adopted in June, 2001.

PAPPa participated in the Chapter Share Fair at the Annual Forum in Columbus, Ohio. We collected various products produced in Pennsylvania, brochures about the Commonwealth and held a drawing at the end of the Share Fair giving away all of the items we collected. Participants dressed in period clothes.

Mary Ann Ramey and Bill Irish did a presentation about PAPPa at L3P's annual conference at State College.

New Jersey hosted the Joint Chapter Meeting on September 21, 2001 at the Delaware River Port Authority Building. Guest speaker was Bill Irish, 2001 NIGP President.

Delaware hosted the Region I conference in Wilmington, DE on October 25-26.

## 2002 HISTORY

New officers were elected for the 2001-2002 term. They were:

Mary Ann Ramey, CPPO - President  
George Nader, Jr., CPPO - First Vice President  
Maureen McIlvaine, CPPO - Second Vice President  
Angela M. Marino, CPPB - Secretary  
Scott Brodt - Treasurer

The 2002 meetings were held in January - City of Allentown, March - County of Lehigh, May - County of Lancaster, July - South Whitehall Township, September - Whitehall Township and November - County of Berks. Speakers this year included Curtis Topper, Free Markets Inc. - On-line Markets; Bill Irish, Northampton County – “Emotional Intelligence”; James Gilbert, Commonwealth of PA, Bureau of Purchases, on State Contract 5850-01 Microcomputer LAN Hardware and Peripherals; Nicholas Giordano, Director of Bureau of Commonwealth Telecommunications Services (BCTS), Commonwealth of PA on the telecommunications contract; and Kiprian Fedetz, AIA, President of Fedetz & Martin Associates on why we should use American Institute of Architects (AIA) contracts rather than our own on construction projects.

April Lenhart designed our first newsletter in 2002. The newsletter is published quarterly. The Board approved the application and receipt of two (2) credit cards (to be used by the President and Treasurer) for Chapter use. Our first awards/scholarship program was approved in November.

We held five NIGP sponsored classes:

5/3/02     Bullet Proofing Your RFPs in Morgantown  
9/9/02     Specification Writing in Philadelphia  
9/17/02    Intermediate Public Procurement in Pittsburgh  
10/07/02   Intermediate Public Procurement in Morgantown  
10/24/02   Contract Management in Morgantown

Seven people joined PAPP in 2002. They were Rene Kahl, Northampton County; Jeffrey Slentz, Berks County; Phillip Reitz, Westmoreland County Housing Authority; Catherine Keeler, Commonwealth of PA; Diane Cowan, University Area Joint Authority; Lawrence Churilla, Bucks County and Peter Navarro, Chester County.

The 2002 annual Forum was held in Portland, OR. 11 PAPP members attended.

The Region I Conference was held in Atlantic City, NJ on October 17-18. One of the topics consisted of NJ anti-trust laws noting territorial distribution is an illegal activity and subject to penalty.

## 2003 HISTORY

New officers were elected for the 2003-2004 term. They were:

George Nader, Jr., CPPO - President  
Maureen McIlvaine, CPPO - First Vice President  
April Lenhart - Second Vice President  
Ann Wertman - Secretary  
Chris Parnau, CPPB - Treasurer

The 2003 meetings were held in January – County of Chester, March – Whitehall Township, May – County of Bucks, July – County of Lehigh, September – Joint Meeting with Southern New Jersey and Delaware Chapters in Philadelphia and November – County of Lancaster. Speakers this year included Donald Cunningham, Jr., new Secretary of PA Department of General Services and David Yarkin, new Deputy Secretary for Procurement; George Schwartz, Bureau Director for the City of Harrisburg, Bureau of Vehicle Management; and Sean Whalen, ASAP Software, holder of the new PA State Contract 5810-10 for Software.

Kimberly Sangster obtained her CPPO certification and Kevin Sharp received his CPPB certification this year. Maureen McIlvaine was recertified as CPPB and Nancy Bielawski was recertified for CPPO and CPPB.

Seven people joined PAPP in 2003. They were Kimberly Sangster, Chief Procurement Officer for the Philadelphia School District; Elaine Vivaldi, Allegheny Intermediate Unit; Bruce Shaw, Reading Area Community College; Linda Dopira, Carbon County; Kim Rockwell, Lycoming County; Kathy Boyd, Penn Hills and Richard Woodworth, Commonwealth of PA.

Kimberly Sangster, Philadelphia School District, won NIGP's 5<sup>th</sup> Annual Diversity Essay Contest. Her winning essay was titled "Respect and Acceptance in a Diverse Environment: What Do You Do to Help Make it a Reality". Price Morris, Lancaster Housing Authority was named Vice Chair of NIGP's 2003 Diversity Committee. Maura Sullivan, Bucks County, received PAPP's first scholarship for \$600. Bill Irish retired from Northampton County. Maura Sullivan, Bucks County became our Chapter Liaison when Price Morris stepped down. Renee Carpenter, Berks County became our Second Vice President with the leaving of April Lenhart and Kevin Sharp, CPPB, Philadelphia School District, became our Treasurer due to Chris Parnau's vacancy.

55 people attended our joint meeting in September representing the states of Delaware, New Jersey and Pennsylvania. The meeting was held on the Spirit of Philadelphia at Penns Landing.

The 2003 Forum was held in Nashville, TN on August 16-20. The Region 1 Conference was held on November 5-7, 2003 in Annapolis, Maryland.

The following classes were held in 2003:

1/15/03	Bullet-Proofing Your RFP'S, Philadelphia
3/12/03	CPPB Review, Pittsburgh
3/31/03	Basic Legal Principles of Public Purchasing, Philadelphia
4/14/03	General Public Procurement, (3 Day) Morgantown
5/14/03	Specification Writing, Pittsburgh
9/08/03	Intermediate Public Procurement, (3 Day) Morgantown
9/23/03	Advanced Public Purchasing, (3 Day) Pittsburgh
12/03/03	General Public Procurement, (3 Day) Philadelphia

PAPPA received 501C3 status under NIGP's umbrella. The Board approved a Membership Recognition Award and Achievement Award Program. NIGP has approved a regional reorganization. Pennsylvania will become part of Region II along with New Jersey, Maryland, Delaware and District of Columbia in 2004. The 2004 Strategic Plan was approved.

## 2004 HISTORY

New officers were elected for the 2003-2004 term. They were:

George Nader, Jr., CPPO - President  
Maureen McIlvaine, CPPO - First Vice President  
April Lenhart - Second Vice President  
Ann Wertman - Secretary  
Chris Parnau, CPPB - Treasurer

The 2004 meetings were held in February – Berks County, March – Harrisburg, May – City of Lancaster, July – School District of Philadelphia, September – Montgomery County and November – Berks County. Speakers this year included Carol Hodes of NIGP on the Leap Program, Craig Wolford from DGS on the State's evaluation process for commodities, Michelle Koch from the Federal General Services Administration on the GSA Schedule, and Sue Plecker from State DGS on state contracts and COSTARS Program.

Kelly Laubach, Berks County and Norm Diebold, Allegheny County received their CPPB certification. Maura Gallagher, Bucks County and Ann Wertman, Lehigh County passed their CPPB test, however, they are still accruing time in order to achieve certification.

The chapter welcomed 12 new members to PAPPA in 2004. They were Barbara Hinton, Department of General Services; Michelle Koch, Federal General Services Administration; Ryan Hottenstein, City of Reading; Megan Fackler, Lancaster County; Candance Noll, Berks County; John Troxell, Chief Procurement Officer for the Department of General Services; Norman Diebold, Allegheny County; Terry Beidelman, Northampton County; Chris Kersey, Kimlee

Kersey and Harry Smith, Jr. all of the School District of Philadelphia; and Patrick Leavey, Bucks County.

After denial of our Pennsylvania Sales Tax Exemption we continue to work on the appeal and new application. Ed Blair, Delaware County retired and was replaced by Thomas Mahoney. Ed Grant of Cape May County, New Jersey, took over as Region II Representative after Bill Irish's term was completed. Hope Potter filled the Marketing and Chair vacancy as well as the Newsletter chair. But by the end of the year, Hope resigned from her position with the Pennsylvania League of Cities leaving the Marketing and Newsletter committees vacant again. Membership fees increased from \$15 to \$20 for chapter members, but will also include a \$5 discount for NIGP members. Bill Irish, retired, accepted a position of Purchasing Agent with the City of Baltimore leaving the NIGP liaison committee chair vacant. A section on Job Postings was added to our website.

We held two classes in 2004:

4/28-30	Intermediate Public Procurement in Philadelphia
5/7	CPPB Review in Philadelphia

PAPPA sponsored the Region II Conference in Philadelphia October 27-29 co-chaired by Kelly Laubach and Maura Gallagher. 115 delegates and 44 vendors attended. Delegates were from Pennsylvania, New Jersey, Maryland and Delaware. The 2004 Forum was held in Biloxi, MS on August 7 – 11, 2004.

## 2005 HISTORY

New officers were elected for the 2005-2006 term. They were:

Maureen McIlvaine, CPPO - President  
Kevin Sharp, CPPB - First Vice President  
Kelly Laubach, CPPB - Second Vice President  
Ann Wertman - Secretary  
Ann Kimmel - Treasurer

The 2005 meetings were held in January – Bucks County, April – City of Lancaster, July – Whitehall Township, September – Philadelphia School District, and November – City of Reading. Speakers this year included Charles Yeske from the Moravian Pottery & Tile Works, Jeff Warner of PNC Bank on procurement cards, Mark Zettlemoyer from Reinsel Kuntz Leshner on internal fraud and SAS 99, Joshua Karp of Freerainsystems on establishing electronic central repositories for procurement information.

Ann Wertman of Lehigh County and David Lazarow of the School District of Philadelphia and Christine Campbell of Harrisburg Housing Authority received their CPPB accreditation.

We received 14 new members in 2005. They were Tom Snyder, Montgomery County Purchasing; Gerald Grecek, CPPB, Department of General Services; Brian Reinoehl, CPPB, Department of General Services; Elizabeth Hampton, Chester County Intermediate Unit; William Burke, Luzerne County; Franklin Pulli, Lancaster County Purchasing; Dorothea Kramer, North Penn Water Authority; Mary Elizabeth Davis, Kennett Consolidated School District; Bill Lyman, C.P.M., Downingtown Area School District; Denise Kolb Hernandez, L3P/PA League of Cities and Municipalities; Michelle Dunn, City of Lancaster; Milt Reisser, Harrisburg Housing Authority; Frank Alessio, CPPB, County of Allegheny; and Michael Hodowanec, Reading Area Community.

We held nine classes in 2005 throughout Pennsylvania:

3/28/05	Contracting for Services in Philadelphia
4/28/05	Performance Based RFP's in Philadelphia
6/13/05	Contract Administration in West Chester
6/20/05	CPPB Review Session in Philadelphia
6/20/05	Inventory & Warehouse Management in Philadelphia
9/13/05	Contract Administration in Pittsburgh
10/17/05	Developing & Managing RFP's in West Chester
11/02/05	Contracting for Services in Pittsburgh
12/07/05	Legal Aspects of Public Procurement in Philadelphia

The annual forum was held in Anaheim, CA from July 30 – August 3. The Region 2 Conference was held in Washington, D.C. October 2-4.

Four members were awarded scholarships in 2005 – Gerald Grecek, Jill Stewart, Ferne McGrath and Maura Gallagher.

## 2006 HISTORY

The 2006 meetings were held January 23 – Lancaster County, March 27– PA Office of Inspector General in Harrisburg, May 15 – School District of Philadelphia in Philadelphia, July 17 – City of Lancaster, September 25 – L3P Pennsylvania League of Cities & Municipalities in Harrisburg, and November 13 – County of Bucks. Speakers in 2006 were: Chris Mellis, East Regional Manager of US Communities; Ron Philip, Peter Schemm and Lloyd Philip from Black Ink Solutions LCC to present “Maximizing Savings through Contract Compliance”; Edward Panek, Attorney from United States Department of Justice Antitrust Division to discuss “Price Fixing, Bid Rigging and Market Allocation Schemes”; Angie Singer Keating of Reclamere to discuss “Recycling and Disposal of Technology related equipment”; Don Grell, Executive Director of the House Local Government Committee to discuss “House Bill 1863 and other issues in the House”.

## 2006 Officers:

President - Maureen McIlvaine, Bucks County  
1<sup>st</sup> Vice President - Kevin Sharp, Philadelphia School District  
2<sup>nd</sup> Vice President - Kelly Laubach, Berks County  
Secretary - Ann Wertman, Lehigh County  
Treasurer - Ann Kimmel, PA Dept of General Services

F. Thomas Snyder of Montgomery County and Maura Gallagher of Bucks County received their CPPB accreditation. Congratulations to Northampton County and Lancaster County for celebrating their 25-year mark as a National NIGP member agency. Congratulations on the retirement of Stan Richart as Buyer for the Pennsylvania Department of General Services after 21 years of service. William Burke of Luzerne County has retired and was replaced by Greg Hunsicker. Ann Wertman of Lehigh County has retired and was replaced by Patrick Leavey.

As of January 1, 2006 there are 78 PAPP Chapter members. New Chapter members for 2006: Brian Ricci, Melissa Wallin and Janet Hays from Bucks County; Mya Toon from Lycoming County; Cydnee Baffa and Bohdan Tymkiw of Lower Merion Township; David Lazarow and Stephen Nasobko of the School District of Philadelphia; Patricia Swartwood of Lancaster County; Heather Dunkle, City of Reading; Kelly Walton, City of Lancaster; Donna Wolfe and Tina Cook from Allegheny County. 2006 PAPP Membership awards went to Diane McKenzie 20 Years; Barry Hitchcock, Mary Ann Ramey and Angela Marino 15 Years; Judy Cole, Robert Dopira, Jack Lorenzo and MaryJo Reed 10 Years; Stan Richart, Kevin Sharp, Ann Wertman, Craig Wolford, Keith Woods, Tom Young, Fern McGrath, Jill Stewart, Chris Parnau and Lenore Horos for 5 Years.

PAPP President announced a new appointment of Kimberly Sangster to replace Price Morris as a member of the Board of Directors as well as Bob Dopira to be the new Chair of ProD Committee. Price Morris has resigned after 5 years of service on ProD.

ProD held ten classes in 2006 throughout Pennsylvania:

4/24-26/06	Intro to Public Procurement in West Chester
5/15-17/06	Intro to Public Procurement in Pittsburgh
5/22-24/06	Sourcing in the Public Sector in West Chester
6/12-14/06	Legal Aspects of Public Procurement in Pittsburgh
6/19-21/06	Developing & Managing RFP's in West Chester
9/13/06	CPPB Review Session in West Chester
9/18-20/06	Sourcing in the Public Sector in Pittsburgh
9/20/06	CPPB Exam in West Chester
10/16-18/06	Legal Aspects of Public Procurement in West Chester
10/23-25/06	Developing & Managing RFP's in Pittsburgh

The annual forum was held in Tampa Florida from August 5-9. The Region II Conference was held in Dover Delaware, October 25-27.



The first of the \$200 educational vouchers under the new Chapter Incentives program went to Liz Hampton of the Chester County IU. Terry Beidelman of Northampton County, Missy Wallin of Bucks County, Heather Dunkle of City of Reading, Patrick Leavey of County of Lehigh and Barbara Hinton of Commonwealth of PA each won \$200 Educational vouchers. George Nader was the winner of a 2006 PAPPAscholarship. Kimberly Sangster and Diane Cowan won free registrations for the 2006 Region II Conference. Kevin Sharp received the Chapter Achievement Award for his numerous contributions to the chapter.

Nominating Committee presented the proposed slate of officers for 2007 due to the retirements of Kevin Sharp, Ann Wertman and Ann Kimmel:

President - Maureen McIlvaine, Bucks County  
1<sup>st</sup> Vice President - Kelly Laubach, Berks County  
2<sup>nd</sup> Vice President - Kimberly Sangster, School District of Philadelphia  
Secretary - Diane McKenzie, City of Allentown  
Treasurer - Elizabeth Hampton, Chester County IU

## 2007 HISTORY

The 2007 meetings were held January 22 – Chester County, March 19 – PA Department General Services in Harrisburg, May 14 – PA/DE Joint Chapter meeting at Conley Ward’s Steakhouse in Wilmington Delaware, July 16 – Berks County in Reading, September 24 – School District of Philadelphia, and December 3 – County of Bucks. Speakers in 2007 were: Tim Fulkerson, Manager COSTARS Marketing and Constituent Relations; Scott Helm and Gib Armstrong of American PowerNet to discuss Energy/Utilities Updates and Reductions; Sam Adhikari of Sysoft Corporation to discuss ‘Bringing Proposal Evaluations into the 21<sup>st</sup> Century’; Dennis Winters of Greater Philadelphia Clean Cities Program to discuss ‘Clean Cities program inclusive of incentives for alternative fuels in fleets’.

### 2007 Officers

President - Maureen McIlvaine, Bucks County  
1<sup>st</sup> Vice President - Kelly Laubach, Berks County  
2<sup>nd</sup> Vice President - Kimberly Sangster, School District of Philadelphia  
Secretary - Diane McKenzie, City of Allentown  
Treasurer - Elizabeth Hampton, Chester County IU

As of January 1, 2007 there are 79 PAPPAscholarship members. New Chapter members for 2007: Terry Beidelman, Northampton County; Randy Hensinger, Schnecksville; Harry Klinger, Lancaster County. 2007 PAPPAscholarship Membership awards went to Maureen McIlvaine 20 Years; James Williams 10 Years; Lawrence Tirilli, Diane Cowan, Rene Kahl, Kathryn Keeler, Pete Navarro and Phil Reiss for 5 Years.

ProD held ten classes in 2007 throughout Pennsylvania:

4/9-11/07	Introduction to Public Procurement in West Chester
4/16-18/07	Sourcing in the Public Sector in Pittsburgh
5/7-9/07	Introduction to Public Procurement in Pittsburgh
5/14-16/07	Developing & Managing RFP's in West Chester
6/4/07	CPPB Review Session in West Chester
6/18/07	CPPB Exam in West Chester
9/10-11/07	Inventory & Warehouse Management in Pittsburgh
10/9-10/07	Fundamentals of Leadership & Management in Pittsburgh
10/22-23/07	Contracting for Public Sector Services in West Chester
11/26-28/07	Contract Administration in West Chester

The NIGP 62<sup>nd</sup> Annual Forum & Exposition was held in Hartford Connecticut from August 4-8, 2007. The Region II Conference was held at the Trump Plaza in Atlantic City New Jersey, October 17-19, 2007.

The \$200 educational vouchers under the new Chapter Incentives program went to Guin Bruner of Bucks County, Kimberly Sangster of Philadelphia School District, Tom Young of University of Pittsburgh, Mary Jo Reed of City of Bethlehem, and Bob Dopira of Montgomery County each won \$200 Educational vouchers. Milt Reisser and Veronica Ulrich won free registrations for the 2007 Region II Conference. George Nader, Patrick Leavey, Larry Churilla and Janet Hayes were the winners of the 2007 PAPPa Scholarship.

Pete Navarro of Chester County received his CPPO accreditation. NIGP National recognized The City of Allentown for their 35 years of NIGP Membership. Diane McKenzie retired in September 2007 after 30 years of service with The City of Allentown. PAPPa opened up an ING Savings Account to earn 5% interest in August 2007. Former PAPPa President and founding DPPA President, Greta Iplenski passed away on August 31, 2007.

Nominating Committee presented the proposed slate of officers for 2008-2009:

President - Kelly A. Laubach, Berks County  
1<sup>st</sup> Vice President - Kimberly Sangster, School District of Philadelphia  
2<sup>nd</sup> Vice President - Stephen D. Suder, Delaware River Authority/PATCO  
Secretary - Angela M. Marino, City of Allentown  
Treasurer – Elizabeth (Liz) Hampton, Chester County IU

## 2008 HISTORY

The 2008 meetings were held January 28 – Reading Area Community College, March 24 – Chester County Intermediate Unit, May 12 – Whitehall Township, July 14 – Montgomery County in Reading, September 22 – School District of Philadelphia, and November 17 – County of Berks. Speakers in 2008 were: Greg Doyle, Emergency Management Specialist PEMA to discuss 'Federal Declared Disasters'; Lisa Post from the Edward J Post Company to provide an overview of bid bonds, performance and payment bonds and update on bonding market; Steve Flounders of ABMA to discuss 'Go Smart & Green for 08'; Jeff Warner, VP Public Finance /

Bill Starkey, Senior VP / Dave Temme, Senior VP Treasury Management from PNC Back to discuss 'Procurement Card Services and Applications'; Pete Carovillano of GSA General Services Administration to provide an update on the various GSA contracts & programs; Judy Ward from Advanced Enviro Systems will provide a presentation on 'Environmental Leadership Opportunities in Waste Reduction and Recycling'.

2008 Officers:

President - Kelly A. Laubach, Berks County  
1<sup>st</sup> Vice President - Kimberly Sangster, School District of Philadelphia  
2<sup>nd</sup> Vice President - Stephen D. Suder, Delaware River Authority/PATCO  
Secretary - Angela M. Marino, City of Allentown  
Treasurer – Elizabeth (Liz) Hampton, Chester County IU

As of January 1, 2008 there are 78 PAPPa Chapter members. New Chapter members for 2008: Meng-Chun Ho, Downingtown Area School District; Deborah Siegfried, South Whitehall Township; Emmett Jones, Joe Sims and Robert E. Newton Jr all from Cheyney University of Pennsylvania, Fred Fields, Delaware River Joint Toll Bridge Commission. 2008 PAPPa Membership awards went to: None awarded for 20/15/10/5 years.

ProD held five Seminar classes in 2008 throughout Pennsylvania:

6/24-26/08	Introduction to Public Procurement in West Chester
8/26-28/08	Developing & Managing RFP's in West Chester
9/12/08	CPPB Review Session in Norristown
9/26/08	CPPB Exam at NIGP National Forum in Charlotte NC
9/15-17/08	Legal Aspects of Public Procurement in Manheim

The NIGP 63<sup>nd</sup> Annual Forum & Exposition was held at Weston Charlotte Hotel in Charlotte North Carolina from July 26-30, 2008. The Region II Conference was held in Ocean City Maryland, October 22-24, 2008.

The \$200 educational vouchers under the new Chapter Incentives program went to Patrick Leavey, Lehigh County; Rene Kahl, Northampton County; Larry Churilla, Bucks County; Kelly Laubach, Berks County each won \$200 Educational vouchers. Gerald Grecek and Guinevere Bruner won free registrations for the 2008 Region II Conference. Price Morris, Ann Kimmell, George Nader, Patrick Leavey, Missy Cotton and Guinevere Bruner were the winners of the 2008 PAPPa Scholarship.

No CPPB or CPPO accreditation reported for 2008. Kimberly Sangster has resigned as 1<sup>st</sup> Vice President as she is moving back to Chicago. Per PAPPa Bylaws, the 2<sup>nd</sup> Vice President now becomes the 1<sup>st</sup> Vice President (Steve Suder is officially the new 1<sup>st</sup> VP) which leave the 2<sup>nd</sup> VP position open. Elizabeth (Liz) Hampton retired from Chester County IU which leaves the Treasurer position open. PAPPa opened up an ING Savings Account to earn 5% interest in August 2007 but the bank wants a Social Security number and no PAPPa member feels comfortable giving out their Social Security number. It was decided to open up a Money Market

saving account instead for \$25,000 at 3.5% interest. Preparation plans are under way for the 2009 Region II conference that PAPPa is hosting possibly in Philadelphia again. We are the only region that holds an annual conference. ProD committee will not be using NIGP's free Chapter Registration Services site for the 2009 ProD Seminar schedule. Any new website content including pictures (excluding general maintenance) will need board approval before it can be posted to the PAPPa website.

## 2009 HISTORY

The 2009 meetings were held January 26 – Whitehall Township Municipal Building, March 30 – Lancaster County Public Safety Training Center, May 11 – Sheraton Bucks County Hotel in Langhorne PA, July 13 – County of Berks Services Center in Reading, September 21 – School District of Philadelphia, and November 16 – County of Montgomery Human Services Center in Norristown. Speakers in 2009 were: JB Kelly and Bill Schofield from PNC Bank to provide a presentation on an Economic Overview; Barry Fox, Deputy Director of the Pennsylvania Office of Open Records to provide an overview of 'Pennsylvania Open Records Requirements and Right to Know'; Chris Mellis, East Regional Manager of US Communities to discuss the program; Marcia Rapone from Weston Solutions to provide an overview of Green initiatives related to the direction public entities are heading; Jeff Hansen, Sales Director of Fleet Parts Company to provide an overview of their auto parts program including the PA Costars Contract; Robert Sanders, Managing Director of TRF Energy to discuss 'Reinvestment Fund' for energy savings and lease financing available to government entities.

### 2009 Officers:

President - Kelly A. Laubach, Berks County  
1<sup>st</sup> Vice President - Stephen D. Suder, Delaware River Authority/PATCO  
2<sup>nd</sup> Vice President - Patrick J. Leavey, County of Lehigh  
Secretary - Angela M. Marino, City of Allentown  
Treasurer - George M. Nader Jr, County of Lehigh

As of January 1, 2009 there are 77 PAPPa Chapter members. New Chapter members for 2009: Paula Carpinelli, University of Pittsburgh; Clive Latham Jr, Philadelphia National Airport; Kim Beisser, Bucks County Water & Sewer Authority . 2009 PAPPa Membership awards went to: None awarded for 20/15/10/5 years.

### ProD held four Seminar classes in 2009 throughout Pennsylvania:

4/22-23/09	Effective Contract Writing in West Chester
6/8-10/09	Contract Administration in West Chester
9/9-11/09	Legal Aspects of Public Procurement in Doylestown
9/28-30/09	Planning, Scheduling & Requirement Analysis in West Chester

The NIGP 64th Annual Forum & Exposition was held in St Louis MO from August 22-26, 2009. The Region II Conference was held at Sheraton Bucks County Hotel in Langhorne PA, October 21-23, 2009.

The \$200 educational vouchers under the new Chapter Incentives program went to Missy Cotton, Bucks County; Maureen McIlvaine, Bucks County; Janet Hays, Bucks County; Patrick Leavey, Lehigh County; Veronica Ulrich, PA Office of the Inspector General each won \$200 Educational vouchers for Year 2009. There was no drawing to win free registrations for the 2009 Region II Conference. Price Morris, George Nader, Guinevere Bruner, Maureen McIlvaine, David Lazarow and Stephen Nasobko were the winners of the 2009 PAPPa Scholarship.

Patrick Leavey and Larry Churilla received their CPPB accreditation reported for 2009. PAPPa President announced a new appointment of Patrick Leavey as 2<sup>nd</sup> Vice President due to Kimberly Sangster leaving and appointed George Nader as Treasurer due to Elizabeth Hampton retiring. PAPPa sponsored the Region II Conference in Langhorne PA: Conference Chair by Maureen McIlvaine; Site Committee Chair by Steve Suder; Delegate Registration Committee Chair by Angela Marino and Missy Cotton; Vendor Registration Committee Chair by Mary Ann Ramey and Rene Kahl; Speaker/Agenda Committee Chair by Steve Suder and Patrick Leavey. 79 delegates and 46 registered vendors attended. Delegates were from Pennsylvania, New Jersey, Maryland, Delaware and Washington DC. Current workshops were PA State, GSA, US Communities, Antitrust, Justice Department, Energy, Green, Construction, Initiatives for Purchasing, Homeland Security, Insurance Bonding, Current Procurement Challenges including Ethics. 2008 PAPPa Audit was performed and approved.

Nominating Committee presented the proposed slate of officers for 2010-2011:

President - Stephen D. Suder, Delaware River Authority/PATCO  
1<sup>st</sup> Vice President - Patrick J. Leavey, CPPB, County of Lehigh  
2<sup>nd</sup> Vice President - Mary Ellen Koval, City of Allentown  
Secretary - Angela M. Marino, CPPB, City of Allentown  
Treasurer - George M. Nader Jr, CPPO, County of Lehigh

## 2010 HISTORY

The 2010 meetings were held January 25 – Whitehall Township Municipal Building, March 29 – Lancaster Convention Center & Marriott Hotel at Penn Square in Lancaster PA, May 24 – Joint NJ/DE/PA Chapter at Battleship New Jersey in Camden NJ, July 12 – County of Bucks Tinicum Park Barn in Erwinna PA, September 20 – School District of Philadelphia, and November 8 – State of Pennsylvania Executive House in Harrisburg PA. Speakers in 2010 were: Rose Harrell from the Maryland Chapter (MPPA) to talk about hosting a ‘Reverse Trade Show’ – Maryland hosted two successful shows to date; Tim Mason to talk about National IPA Cooperative Purchasing Program; Battleship NJ tour at our May Joint Chapter meeting; Bruce Stultz, Director Energy Management for the Department of General Services Bureau of Facilities Management to talk about ‘Guaranteed Energy Savings Act’; Jeffrey Mandel, Chief

Procurement Officer for the State of Pennsylvania and Bruce Beardsley, COSTARS Marketing Manager to discuss 'Opportunities through the COSTARS Program'; John D. Kucher, Key Account Manager for PPL Electric Utilities to discuss the PPL rebate program.

2010 Officers:

President - Stephen D. Suder, Delaware River Authority/PATCO (Jan to March)  
President - Patrick J. Leavey, CPPB, County of Lehigh (April to December)  
1<sup>st</sup> Vice President - Mary Ellen Koval, City of Allentown  
2<sup>nd</sup> Vice President - Vacant  
Secretary - Angela M. Marino, CPPB, City of Allentown  
Treasurer - George M. Nader Jr, CPPO, County of Lehigh

As of January 1, 2010 there are 72 PAPPa Chapter members. New Chapter members for 2010: No new members reported for year 2010. 2010 PAPPa Membership awards went to: None awarded for 20/15/10 Years, Terry Beidelman for 5 years.

ProD held three Seminar classes in 2010 throughout Pennsylvania:

8/23-25/10     Sourcing In The Public Sector in West Chester  
9/16-17/10     Effective Contract Writing in West Chester  
10/21-22/10    CPPO Review Session in West Chester

The NIGP 65th Annual Forum & Exposition was held in San Antonio Texas from August 12-17, 2010. The Region II Conference was held at Gaylord National Resort & Convention Center in National Harbor Maryland, November 18-20, 2010.

The \$200 educational vouchers under the new Chapter Incentives program went to Christine Campbell @ 2 (for January and September meeting), Harrisburg Housing Authority; Mary Ellen Koval, City of Allentown; Patrick Leavey, Lehigh County; Kathryn Anderson, County of Northampton; No Educational voucher at the November meeting each won \$200 Educational vouchers for Year 2010. Craig Wolford and Tilly Pannetone won free registrations for the 2010 Region II Conference. Price Morris, Maureen McIlvaine, and Diane Wolfinger were the winners of the 2010 PAPPa Scholarship.

No PAPPa members received their CPPB/CPPO accreditation were reported for 2010. Stephen D. Suder has resigned as President due to conflicts at work. Per PAPPa Bylaws, the 1<sup>st</sup> Vice President now becomes the President (Patrick Leavey) and 2<sup>nd</sup> Vice President becomes 1<sup>st</sup> Vice President (Mary Ellen Koval), which leaves the 2<sup>nd</sup> Vice President position vacant and can be appointed by the President. We invested money in an ING CD at a 1% interest rate. NIGP has a new tool product 'Measure' which is website based to measure and document savings on your agency – it evaluate, correlates and benchmarks your savings – go to NIGP website for link. Per UPPC eligibility requirements will change for NIGP Certification – CPPB will require and Associate Degree and CPPO will require a Bachelor's Degree. Approval in the Budget for 2011 to purchase Chapter Manager Software package.

## 2011 HISTORY

The 2011 meetings were held January 24 – Whitehall Township Municipal Building, March 28 – Lancaster County Public Safety Training Center in Manheim PA, May 23 – Northampton County 911 Center in Nazareth PA, July 25 – Bear Creek Mountain Resort & Convention Center in Macungie PA, September 26 – Bucks County Courthouse Community Room in Doylestown PA, and November 14 – Bear Creek Mountain Resort & Convention Center in Macungie PA. Speakers in 2011 were: New Holland Ford had a display set up at Lancaster County PST Center to view the Ford prototype cars and a Power Point presentation by Ford Financial; Jeffrey R. Longenecker from Wharton Surety Consultants LLC to discuss ‘Surety Bonding’; Tour of Bear Creek Resort & Convention Center for our upcoming Reverse Trade Show (RTS).

### 2011 Officers:

President - Patrick J. Leavey, CPPB, County of Lehigh  
1<sup>st</sup> Vice President - Mary Ellen Koval, City of Allentown  
2<sup>nd</sup> Vice President - Terry J. Beidelman, County of Northampton  
Secretary - Angela M. Marino, CPPB, City of Allentown  
Treasurer - George M. Nader Jr, CPPO, County of Lehigh

As of January 1, 2011 there are 67 PAPP Chapter members. New Chapter members for 2011: Tammi Reinhart, Reading; William Whitaker, Philadelphia; Elizabeth (Izzie) Rex, Contract Coordinator for Bucks County; Donna Brassell, Purchasing/Bid Coordinator for Centennial School District; Christopher Berdnik, Chief Financial Officer for Centennial School District; Judy Snyder, City of Allentown; Lozette Martinex, Berks County; PAPP Membership awards went to: None awarded for 20/15/10/5 Years.

ProD held six Seminar classes in 2011 throughout Pennsylvania:

5/4-6/2011	Introduction to Public Procurement in Norristown
5/22-24/2011	Strategic Procurement Planning in Bucks County
6/22-25/2011	Legal Aspects of Public Procurement in West Chester
9/6-8/2011	Contract Administration in Norristown
TBD 2011	Effective Contract Writing
TBD 2011	CPPB Review Session

The NIGP 66th Annual Forum & Exposition was held at Gaylord National Resort & Convention Center in National Harbor Maryland from August 25-29, 2011. The Region II Conference was held at Dover Downs Hotel & Casino in Dover Delaware, October 12-14, 2011.

The \$200 educational vouchers under the new Chapter Incentives program went to Diane Wolfinger, Bucks County @ 2 (January and July); Patrick Leavey, Lehigh County; Harry Klinger, Lancaster County; Kelly Laubach, Berks County; Rene Kahl, Northampton County each won \$200 Educational vouchers for Year 2011. No drawing to win free registrations for the 2011 Region II Conference. Maureen McIlvaine, Diane Wolfinger and Mary Ann Miller were the winners of the 2011 PAPP Scholarship.

No PAPPAs members received their CPPB/CPPO accreditation were reported for 2011. Janet Hays retired so the Legislative Committee Chair is open – President filled the Legislative spot with Harry Klinger, Lancaster County. Barry Hitchcock for County of Lancaster has retired. Board approved waiving PAPPAs membership dues if a new member joins after July 1 of the current year. NIGP course fees are going up for Members and Non-Members on July 1, 2011. Approval in the Budget for 2011 to purchase Chapter Manager Software – We went with ‘Star Chapter’ software package. President appointed Price Morris as the new Website Committee Chair and he worked with Star Chapter to set up the format of our new website which has a member area. With declining PAPPAs membership and no volunteers coming forward, PAPPAs has an idea to pay for some of our members to attend the 2011 Forum expenses in exchange to being a 2011 MPPA Host Committee volunteer in addition to a Host Committee Chair for the 2014 Forum in Philadelphia that PAPPAs is hosting. PAPPAs will put out 2011 Forum Applications and award to four (4).

PAPPAs hosted a Reverse Trade Show on October 26, 2011 at the Bear Creek Mountain Resort & Conference Center in Macungie PA. Mary Ann Miller and Rene Kahl were co-chairs for this event. We had 109 Agency representatives sign up and 218 Vendors register.

Nominating Committee presented the proposed slate of officers for 2012-2013:

President - Price M. Morris, CPPB, Lancaster City Housing Authority  
1<sup>st</sup> Vice President - Pete T. Navarro, CPPO, CPM, County of Chester  
2<sup>nd</sup> Vice President - Guinevere A. Bruner, County of Bucks  
Secretary - Rene A. Kahl, CPPB, County of Northampton  
Treasurer - George M. Nader Jr, CPPO, County of Lehigh

## 2012 HISTORY

New officers were elected for the 2012-2013 term. They were:

President: Price M. Morris, CPPB, Lancaster City Housing Authority  
Vice-President: Pete T. Navarro, CPPO, CPM, County of Chester  
Second Vice-President: Guinevere A. Bruner, CPPB, County of Bucks  
Treasurer: George M. Nader, Jr., CPPO, County of Lehigh  
Secretary: Rene A. Kahl, CPPB, County of Northampton

The 2012 meetings were held as follows:

January 23 hosted by Bucks County held at the Quakertown Public Library, speakers were George M. Nader, Jr. and Maureen McIlvaine

March 19 hosted by Bucks County held at the Bucks County Library, no speaker

May 21 hosted by Bucks County held at the Sands Casino in Bethlehem, no speaker

July 23 hosted by Montgomery County, speaker was Mr. Jack W. Smith, Risk Manager, County of Chester, “Protecting Your Entity Before The Contract Begins—Insurance Requirements”

September 24 hosted by Chester County, speaker was the Sheriff of Chester County, Carolyn B. Walsh and Sergeant Jason Suydam, “Security for County-owned Facilities”



December 3 hosted by Berks County, no speaker

There were no new CPPBs reported to PAPPa in 2012. As of January 1, 2012 there were 88 PAPPa Chapter members. New Chapter members in 2012: Drew Bishop and Jill Ruch from Palisades School District; Joseph Coco from Montgomery County; Karen Danner and Kimberly Roth from Lehigh County; Lisa DeLaurentis and Katrina Johnson from Bucks County; Dean Dortone from Lower Merion Township; Lois Grossman from Cheltenham Township School District; Betsy Hafer from Bucks County Free Library; John Hogan from Philadelphia School District; James Loughery from Bucks County Community College; Loretta Luff and William McTigue from Borough of Langhorne; Juliet Meehan and Carol Furmanski from Central Bucks School District; Joseph Thompson from Bucks County Free Library; Wendy Macauley from Bucks County Intermediate; Barbara Molitoris from City of Allentown; Jeri Reinking from North Penn School District; Denise Serino from West Whiteland Township; Lori Shope from Harrisburg Township; Thomas Sizgorich from Neshaminy School District; Kevin Strunk from Pocono Mountain School District; and Monica Watson from Chester County.

We held one class in 2012, Legal Aspects, on 4/25/2012, Bucks County Training Center, Doylestown, PA

The NIGP 67<sup>th</sup> Forum was held in Seattle, Washington on August 18-22, 2012. PAPPa hosted the 2012 Region II Conference held at the Sands Resort in Bethlehem, Pennsylvania on October 29-31, 2012. PAPPa offered free Regional Conference registrations to all PAPPa Members. Guinevere Bruner was the Event Chair with Rene Kahl, Delegate Registration and Ed Kolb, Vendor Registration; Patrick Leavey, Speakers; George Nader, Treasurer; Maureen McIlvaine, Printing; Diane Wolfinger, Supplies; Mary Ann Miller, Volunteers.

#### 2012 Education Voucher Drawing Winners

January - George Nader

March - Mary Ann Miller

May – No Drawing

July - Pete Navarro

September - Mary Ann Miller

At September's meeting, the drawings for Chapter Incentives for the entire membership were held.

- Raffle one voucher for Chapter Meeting Attendees (Winner must be in attendance at this meeting) \$200 – Steve Nasobko
- Raffle one voucher for Entire Membership (Winner does not have to be in attendance at meeting to win) \$200 – Donna Brassell

December – No Drawing

Scholarships for 2013 were awarded to: Guinevere Bruner and Diane Wolfinger, both from the County of Bucks, in the amount of \$600. Scholarships are valid for one year.

## 2013 HISTORY

The 2013 meetings were held January 28 – Bucks County. Speaker was Sonia Smith, Program Administrator of Economic and Business Development for Bucks County; March 18 – West Whiteland Twp. Exton, PA. Speaker was Bruce Beardsley, Marketing Manager, COSTARS Program; May 13 – Montgomery County, Norristown, PA; Speakers were vendors from the US Communities; July 15 – Berks County, Reading, PA, Speaker was Matthew Mackel, NCPA (National Cooperative Purchasing Alliance); September 16 – Chester County, Coatesville, PA, Speaker was Beau Crowding, Deputy Director of Fire Services; and November 18 – Northampton County, Easton, PA, Speaker was Thomas Harp, Northampton County Director of Administration.

### 2013 Officers:

President: Price M. Morris, CPPB, Lancaster City Housing Authority  
Vice-President: Pete T. Navarro, CPPO, CPM, County of Chester  
Second Vice-President: Guinevere A. Bruner, CPPB, County of Bucks  
Treasurer: George M. Nader, Jr., CPPO, County of Lehigh  
Secretary: Rene A. Kahl, CPPB, County of Northampton

There were no new CPPBs reported to PAPPa in 2013. The membership total for 2013 was 70. New members in 2013 were as follows: Philip Friedrich from PA Liquor Control Board; Harold E. Good retired PAPPa membership; and Amy Shafer from South Whitehall Township.

We held one class in 2013, Introduction to Public Procurement, on 11/18/2013, in Allentown PA, Lehigh County.

The 2013 NIGP Forum was held in Orlando, Florida on August 24-28, 2013.

On October 9, 2013 we held our second Reverse Trade Show at Bear Mountain Resort in Macungie, PA. Peter Navarro, RTS Chair; Monica Watson, Facility Coordinator Chair; Kim Roth, Vendor Chair; Denise Serino, Delegate Chair; George Nader, Treasurer; and Volunteers: Mary Ann Miller, Diane McKenzie, Maureen McIlvaine, Price Morris, Angela Marino, Judy Snyder and Judy Cole.

The 2013 Region II Conference was held in Ocean City, Maryland on October 28-30, 2013. A drawing was held for free registration to the Region II Conference. The winners were: Scott Brodt and Judy Snyder (both declined). The President asked for interested parties to contact him and he would conduct a drawing to give away the free registrations to the Region II Conference. The winners were: Kim Beiser (County of Berks) and Denise Serino (West Whiteland Township).

### 2013 Education Voucher Drawing Winners

January – Ed Kolb

March – Maureen McIlvaine

May – No Drawing

July – drawings for Chapter Incentives for the entire membership were held.

- Raffle one voucher for Chapter Meeting Attendees (Winner must be in attendance at this meeting) \$200 – Patrick Leavey
- Raffle one voucher for Entire Membership (Winner does not have to be in attendance at meeting to win) \$200 – George Nader

September – Price Morris

November – Mary Ann Miller

Scholarships for 2014 were awarded to: Edward Kolb, Bucks County; Lizette Epps, Berks County; Kimberly Roth, Lehigh County; Patrick Leavey, Lehigh County; Mary Ann Miller, Whitehall Township; and Elizabeth Rex, Bucks County in the amount of \$600. Scholarships are valid for one year.

Nominating Committee presented the proposed slate of officers for 2014:

President: Price M. Morris, CPPB, Lancaster City Housing Authority

Vice-President: Harry Klinger, County of Lancaster

Second Vice-President: Rene A. Kahl, CPPB, County of Northampton

Treasurer: George M. Nader, Jr., CPPO, County of Lehigh

Secretary: Denise Serino, West Whiteland Township

**By-Laws**  
**OF THE**  
**PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION**  
**CHAPTER OF NIGP: THE INSTITUTE FOR PUBLIC PROCUREMENT**

**ARTICLE I - GENERAL**

1. Name: The name of this organization shall be the Pennsylvania Public Purchasing Association (hereinafter the “Chapter”), established in accordance with Charter No. 38 granted March 20, 1984 and amended October 23, 1999, by the National Institute of Governmental Purchasing, Incorporated, now known as NIGP: The Institute for Public Procurement.
2. Territory: The Chapter will operate and serve members within the Commonwealth of Pennsylvania.
3. Restrictions: All policies and activities of the Chapter are consistent with:
  - a. Applicable federal, state and local antitrust, trade regulation or other requirements; and
  - b. Requirement that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

**ARTICLE II - OBJECTIVE**

The objective of the Chapter is to achieve excellence in Public Purchasing and to increase public trust in the public procurement community through: cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of governmental, educational and public institutional procurement; adoption of the highest ethical principles and standards in the performance of all activities; promotion of uniform public purchasing laws and public awareness; professional training for members to promote professional development and certification/recertification; research, investigation and technical assistance to develop simplified standards and specifications and the collection and dissemination of useful information to its members; the interchange of ideas and experiences within the purchasing profession; sponsoring such other activities as may be useful in providing its members with knowledge for efficient procurement; and, continuous efforts to strive by all legitimate means to advance the purchasing profession.

**ARTICLE III - MEMBERSHIP**

1. The Membership shall consist of Regular, Honorary, Retired, Former Public Procurement Professional and Transitional members.

a. **Regular Membership:** Regular Membership in the Chapter shall be open to: a) All public agency procurement and materials management personnel including Federal, State, County, Municipal and Township Activities, Public School Systems, Colleges, Universities, Hospitals, Commissions, Authorities, and any other political subdivision of the Commonwealth; b) A person with full time employment in a position having a direct influence on the public procurement process.

b. **Honorary Membership:** Honorary membership may be conferred upon individuals who have made distinguished contributions to either the purchasing profession or this Chapter, by unanimous vote of the members present. Honorary members may serve on committees, but shall not be entitled to vote or hold office and shall be exempt from payment of Chapter dues.

c. **Retired Membership:** Retired Membership may be conferred upon members of this Chapter upon their retirement from employment in a public purchasing organization, upon written request for such membership. For purposes of this classification, “retired” shall be defined as retired from a public purchasing organization with retirement benefits and neither self-employed nor employed in the private sector. Retired Members who are in good standing may serve on committees and vote in elections, but cannot hold office and shall be exempt from payment of Chapter dues.

d. **Former Public Procurement Professional Membership:** Former Public Procurement Professional (FPPP) Membership in the Chapter shall be open to a person who had a career in public procurement and is no longer employed in the profession. FPPP members shall not be entitled to vote or hold office; however they may serve on committees, as long as they remain in good standing. They are responsible for payment of fees and Chapter dues.

e. **Transitional Membership:** Transitional Membership eligibility is restricted to those previously employed in the procurement profession who are currently unemployed but actively seeking employment. Chapter dues are waived until employment is secured in government procurement. These members shall not be entitled to vote or hold office; however they may serve on committees, as long as they remain in good standing. The maximum time frame for transitional membership is two (2) years from the point of unemployment in the procurement field.

2. **Application / Admission:** Application for Membership shall be submitted upon the Chapter’s application form and shall be accompanied by such fees and/or dues as may be required. Said application shall be reviewed by the Membership Committee and approved (if appropriate). The Chair of the Membership Committee shall be charged with certification of eligibility in accordance with these Bylaws.

a. All new members shall be announced to the Chapter at the next meeting.

b. Membership in this Chapter is vested in the individual and is transferable only to a member's successor in the case of Regular Membership. Such application for transfer is

subject to the approval by the Membership Committee and the Board of Directors. In cases where a member has changed employers, and the former employer paid the member's dues, the former employer may request a transfer of membership to the successor. Transfers shall occur with no additional cost, as membership materials are expected to transfer also.

**3. NIGP Code of Ethics and Public Procurement Practices:** The NIGP Code of Ethics and Public Procurement Practices shall govern the conduct of every member and is a condition of continued membership.

**4. Revocation:** The Board of Directors may revoke the membership of any person for nonpayment of dues, or for other just cause, including violations of either the NIGP Code of Ethics or Public Procurement Practices. A person considered for membership revocation, except for nonpayment of dues, shall be provided written notice of the proposed action by the President and be given opportunity to show cause as to why the membership should not be revoked.

#### **ARTICLE IV - OFFICERS AND ADMINISTRATION**

**1. Board of Directors:** The governing body of this Chapter will be an executive board called the Board of Directors, chaired by the President, consisting of the First Vice President, Second Vice President, Secretary, Treasurer and Immediate Past President. The President of the Chapter may appoint additional members to the Board if the President deems it to be in the best interests of the Chapter. It shall be the duty of the Board of Directors to formulate policies and to propose programs and resolutions to be voted on by the general membership. The Board of Directors is subject to the restrictions and obligations set forth in these Bylaws.

**2. President:** The President shall exercise general supervision over the affairs of the Chapter, establish special committees, preside over all meetings of the Chapter, be ex-officio member of all committees and perform all duties incident to the office of the President.

**3. First Vice President:** The First Vice President shall develop and administer program content, select criteria of programs to be offered, and perform such duties as are assigned by the President. The First Vice President shall assist the President at Chapter activities and act for the President in his/her absence.

**4. Second Vice President:** The Second Vice President shall assist the President and the First Vice President and act for the First Vice President in his/her absence and perform such duties as are assigned by the President. The Second Vice President shall chair the Awards and Scholarship Committee and perform an annual audit of financial records for review and approval by the Board of Directors.

**5. Secretary:** The Secretary shall maintain a written record of the proceedings of all meetings of the Board of Directors and of the Chapter, distribute or publish all notices of meetings and the affairs of the Chapter to the Chapter members and NIGP and maintain record of all correspondence.

6. **Treasurer:** The Treasurer shall be responsible for the accounting of the funds of the Chapter, shall maintain a complete record of receipts and disbursements, and shall render a true and complete report relative to the affairs of the office at each meeting. The Treasurer shall prepare and sign all Chapter checks, deposit the membership dues and perform other duties as assigned by either the President or the Board of Directors.

7. **Immediate Past President:** The Immediate Past President shall serve in an advisory capacity and shall have no direct duties or responsibilities related to the functioning of the Board of Directors.

8. No officer or director of the Chapter shall be compensated for his/her services. The Board of Directors may retain the services of qualified personnel to perform services for the Chapter as needed. All acts performed in the name of the Chapter must be done so with proper authority.

## **ARTICLE V - NOMINATIONS AND ELECTIONS**

1. The following officers shall be elected: President, First Vice President, Second Vice President, Secretary and Treasurer.

2. The Nominating Committee shall consist of the last three (3) available former Chapter Presidents, one (1) of which shall be the Chairperson.

3. The Nominating Committee will recommend a slate of eligible officer nominees for membership vote at the second to last Chapter meeting of the year. The slate of candidates will be announced to the membership at least 15 days prior to the second to last Chapter meeting of the year. Officers shall be elected at the last Chapter meeting of the year from the slate of candidates presented by the Nominating Committee and any eligible and consenting members nominated from the floor. A simple majority vote of those regular members in attendance and by absentee ballot will be required for a candidate to win election. Votes by absentee ballot will be counted only if submitted on Chapter's Absentee Ballot form. The Absentee Ballot shall be received by the Nominating Committee Chairperson prior to the official vote. If by "Acts of God or Unforeseen Events" a vote cannot be cast, an extension period of not more than 90 days may be sanctioned by a majority vote of the members in attendance at the last Chapter meeting of the year.

4. No member of this Chapter shall be eligible for any office or directorship unless he/she has been a member in good standing for at least one (1) year immediately preceding the election.

## **ARTICLE VI - TERM OF OFFICE**

1. The term of office for all officers and directors shall commence on January 1 following the election.

2. The term of office for all officers and directors shall be for a period of two (2) years and may be elected for additional terms.

## **ARTICLE VII - VACANCIES**

1. An officer vacancy may occur for the following reasons: death, resignation in writing, physical inability to perform the duties of the office, removal from the office for cause or change in employment or eligibility per Article III.
2. In the event of a vacancy in an officer's position, it shall be filled by automatic succession for the offices of President and First Vice President. Vacancies for the office of Second Vice President, Secretary and Treasurer will be appointed by the President, with approval by the Board of Directors, for the remainder of the current term.
3. The Board of Directors may, by a majority vote, vacate any office for cause or whenever the Board of Directors shall determine that the incumbent is physically incapable of performing the duties of such office. The officer shall be given notice of any such proposed action by the Board of Directors, with the reasons thereof, at least 10 working days before removal action by the Board. The officer affected shall have the right to respond to such notice within 10 working days after receipt of such notice.

## **ARTICLE VIII - MEETINGS**

1. The Chapter shall conduct six (6) regularly scheduled meetings of the Chapter membership annually. Due notice of all meetings shall be served upon the membership prior to the scheduled meeting date.
2. Special meetings of the Chapter may be called by the President with majority approval of the Board of Directors.
3. Committee meetings shall meet as often as necessary to accomplish their goals.
4. Eight (8) members of the Chapter shall constitute a quorum at a meeting, but at no time shall the lack of a quorum at a meeting prevent those present from proceeding with the program of the day. A quorum shall be present for the purpose of electing officers or amending these Bylaws.
5. Voting: Each eligible voting member in good standing shall be entitled to one (1) vote.
6. Robert's Rules of Order shall govern the conduct of the meetings of the Chapter.
7. Board of Directors shall meet before or after each regularly scheduled meeting and additional meetings as called for by the President. A Board of Directors Meeting quorum shall be one (1) more than half (1/2) the total Board members.



## ARTICLE IX - COMMITTEES

1. The following Standing Committees of the Chapter have been established by the Board of Directors:

- a. Awards and Scholarship Committee
- b. Finance Committee
- c. Legislative Committee
- d. Marketing Committee
- e. Membership Committee
- f. Operations Guide Committee
- g. Professional Development Committee
- h. Website Committee

2. The rules in these Bylaws governing the Board of Directors shall also apply to committees of the Board of Directors.

3. The Standing Committee Chairpersons shall be recommended by the President and approved for appointment by the Board of Directors. Standing Committees may include subcommittees to support the goals and objectives of the Standing Committee.

4. The Duties and responsibilities of the Standing Committees are:

a. **Awards and Scholarship Committee:** The Awards and Scholarship Committee shall consist of the following members:

- Second Vice President, Chair;
- Chair of the Professional Development Committee;
- Chair of the Membership Committee; and
- Member-at-Large from Chapter membership, nominated by the President and approved by the Board of Directors.

This Committee shall be responsible for the development and administration of procedures, criteria and selection of candidates (subject to final approval of the Board of Directors) for the following annual association awards: Professional Buyer of the Year, Professional Manager of the Year, Scholarship Program, Achievement Award Program and Membership Recognition Award Program.

This Committee may also coordinate with the President, submission to the NIGP Awards Program; National Buyer of the Year Award; National Manager of the Year Award; or other recognitions as may be applicable.

b. **Finance Committee:** The Finance Committee shall consist of at least two members, one of which is the Treasurer. The Committee shall develop an annual budget plan and be an advisor

to the Board for any financial issues. The committee chair shall report progress/status of the committee to the President two (2) weeks before a meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

c. **Legislative Committee:** The Legislative Committee shall consist of not less than two (2) members. The Committee's primary responsibilities are to assist in the professional development of the Chapter by providing members with information on relevant State and/or Federal legislation that is pending, and on recent court decisions that impact existing purchasing procedures.

d. **Marketing Committee:** The Marketing Committee shall consist of a minimum of three (3) members one of which is the Webmaster. The committee shall develop strategies to effectively market PAPPa by fostering partnerships with collegial and professional associations. The committee shall expand and update the website as a resource for members. The committee shall create material to promote the chapter's growth and work closely to develop material needed by other committees. They shall assist other committees.

e. **Membership Committee:** The Membership Committee shall consist of not less than three (3) members. The Membership Committee's primary responsibilities are to organize an effective recruiting program; to prepare materials for distribution to potential members or to help familiarize them with the Chapter; and to work with the President on membership problems.

The Committee shall prepare an annual membership list of paid members in good standing and include the year in the heading, for presentation at the first Board of Directors Meeting of the Chapter year. This list shall be effective January 1. The membership list will be available on the PAPPa website and all changes will be reported to the membership at each meeting. The Committee Chair shall make periodic progress reports to the Board of Directors, as needed, on the status of their activities. The Committee shall be responsible for receiving the application and application fee from new members. Once the Committee approves the new member, the Committee shall send the dues to the Treasurer; update the membership list and forward new member's information to the Board of Directors, Webmaster and appropriate committee chairs. The Membership Committee shall send out renewal dues notices. The Committee shall report to the Board, as needed.

f. **Operations Guide Committee:** The Operations Guide Committee shall consist of not less than two (2) members. The Operations Guide Committee's responsibilities consist of keeping current the Operations Guide including updating the history of the Chapter, membership lists, list of officers, library of specifications and bylaws. An updated guide shall be available on the PAPPa website at the beginning of each year.

g. **Professional Development Committee:** The Pro-D Committee shall consist of not less than three (3) members, one of which is the First Vice President. The Committee chair shall report to the Board of Directors, as needed. The committee's primary responsibilities are to plan, establish, and coordinate educational programs, which further the knowledge, expertise, and professionalism of the membership, such as organizing workshops and seminars, and towards certification of the Chapter members.

h. **Website Committee:** The Website Committee shall consist of at least two members. The committee shall develop, maintain and expand upon the PAPPa Website. The committee chair shall report progress/status of the committee to the President two (2) weeks before a meeting. The committee chair shall advise the Webmaster of changes to incorporate into the website.

5. From time to time, the President may appoint **Special and Ad Hoc Committees**. Chairpersons of such Committees shall be appointed at the discretion of the President, The Chairperson shall keep the President advised at all times on the activities of the committee, and shall render such progress reports as required by the President. Such committees shall be created for a specific purpose, with a deadline. When the specific goals are reached, the committee shall be disbanded, unless additional tasks are assigned by the President.

## ARTICLE X - FINANCES

1. The fiscal year shall be January 1<sup>st</sup> through December 31<sup>st</sup>.

2. **Membership Dues:** The Chapter shall receive annual dues from the membership as determined and voted on by the Membership. New members shall pay, in full, at the time of acceptance into membership. Should a new member join between July and December, the membership fee will be waived.

3. **Contributions and Gifts:** The Chapter may receive financial contributions and gifts in support of its activities. The financial receipts of the Chapter, derived from sources other than membership dues, may be retained for the support of the Chapter's activities unless other arrangements approved by the Board of Directors are established.

4. **Fund Raising:** The Chapter may conduct fund raising functions to support its activities. No person, officer, or member may, in the name of the Chapter, solicit or receive gifts or contributions of any kind without the approval of the Board of Directors or the President.

5. **Investing of Funds:** The Chapter may invest a portion of the treasury with a two-thirds (2/3) majority vote of those members present. All Chapter funds shall be maintained in interest bearing bank accounts or money market funds. The Treasurer will manage such investments, prepare an investment plan, obtain Board approval of said plan thereof and manage such investments in accordance with the approved plan.

## ARTICLE XI - AMENDMENTS

1. The Chapter shall conduct an annual review of the Bylaws at the first meeting of the year.

2. **Time for Filing Proposals for Amendments:** All proposals to amend, alter, or repeal any part of the Bylaws must be distributed to the membership 15 days prior to the meeting that would consider the change.

3. **Amendments:** At designated meetings of the Chapter, the membership may, by a two-thirds (2/3) majority vote of those members present, alter, amend, or repeal any part of the Bylaws, adopt new Bylaws, or direct the Board of Directors to cause any provision of the Bylaws to be altered, amended, repealed, or adopted, however, no provision of the Bylaws may be amended that would be inconsistent with the Chapter status as a non-profit corporation under the laws of the Commonwealth of Pennsylvania or in conflict with NIGP nor would infringe on the rights of a third party.

## **ARTICLE XII - SEPARABILITY**

If any section of the Bylaws is found to be unjust or unconstitutional, it shall not affect any other portion except as amended under Article XI.

## **ARTICLE XIII - REVOCATION/DISSOLUTION**

1. In the event the Chapter is revoked/dissolved, the Chapter shall:

a. After satisfaction of all debts to NIGP and other debtors, deposit all residual funds with the NIGP Treasurer or donate to another non-profit institution exempt from federal income tax under Section 501C(3) of the IRS code.

b. Deposit with NIGP all properties of the Chapter, including original Charter, financial statements, official Chapter records, etc., upon completion of either a) letter of revocation or b) letter of dissolution, whichever is applicable. All properties will be held at the Headquarters Office of NIGP in the event of reactivation of the Chapter.

2. **Dissolution:** Dissolution of the Chapter shall be accomplished by approval of three-fourths (3/4) of Chapter members eligible to vote, and certification, thereof, to the NIGP Board of Directors.

## **Chapter Policies and Procedures**

**POLICY 1:** The Chapter will pay for the lunches of our meeting speakers.

**POLICY 2:** The Chapter will give a \$25 donation for the use of a non-profit organization's facilities for training purposes.

**POLICY 3:** The Chapter shall be responsible for reimbursing the host agency/individual for miscellaneous administrative and overhead expenses incurred for hosting chapter activities (up to \$100). Receipt for these expenses must be submitted for reimbursement.

**POLICY 4:** The Chapter President shall be able to approve and/or incur expenses up to \$100 without Board approval. Receipts for petty cash expenses must be submitted for reimbursement.

**POLICY 5:** The cancellation policy for seminars is as follows:

- Refunds will be given only for cancellations received in writing at least 14 days before the seminar.
- Cancellations received 7 to 14 days before the seminar starting date are subject to a \$75.00 cancellation fee.
- For cancellations received less than 7 days before the seminar or no shows, there will be no refund.

**POLICY 6:** PAPPAs Process for Receiving Funds and Making Payments is as follows:

### **RECEIVING FUNDS**

#### **Authorization of Deposits**

The Treasurer shall be the only authorized individual to make deposits to the PAPPAs account. This will allow for the necessary documentation to be recorded and maintained by the Treasurer.

Any money received by other than the Treasurer shall be provided to the Treasurer for immediate deposit. Full explanation of the funds received shall be provided to the Treasurer for proper documentation. This includes funds received for PAPPAs owned items.

#### **Deposit Documentation**

Copies of all deposit transactions shall be maintained by the Treasurer. Copies of the deposit ticket, with complete description of the transaction, along with the checks shall be made part of the documentation of the transaction and filed.

#### **Membership Dues**

Payments for PAPPAs Annual Dues shall be invoiced and received by the Membership Chair. Payments for Dues shall be recorded on a spreadsheet and maintained by the Membership Chair and provided to the Treasurer as payments are sent to the Treasurer for deposit. This spreadsheet

shall contain the name of the PAPPa member, amount of payment, method of payment (check, cash or credit card). A listing of the members contained within each deposit transaction for membership dues shall be attached as part of the deposit record by Treasurer.

### **Educational Seminar**

Payments by members for seminars shall be made online by credit card using PayPal at NIGP Chapter Event Registration Services. Payment statistics will be provided by the NIGP Seminar Coordinator to the PAPPa Professional Development Chair. An Excel spreadsheet analysis will be supplied to the Treasurer by the Professional Development Chair showing the individual seminar profit/loss, as well as a year end summary for all seminars held. NIGP determines the seminar rules which are contained in the Chapter Seminar Agreement. For example, individuals who register for a seminar but fail to attend will not receive a refund except under extenuating circumstances. Registration and payment must be made at least 30 days before the first day of the seminar.

### **PayPal**

The Treasurer shall transfer all funds to PAPPa's checking account received via PAPPa's PayPal account as notified by PayPal once funds are received (PayPal sends an email to treasurer@pappainc.org when a credit card transaction is processed). Print outs of the transfer shall be made and filed.

### **PAPPa Inventory**

The PAPPa Chair responsible for the inventory of PAPPa owned items shall provide the Treasurer with a full inventory report at the end of each year detailing any changes in inventory.

## **MAKING PAYMENTS**

### **Payment Approval**

Approval for all payments shall be in accordance with the established PAPPa By-Laws. This includes payments up to \$100 being approved by the President prior to payment and payments over \$100 receiving Board approval prior to payment.

### **Account Signatories**

Aside from Treasurer, a second signatory shall be added to the PAPPa checking account. This will allow for authorized reimbursements to be made to the Treasurer. The second signatory shall be the PAPPa President.

### **Payment Documentation**

Original, faxed and/or emailed invoices shall be filed and maintained by the Treasurer. A copy of the check made against the invoice shall be attached and filed together. Approval documentation from the Board or President shall be included with each transaction.

Voided checks are to be duly identified as voided and filed.

Cleared checks (if returned by the bank) are to be attached to the bank statement in which they appear.

**Bank Card Purchase Documentation**

Original, faxed and/or emailed bank card receipts are to be provided to the Treasurer upon purchase of the items by the purchaser. The Treasurer shall then attach these receipts to the bank card statement in which they appear.

**Reimbursements to Members and/or Member Agencies**

Reimbursements to Members and/or Member Agencies using PAPPAs Educational Vouchers (Chapter Policy 7-1, 7-2, 7-12) or Regional Conference Registration Vouchers (Chapter Policy 7-4) shall be processed by the Treasurer without additional approvals required, as long as the expenses were incurred in accordance with the approved guidelines of the referenced policy. Reimbursement requests received outside of said guidelines require approval by the President (up to \$100) or the PAPPAs Board (over \$100).

Travel expense reimbursements to Members and/or Member Agencies for Members Serving on National Committees (Chapter Policy 7-11) or Members Serving on the NIGP Board as the Regional Representative (Chapter Policy 7-13) shall be processed by the Treasurer without additional approvals required, as long as the expenses were incurred in accordance with the approved guidelines of the referenced policy. Reimbursement requests received outside of said guidelines require approval by the President (up to \$100) or the PAPPAs Board (over \$100).

Reimbursements to Members and/or Member Agencies using PAPPAs Scholarship Awards shall be processed by the Treasurer without additional approvals required, as long as the expenses were incurred in accordance with the approved guidelines of the referenced policy. Reimbursement requests received outside of said guidelines require approval by the President (up to \$100) or the PAPPAs Board (over \$100).

Reimbursements to Members and/or Member Agencies for miscellaneous administrative and overhead expenses incurred for hosting chapter activities (Chapter Policy 4) shall be processed by the Treasurer without additional approvals required, as long as the expenses were incurred in accordance with the approved guidelines of the referenced policy. Reimbursement requests received outside of said guidelines require approval by the President (up to \$100) or the PAPPAs Board (over \$100).

**Reimbursements to Treasurer**

Authorized reimbursements made to the Treasurer shall be made by the second signatory of the PAPPAs checking account (PAPPAs President). The Treasurer shall at no time issue payment to her/himself.

**1099/W9 Documentation**

A 1099/W9 form shall be completed by the Treasurer to any individual receiving over \$600 from PAPPAs in a calendar year for professional services rendered.

**File Management**

All Treasurer Reports, deposit documentation, payment documentation, voided checks, etc. shall be filed in chronological order with the respective monthly bank statement.

**POLICY 7: PAPP Chapter Incentive Summary** is as follows:

**1. Educational Voucher Raffle for Chapter Meeting Attendees:**

- Four (4) - \$200.00 education vouchers to be raffled per year at Chapter meetings.
- Winner must be in attendance when their name is drawn.
- May be used for PAPP sponsored educational seminars, regional conference expenses, national forum expenses or NIGP bookstore expenses.
- Valid for 12 months, from the date issued and are not transferable.
- Estimated annual cost - \$800.00

**2. Educational Voucher Raffle for Entire Membership:**

- Two (2) - \$200.00 education vouchers to be raffled per year among the entire membership.
- Winners do not have to be in attendance when their name is drawn.
- May be used for PAPP sponsored educational seminars, regional conference expenses, national forum expenses or NIGP bookstore expenses.
- Valid for 12 months, from the date issued and are not transferable.
- Estimated annual cost - \$400.00

**3. Seminars with Low Registration:**

- The Chapter will purchase empty seats when a class size requirement is one (1) seat short.
- The Pro-D chair is given blanket authorization to fill the one (1) extra seat.
- If no facility fee is being charged, 1<sup>st</sup> chance to use the seat will be given to chapter members of the host facility.
- If a facility fee is being charged, the Pro-D chair will notify the entire membership & the seat will go to the 1<sup>st</sup> responding member.
- If two (2) seats need to be filled, the Pro-D chair & President are jointly given the authority to decide.
- Costs for any seats raffled to members shall be capped at the NIGP National member registration fee. If the recipient does not hold NIGP National membership, they will be responsible for the difference in cost between the National and Non-national rates.
- Estimated annual cost - \$2,100.00

**4. Regional Conference Registration Voucher Raffle for Entire Membership:**

- Two (2) - Vouchers to be raffled per year to cover the cost of the registration fee for the Regional Conference.
- Estimated annual cost - \$300.00

**5. Registration Fee for National Forum for President:**

- The Chapter will pay for the President's registration fee for the annual National Forum.
- If President can't go then the offer will be extended in the following order until someone can go: First Vice President, Second Vice President, Secretary, Treasurer.



- The registration fee amount could also be applied to travel and/or hotel expenses but in any case would not exceed the registration amount.
  - Estimated annual cost - \$650.00
- 6. Registration Fee for Regional Conference for President & Officers:**
- The Chapter will pay for the President's and all Officer's registration fee for the Regional Conference.
  - Estimated annual cost - \$750.00
- 7. Yearly Chapter Membership Dues for President & Officers:**
- The Chapter will pay for the President's and all Officer's membership dues.
  - Estimated annual cost - \$75.00
- 8. New Membership Packet:**
- New members will receive a packet that includes a membership plaque, PAPPA pin and two (2) free lunch vouchers.
  - Lunch vouchers are to be used at meetings within one (1) year and are not transferable.
  - Estimated annual cost - \$90.00
- 9. Lunch at Chapter Meetings:**
- Chapter will pay for lunch during a meeting no more than two (2) times per year at the full discretion of the President.
  - Estimated annual cost - \$240.00
- 10. Door Prizes:**
- Chapter will periodically give away door prizes at Chapter meetings at the full discretion of the President.
  - Estimated annual cost - \$0.00 (based on giving away current items until they run out)
- 11. Members Serving on National Committees:**
- Chapter will pay up to \$300.00 each for up to three (3) members worth (annually) of member committee meeting expenses (hotel, travel, meals) for those members serving on an NIGP Committee, with the exception of Chapter Relations (see #14 below).
  - This will be handled as an expense reimbursement.
  - Members may petition the Board for additional funds, above the \$300.00 maximum, on a case by case basis, should the maximum annual cost not be met.
  - Maximum annual cost – \$900.00
- 12. Members Serving on PAPPA Standing Committees:**
- Chapter provides a \$200.00 education voucher for members serving as chairperson of any PAPPA standing committee.
  - Chapter provides a \$100.00 education voucher for members serving on any PAPPA standing committee.
  - May be used for PAPPA sponsored educational seminars, regional conference expenses, national forum expenses or NIGP bookstore expenses.

- PAPP Standing Committees are: Awards/Scholarship, Finance, Legislative, Marketing, Membership, Operations Guide, Pro-D and Website.
- Limited to one (1) voucher per person, regardless of the number of committees a member is appointed to.
- Maximum number of incentives will be 21 (the total number of minimum members of all standing committees per the By-Laws).
- Estimated annual cost – \$2,900.00

**13. Members Serving on the NIGP Board as the Regional Representative:**

- Chapter will pay for up to \$1500.00 worth (annually) of member's expenses (hotel, travel, meals) relative to official Board and other Regional Chapter functions for those members serving on NIGP's Board of Directors.
- This will be handled as an expense reimbursement.
- Estimated annual cost – \$1500.00 (based on one (1) NIGP Regional Representative seat)

**14. Members Serving on the NIGP Chapter Relations Committee (CRC) as the Regional Representative:**

- Chapter will pay for up to \$1000.00 worth (annually) of member's expenses (hotel, travel, meals) relative to official CRC and other Regional Chapter functions for those members serving on NIGP's CRC.
- This will be handled as an expense reimbursement.
- Estimated annual cost – \$1000.00 (based on one (1) NIGP CRC Regional Representative seat)

## **Awards/Scholarship Program**

PAPPA offers scholarships and the following awards:

- Achievement Award Program
- Membership Recognition Award Program
- Professional Buyer of the Year
- Professional Manager of the Year

Please visit the PAPPA website at:

[http://pappainc.org/content.php?page=Scholarships\\_\\_\\_Awards](http://pappainc.org/content.php?page=Scholarships___Awards) for applications and detailed information regarding the Awards and Scholarship program.

## **NIGP Board Policy Manual Documents**

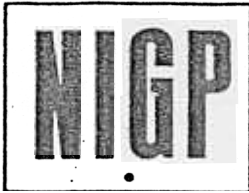
For the most up to date NIGP Board policies, please refer to:

<http://www.nigp.org/eweb/Dynamicpage.aspx?webkey=f0d68b9b-40e8-44a2-b6c9-1f1abc43083c>

## **Strategic Plan**

Under Revision

# Appendix A – Documents



# NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.

11800 Sunrise Valley Drive, Reston, VA 20191-5303 • 703-715-9400 • Fax: 703-715-9897 • <http://www.nigp.org>

NOVEMBER 6, 1998

## AFFILIATION AGREEMENT

THIS AFFILIATION AGREEMENT is made this 8<sup>th</sup> day of December, 1998, by and between the NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC., non-profit corporation, incorporated in the State of Wisconsin, whose principal office is 1050 Sunrise Valley Drive, Reston, Virginia 20191 (effective November 21, 1998 principal address is: 151 Spring Street, Herndon, Virginia 20170 (Hereinafter referred to as "NIGP"), and

Delaware Valley Chapter (Hereinafter referred to as "CHAPTER").

WHEREAS, NIGP and CHAPTER wish to cooperate to accomplish their common educational and charitable purposes, including, but not limited to, lessening the burdens of government; and

WHEREAS, CHAPTER wishes for NIGP to assist and support CHAPTER in providing educational programs, information, discussion forums, and public relations programs for governmental purchasing personnel (hereinafter referred to as "the Services") to accomplish their common purposes; and

WHEREAS, NIGP is an national organization that is capable of assisting CHAPTER and coordinating CHAPTER's provision of the Services with similar services provided by other chapters that are also affiliated with NIGP:

NOW, THEREFORE, in consideration of the mutual promises and agreements hereinafter set forth, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by NIGP and CHAPTER,

### IT IS AGREED:

1. Affiliation. NIGP and CHAPTER agree that they will use their best efforts to cooperate in the provision of the Services, as described in the corporate purposes of NIGP.

*A Non-Profit Educational and Technical Organization of Governmental Purchasing Agencies*  
FOUNDED IN 1944

2. License. (a) In general. NIGP licenses CHAPTER to use its name, and any and all trademarks or service marks that NIGP now or hereafter owns during the term of this Agreement, in connection with CHAPTER's provision of services. In order to protect its goodwill, NIGP retains the right to review and approve all uses of said name and marks, but will not unreasonably withhold its approval.

(b) Use. During the term of this Agreement, CHAPTER may use the name,  
" Delaware Valley Chapter of the National Institute  
of Governmental Purchasing" (or a mutually acceptable variant thereof), and may advertise  
that it is affiliated with NIGP.

(c) Acknowledgement. CHAPTER acknowledges that NIGP is the lawful owner of the name,  
"NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INC.", and of the  
acronym "NIGP" and its associated trademarks used in its business, and CHAPTER agrees  
that it will take no action inconsistent with NIGP's ownership of its name, and the acronym  
and trademarks.

3. NIGP agrees to assist CHAPTER in the following activities:

(a) Administration. 1) Legal review of governing documents and amendments.

2) Negotiating group procurement rates for services, equipment, and supplies.

3) National public affairs representation.

(b) Technical. NIGP will provide CHAPTER with information about chapter management and public purchasing.

(c) Education. NIGP will assist CHAPTER in developing and presenting educational programs.

(d) Chapter awards. NIGP will develop, publish, and administer standards for chapter awards that will assist CHAPTER in establishing and maintaining the highest degree of proficiency in chapter leadership, management, programs, and membership development.

(e) Funding. NIGP will provide CHAPTER with such funds as are approved by the NIGP's Board of Directors to aid in the development of CHAPTER's activities.



4. CHAPTER agrees to:

- (a) Governing documents. Adopt and maintain articles of incorporation and bylaws substantially like those attached to this Agreement, and submit all proposed amendments to these governing documents to NIGP, for its review and approval, not less than 45 days before the date proposed for their adoption. CHAPTER agrees not to adopt any amendments disapproved by NIGP.
- (b) Operations. Operate in conformity with its articles of incorporation and bylaws, and (if applicable) remain in good standing under the law under which it is incorporated.
- (c) Purposes and activities. Be organized and operated at all times for educational and charitable purposes (including lessening the burdens of government) within the meaning of Section 501<sup>c</sup>(3) of the Internal Revenue Code of 1986.
- (d) Group tax exemption. Authorize NIGP to include CHAPTER in NIGP's group exemption (if any) under Section 501<sup>c</sup>(3) of the Internal Revenue Code of 1986.
- (e) Federal and state laws. Be organized and operated at all times in conformity with all other applicable Federal, state, and local laws, regulations, and ordinances.
- (f) Reporting. Provide NIGP with copies of its articles of incorporation (if any), constitution and/or bylaws, policy statements, annual state corporation report (if any), IRS Form 990 or 990-EZ (if any), and other documents of CHAPTER that may reasonably be requested by NIGP.
- (g) Program evaluation. Cooperate and participate with NIGP in an annual evaluation of CHAPTER's activities.
- (h) Committee work. Provide personnel and technical assistance to NIGP committees.
- (i) National cooperation. Cooperate with NIGP and its other chapters in providing regional and national services.

5. Agency. NIGP and CHAPTER agree that this Agreement is not intended to create an agency relationship of any kind; and both agree not to contract any obligation in the name of the other, not to use each other's credit in conducting any activities under this Agreement, and not to accept service of legal process against the other.

6. Indemnification. NIGP and CHAPTER individually agree to indemnify and hold harmless each other and/or NIGP's members or other chapters for any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorney's fees, costs, and other expenses incurred on account of any activities conducted by CHAPTER and NIGP, respectively, pursuant to this Agreement. NIGP and CHAPTER will promptly notify each other upon receipt of any claim or legal action arising out of activities conducted pursuant to this Agreement. The rights and responsibilities established in this paragraph shall survive indefinitely the termination of this Agreement.
7. Term. This Agreement shall be effective on the date above written, and shall continue in effect until terminated pursuant to paragraph 8.
8. Termination. (a) In general. Either NIGP or CHAPTER may terminate this Agreement upon 30 days' notice in writing to the other party.
  - (b) For cause. Either NIGP or CHAPTER may terminate this Agreement immediately upon written notice to the other in the event of the other's insolvency, fraud, willful misconduct, or substantial breach of this Agreement.
  - (c) Effect. Upon termination of this agreement, NIGP shall have no further liability under paragraph 3, and CHAPTER shall cease all use of NIGP's name, acronym, and logos.
9. Mediation and arbitration of disputes. The parties agree that all disputes arising under this Agreement shall be resolved exclusively by mediation by NIGP's legal counsel, or by arbitration under the rules of the American Arbitration Association. Unless otherwise agreed, the arbitration, if any, shall take place in the city where a plurality of CHAPTER's members is employed. The arbitrator's decision shall be final and binding on all parties.
10. Waiver. Either party's waiver of, or failure to exercise, any right provided for in this Agreement shall not be deemed a waiver of any further or future right under this Agreement.
11. Successors and Assigns. This Agreement shall be binding on the parties, and on their successors and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment.
12. Captions. The captions of each paragraph of this Agreement are inserted solely for the reader's convenience, and are not to be construed as part of the Agreement.

13. Notices. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery, facsimile or mail. If delivered by mail, notices shall be sent by certified or registered mail, return receipts requested, or by express mail, all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed as indicated below, or as specified by subsequent written notice delivered by the party whose address has changed.

(Effective November 21, 1998 principal address for NIGP is: 151 Spring Street, Herndon, Virginia 20170)

If to NIGP: Executive Vice President  
National Institute of Governmental Purchasing, Inc.  
11800 Sunrise Valley Drive, Suite 1050  
Reston, Virginia 20191

If to CHAPTER Greta Splenski, President Delaware Valley Chapter of NIGP,  
c/o Delaware State Police, Box 430, Dover, DE 19903

14. Governing Law. This Agreement shall be governed in all respects by the laws of the Commonwealth of Virginia.
15. Amendment. This Agreement constitutes the entire agreement between the parties, and supersedes all prior written or oral agreements. Only the party against whom enforcement is sought may amend this Agreement.
16. Warranty. Each of the parties warrants that the individual who executes this Agreement on its behalf has been duly authorized to do so.

IN WITNESS WHEREOF, the parties hereto have caused this Affiliation Agreement to be executed by their duly authorized representatives.

NATIONAL INSTITUTE OF GOVERNMENTAL  
PURCHASING, INC.

Date: Nov. 12, 1998

By: [Signature]  
Rick Grimm, CPPB, CPPB  
NIGP Executive Vice President

Chapter Delaware Valley Chapter

Date: Dec. 8, 1998

By: Greta Splenski, CPPB  
Chapter President

DEPARTMENT OF THE TREASURY  
INTERNAL REVENUE SERVICE  
PHILADELPHIA PA 19255

DATE OF THIS NOTICE: 07-31-2000  
NUMBER OF THIS NOTICE: CP 575 F  
EMPLOYER IDENTIFICATION NUMBER: 23-3048881  
FORM: SS-4  
2877828605 0

PENNSYLVANIA PUBLIC PURCHASING  
% MAUREEN MCILVAINE  
55 E COURT ST  
DOYLESTOWN PA 18901

FOR ASSISTANCE CALL US AT:  
1-800-829-1040

OR WRITE TO THE ADDRESS  
SHOWN AT THE TOP LEFT.

IF YOU WRITE, ATTACH THE  
STUB OF THIS NOTICE.

WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER (EIN)

Thank you for your Form SS-4, Application for Employer Identification Number (EIN). We assigned you EIN 23-3048881. This EIN will identify your business account, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

Use your complete name and EIN as shown above on all federal tax forms, payments, and related correspondence. If you use any variation in your name or EIN, it may cause a delay in processing, incorrect information in your account, or cause you to be assigned more than one EIN.

Please use the label IRS provided when filing tax documents. If that isn't possible, you should use your EIN and complete name and address as shown below to identify your account and to avoid delays in processing.

PENNSYLVANIA PUBLIC PURCHASING  
ASSOCIATION  
% MAUREEN MCILVAINE  
PA PPA  
55 E COURT ST  
DOYLESTOWN PA 18901

If this information isn't correct, please correct it using page 2 of this notice. Return it to us at the address shown so we can correct your account.

If you want to apply to receive a ruling or a determination letter recognizing your organization as tax exempt, and have not already done so, you should file Form 1023/1024, Application for Recognition of Exemption, with the IRS Ohio Key District Office. Publication 557, Tax Exempt Status for Your Organization, is available at most IRS offices and has details on how you can apply.

Thank you for your cooperation.

RECEIVED  
JUL 31 12 PM '00  
PURCHASING  
BUCKS COUNTY

PENNSYLVANIA DEPARTMENT OF STATE  
CORPORATION BUREAU  
ROOM 308 NORTH OFFICE BUILDING  
P.O. BOX 8722  
HARRISBURG, PA 17105-8722

42

PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION

THE CORPORATION BUREAU IS HAPPY TO SEND YOU YOUR FILED DOCUMENT. PLEASE NOTE THE FILE DATE AND THE SIGNATURE OF THE SECRETARY OF THE COMMONWEALTH. THE CORPORATION BUREAU IS HERE TO SERVE YOU AND WANTS TO THANK YOU FOR DOING BUSINESS IN PENNSYLVANIA. IF YOU HAVE ANY QUESTIONS PERTAINING TO THE CORPORATION BUREAU, CALL (717) 787-1057.

ENTITIES THAT ARE CHARITIES AND SOLICIT FUNDS SHOULD CONTACT THE BUREAU OF CHARITABLE ORGANIZATIONS FOR REGISTRATION REQUIREMENTS AT DEPARTMENT OF STATE, BUREAU OF CHARITABLE ORGANIZATIONS, SUITE 300 124 PINE STREET, HARRISBURG, PENNSYLVANIA 17101 (717) 783-1720 OR 1-800-732-0999 WITHIN PENNSYLVANIA.

ENTITY NUMBER: 2988390

MICROFILM NUMBER: 2001012

0922-0925

CHARLES M WATKINS  
WEBSTER CHAMBERLAIN & BEAN ESQS  
1747 PENNSYLVANIA AVE NW  
WASHINGTON DC 20006

Microfilm Number

Filed with the Department of State on FEB 13 2001

Entity Number 2988390


Secretary of the Commonwealth



## ARTICLES OF INCORPORATION-DOMESTIC NONPROFIT CORPORATION

DSCB:15-5306 (Rev 90)

In compliance with the requirements of 15 Pa.C.S. § 5306 (relating to articles of incorporation), the undersigned, desiring to incorporate a nonprofit corporation, hereby state(s) that:

1. The name of the corporation is: PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION
2. The (a) address of this corporation's initial registered office in this Commonwealth or (b) name of its commercial registered office provider and the county of venue is:

(a) 55 East Court Street, Doylestown, PA 18901 Bucks  
 Number and Street City State County

(b) c/o: \_\_\_\_\_  
 Name of Commercial Registered Office Provider County

For a corporation represented by a commercial registered office provider, the county in (b) shall be deemed the county in which the corporation is located for venue and official publication purposes.

3. The corporation is incorporated under the Nonprofit Corporation Law of 1988 for the following purpose or purposes:

See Exhibit A

4. The corporation does not contemplate pecuniary gain or profit, incidental or otherwise.

5. The corporation is organized upon a nonstock basis.

6. ~~(Strike out if inapplicable) The corporation shall have no members.~~

7. ~~(Strike out if inapplicable) The incorporators constitute a majority of the members of the committee authorized to~~

~~XXXXXX~~  
~~by the committee required by the organic law of the association for the amendment of such organic law~~

8. The name and address, including street and number, if any, of each incorporator is:

Name	Address
<u>Charles M. Watkins</u>	<u>1747 Pennsylvania Ave., N.W., #1000</u> <u>Washington, D.C. 20006-4693</u>

9. The specified effective date, if any, is: \_\_\_\_\_  
 month day year hour, if any

10. Additional provisions of the articles, if any, attach an 8 1/2 x sheet.

See Exhibit A.

PA DEPT. OF STATE

FEB 13 2001



200112-923

IN TESTIMONY WHEREOF, the incorporator(s) has (have) signed these Articles of Incorporation this 24 day of February, 2001.

Charles M. Watkins

(Signature)

(Signature)

(Signature)

**PENNSYLVANIA PUBLIC PURCHASING ASSOCIATION****ARTICLES OF INCORPORATION****EXHIBIT A****3. Purposes**

This corporation is organized and shall be administered and operated exclusively to receive, administer, and expend funds for the following charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986:

- To promote ethical, efficient and cost-effective public purchasing policies and practices;
- 2. To provide educational programs, products, and services for public purchasing personnel;
- 3. To enable public purchasing personnel to exchange useful information about policies, practices, procedures, products, and services of common interest;
- 4 To otherwise facilitate the conduct of purchasing activities by government and other public agencies;
- 5. To assist other charitable and educational organizations in the conduct of similar activities; and
- 6. To engage in any and all lawful activities to accomplish the foregoing purposes, except as restricted herein.

In order to accomplish the foregoing charitable and educational purposes, and for no other purpose or purposes, this corporation shall also have all of the powers granted to nonprofit corporations provided, however, that this corporation shall not, except to and in any substantial degree, engage in any activities or exercise any powers that are not in furtherance of the primary purposes of this corporation.

**10. Other provisions**

(a) No part of the net income of the corporation shall inure to the benefit of or be distributable to its directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services actually rendered and to make payments and distributions in furtherance of the purposes and objects set forth in Article 3 hereof. No substantial part of the activities of the corporation shall be



the carrying on of propaganda or otherwise attempting to influence legislation, and the corporation shall not participate in or intervene in any political campaign on behalf of or against any candidate for public office.

(b) Notwithstanding any other provisions set forth in these Articles of Incorporation, at any time during which it is deemed a private foundation, the corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1986; the corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986; the corporation shall not own any excess business holdings that would subject it to tax under Section 4943 of the Internal Revenue Code of 1986; the corporation shall not make any investments in such manner as to subject it to the tax imposed by Section 4944 of the Internal Revenue Code of 1986; and the corporation shall not make any taxable expenditures as defined in Section 4945(d) of the Internal Revenue Code of 1986. Any reference in this document to any section of the Internal Revenue Code of 1986 shall be deemed to incorporate by reference the corresponding provisions of any subsequent federal tax laws.

(c) Notwithstanding any other provision of these Articles, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, or by an organization contributions to which are to be deductible under Section 170(c)(2) of such Code.

(d) Upon the dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to the National Institute of Governmental Purchasing, Inc. ("NIGP"), a Wisconsin nonprofit corporation, if NIGP is then exempt from federal income tax under §501(c)(3), and contributions to NIGP are then deductible under §170(c)(2) of the Internal Revenue Code of 1986, for the corporation's charitable and educational purposes; and if not, then to other organizations that are then exempt from federal income tax under §501(c)(3), and to which contributions are then deductible under §170(c)(2) of the Internal Revenue Code of 1986.



**NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING**  
151 Spring Street • Herndon, Virginia 20170 • www.nigp.org  
703-736-8900 • fax: 703-736-9644

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City of Lakewood, CA

Ronald L. Watkins, CPPO  
Laramie County School District, WY

\* Past Presidents

December 9, 1999

Barry Hitchcock, CPPO  
Director of Purchasing  
Lancaster County  
50 North Duke Street  
Lancaster, PA 17608

Dear Barry:

The NIGP Board of Directors approved through the committee action item, the name change for the Delaware Valley Chapter of NIGP to the Pennsylvania Public Purchasing Association Chapter of NIGP.

We would like to have a copy of the official written announcement to the chapter members/officers for our records. Please send me a copy of the announcement at your earliest convenience.

We appreciate the hard work of the purchasing professionals in Pennsylvania and the Delaware Valley.

Sincerely,

  
Cynthia Cooksey  
Membership Manager

Cc: Files (Membership)  
Bill Brewer, Chairman, 1999 Membership Committee

LAW OFFICES  
**WEBSTER, CHAMBERLAIN & BEAN**  
1747 PENNSYLVANIA AVENUE, N.W.  
WASHINGTON, D.C. 20006  
(202) 785-9500  
FAX: (202) 835-0243

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EDWARD D. COLEMAN  
JAY H. ROTZ  
FRANK M. NORTHAM  
JOHN W. HAZARD, JR.  
HUGH K. WEBSTER  
DAVID P. GOCH  
CHARLES M. WATKINS  
DOUGLAS W. MACDONALD  
HEIDI K. ABECK  
LISA D. HERBST

GEORGE D. WEBSTER (1921-1999)  
OF COUNSEL  
CHARLES E. CHAMBERLAIN  
J. COLEMAN BEAN  
KENT MASTERSON BROWN  
JAMES BOPP, JR.  
NOT ADMITTED TO D.C. BAR

July 12, 2002

**CERTIFIED MAIL - RETURN RECEIPT REQUESTED**

Internal Revenue Center  
Ogden Service Center  
Mail Stop 6271  
1000 South 1200 West  
Ogden, Utah 84404-4749

**Re: National Institute of Governmental Purchasing, Inc.  
Group Exemption No. 3587**

Gentlemen:

This is the annual report required by Rev. Proc. 80-27, §6. Form 2848 is enclosed.

1. There have been no changes in the purposes, character, or method of operation of subordinates included in the group exemption letter.

2.a. No subordinates have changed their names or addresses since the group exemption letter was applied for.

b. No subordinates are no longer to be included in the group exemption letter.

c. The following subordinates are to be added to the group exemption letter, because they have newly authorized the central organization to include them:

- (1) **Coastal Georgia Chapter of the National Institute of Governmental Purchasing**  
P.O. Box 1027  
Savannah, GA 31402

Street: c/o Joy M. Kerkhoff  
2 E. Bay Street  
Savannah, GA 31401

Internal Revenue Service  
July 12, 2002  
Page 2

EIN: 58-2569700

Form 990: No (average annual gross receipts less than \$25,000)

(2) **Capital Area Purchasing Association**

c/o Teresa M. Hudgins  
110 S. 7<sup>th</sup> Street, #L-100  
Richmond, VA 23219

EIN: 54-2029932

Form 990: No (average annual gross receipts less than \$25,000)

(3) **Pennsylvania Public Purchasing Association**

c/o Maureen Wilson McIlvaine  
55 East Court Street  
Doylestown, PA 18901

EIN: 23-3048881

Form 990: No (average annual gross receipts less than \$25,000)

(4) **Southeast Florida Chapter of NIGP, Inc.**

c/o Reinaldo Matias  
9951 West Sample Road  
Coral Springs, FL 33065

EIN: 65-1134303

Form 990: No (average annual gross receipts less than \$25,000)

(5) **Southeast Texas Association of Public Purchasing**

c/o Charles Oberrender  
City of Missouri City  
P.O. Box 666  
Missouri City, TX 77459

EIN: 76-0676143

Form 990: Yes

(6) **Tennessee Association of Public Purchasing**

c/o Franklin L. Moore  
225 W. Center Street  
Kingsport, TN 37660-4238

WEBSTER, CHAMBERLAIN & BEAN

Internal Revenue Service

July 12, 2002

Page 3

EIN: 62-6001445

Form 990: No (average annual gross receipts less than \$25,000)

- (7) **Treasure Coast Chapter of NIGP, Inc.**  
121 S.W. Port St. Lucie Boulevard, Bldg. A  
Port St. Lucie, FL 34984

EIN: 65-0971843

Form 990: No (average annual gross receipts less than \$25,000)

There are no other changes regarding subordinates to be included in the group exemption letter. Please contact me if you have any questions.

Yours truly,



Charles M. Watkins

cc: National Institute of Governmental Purchasing, Inc.

CMW/ctb

## IRS EXEMPT ORGANIZATIONS

## MASTER FILE

10/03

237540450	NATIONAL IDEAL BENEFIT SOCIETY INC						
	ELIZ MOSLEY	5638 KILLIOTT ST				PHILA	
PA19143-464821020891	1972091000363183195230000000		00010	07			
84	TABERNACLE						
237540449	NATIONAL IDEAL BENEFIT SOCIETY INC						
	RACHEL NELSON	723 S 16TH ST				PHILA	
PA19146-211921020891	1972091000363183195230000000		00010	07			
24	BLOOM OF YOUTH						
237542963	NATIONAL IDEAL BENEFIT SOCIETY INC						
	ESSIE T MARTIN	859 N 45TH ST				PHILA	
PA19104-131521020891	1972091000363183195230000000		00010	07			
447	EBENEZER MEMORIAL						
237540468	NATIONAL IDEAL BENEFIT SOCIETY INC						
	EVELYN BENZO	212 OLIVER ST				BRADDOCK	
PA15104-140821020891	1972091000363183195250000000		00010	07			
573	BRADDOCK STAR JR						
237540467	NATIONAL IDEAL BENEFIT SOCIETY INC						
	EVELYN BENZO	212 OLIVER ST				BRADDOCK	
PA15104-140821020891	1972091000363183195250000000		00010	07			
527	BRADDOCK STAR						
911940023	NATIONAL IMAGE INC						
2147 N 6TH ST		PHILADELPHIA					
1977031154295605661230000000		00010 12				PA19122-141527590391	
IMAGE DE BUCKS COUNTY							
911873939	NATIONAL IMAGE INC						
ANGELA FLYTHE		269 VALLEY DR				FAYETTEVILLE	
PA17222-116727590391	1977031154295605661250000000		00010	12			
IMAGE DE PENNSYLVANIA							
900041747	NATIONAL IMAGE INC						
3500 FOWELTON AVE C303		PHILADELPHIA					
1977031154295605661230000000		00010 12				PA19104-700927590391	
IMAGE DE UNIVERSITY CITY							
943095075	NATIONAL IMAGE INC						
MARTA SIERRA		731 W ROCKLAND ST 4				PHILADELPHIA	
PA19120-374627590391	1977031154295605665230000000		00010	06			
IMAGE DE PHILADELPHIA							
232334775	NATIONAL INDOOR ENVIROMENTAL INSTITUTE						
5200 BUTLER PIKE		PLYMOUTH MEETING					
000000115000000000052300000019991200020		12000000000000000000000000000000				PA19462-124100000331	
00000000000000							
391302506	NATIONAL INDUSTRIAL GLOVE DISTRIBUTORS ASSOCIATION						
1900 ARCH ST		PHILADELPHIA					
19780820020000000012300000020021213010		1200000000040170000000040119				PA19103-140400000632	
00000000040119							
232760011	NATIONAL INSTITUTE FOR ENVIRONMENTAL RENEWAL						
1300 OLD PLANK RD		MAYFIELD					
19941111537900000012300000019991266010		1200000015007430000004326925				PA18433-000000000331	
0000004248432 C20Z							
231999303	NATIONAL INSTITUTE OF EMERGENCY CARE						
PO BOX 11176		PHILADELPHIA					
19770911614900000012300000020020644010		0600000002446370000000460281				PA19136-617600000332	
0000000460281 E62P							
233048881	NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING INC						
MAUREEN WILSON MCILVAINE		55 E COURT ST				DOYLESTOWN	
PA18901-431835870392	1945101160000000000523000000		00020	12			
B19 PENNSYLVANIA PUBLIC PURCHASING ASSO							

# National Institute of Governmental Purchasing, Inc.

This is to certify that this Chapter re-charter has been granted, effective October 23, 1999 to:

## *Pennsylvania Public Purchasing Association Chapter of NIGP*

In addition to the forty Chapter re-charter members, the following members are recognized as the Board of Directors and officers at the time of the NIGP Chapter re-charter:

*President & Board Member:  
Barry W. Hitchcock, CPPO  
County of Lancaster*

*1st Vice-President & Board Member:  
Mary Ann Ramey, CPPO  
Whitehall Township*


*2nd Vice-President & Board Member:  
Maria L. Ballas  
City of Reading*

*Secretary/Treasurer & Board Member:  
Maureen D. Wilson, CPPB  
County of Bucks*

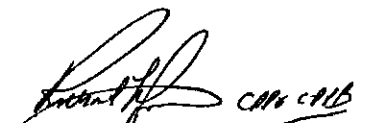
*Board Member:  
Diane L. McKenzie, CPPB  
City of Allentown*

The granting of this Chapter re-charter under this name constitutes the continuation of a duly authorized Chapter entitled to participation in the activities of the Institute. This Charter was originally granted on March 20, 1984 under the name *Delaware Valley Chapter of South Eastern Pennsylvania Chapter of NIGP* and shall continue to remain in full force and effect subject to the provision of the By-Laws of the National Institute of Governmental Purchasing.

*In testimony whereof, the said association has caused this re-charter to be signed by its duly authorized officers and sealed with it's official seal, this Twenty Eighth day of October, Two Thousand and Four.*

  
Ronald L. Watkins, CPPO  
President



  
Rick Gimm, CPPO, CPPB  
Chief Executive Officer

NIGP Charter No. 38