

Mesa Arch, Moab, UT

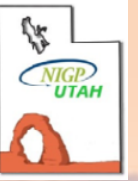


# UTAH CHAPTER OF NIGP

2020 Outstanding Chapter Award



# MEET THE PRESENTERS



**Zac Christensen**  
**2020 President**  
State Board of Education  
[Zac.Christensen@schools.utah.gov](mailto:Zac.Christensen@schools.utah.gov)



**Tonya Hodges**  
**2021 Elected President**  
Jordan School District  
[tonya.hodges@jordandistrict.org](mailto:tonya.hodges@jordandistrict.org)



**Colette Brown**  
**2019 Past President**  
University of Utah  
[cbrown@purchasing.utah.edu](mailto:cbrown@purchasing.utah.edu)



**Jason Steinmann**  
**2018 Past President & Chapter Ambassador**  
Granite School District  
[jjsteinmann@graniteschools.org](mailto:jjsteinmann@graniteschools.org)



**Christopher Hughes**  
**Director of State Purchasing & Board Member**  
State of Utah  
[christopherhughes@utah.gov](mailto:christopherhughes@utah.gov)  
Utah Chapter of NIGP



**Brooke Smith**  
**2021 Elected Vice President & PowerPoint Designer**  
Murray City Corporation  
[bsmith@murray.Utah.gov](mailto:bsmith@murray.Utah.gov)

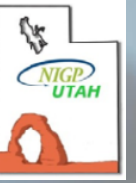




# WELCOME

How well does your chapter market membership benefits and resources and what are your methods for membership retention and growth?

*"Unity is strength. When there is teamwork and collaboration, wonderful things can be achieved."  
- Mattie Stepanek*



# Small to Medium Chapter Recognition

2018

2020

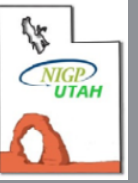


# Young Professionals

“Youth are a dynamic force that we are not tapping into. We need to use the tools that they understand.”

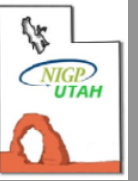
-Sheila Sisulu, Former Deputy Executive Director, World Food Program





# Member Survey

“Continuous improvement is better than delayed perfection.”  
-Mark Twain



# Mentorship

“Most of us don’t know everything. We need someone to which we can say “I’m not sure about this approach, can you help?”

— Alec Bashinsky, Global HR & Transformation Leader



# Study Group

“Success is no accident. It is hard work, perseverance, learning, studying, sacrifice and most of all, love of what you are doing or learning to do.”

-Unknown



# Publications

## Article

### *Protest Actions in Public Procurement: How to Provide Value as Counsel*

by Zachary Christensen

Working with a public entity can be a beneficial arrangement for many private sector companies. The State of Utah's operating budget for Fiscal Year 2020 is \$18.5 billion. (Budget of the state of Utah, <https://le.utah.gov/interim/2019/pdf/000002717.pdf>), making the State of Utah one of the largest economic opportunities in the state.

With such a substantial number of taxpayer dollars up for grabs, there are statutes, rules, and policies and procedures that must be followed. These guidelines are the Utah Procurement Code, see Utah Code Ann. § 63G-6a-101 *et seq.*, and the associated Administrative Rules, see Utah Admin. Code R35-1. The Procurement Code and its accompanying regulations apply to every procurement. See Utah Code Ann. §§ 63G-6a-103(57), -105(1). The Procurement Code mandates unique deadlines, remedies, and legal procedures; failure to abide by the Procurement Code may result in your clients waiving their rights.

The public procurement professionals, known as a "procurement unit," who create the solicitations (the invitation to offer documents) promote the purposes of the Procurement Code, which include transparency, fair and equal treatment of who participate, economy for the State, and broad-based competition. See *id.* § 63G-6a-102.

However, there are times when errors are made or the code may not be followed as expected. Procurement units may not be experts in everything that they procure. For example, when I first started in procurement I was a buyer for Lockheed Martin Space Systems Company, and I bought batteries for satellites and potentiometers. While I understood the procedure that had to be followed, I did not always understand the nuances in the statements of work and specifications. I had to rely on our subject matter experts for advice.

What happens if there is a problem? The code addresses that!

Ideally, vendors can clarify problems or confusing portions of a solicitation during the Question and Answer Period (the time frame that a vendor is allowed to ask questions) of the solicitation. But if the ambiguity persists, or if the issue has not been resolved, the vendor must act. Any element of the solicitation that is ambiguous, confusing, contradictory, unduly restrictive, erroneous, or anticompetitive *must* be identified by a vendor and protested before the solicitation closes, or the vendor forfeits the right to later protest under those grounds. See *id.* § 63G-6a-1602(7).

Parts 16 and 19 of the Procurement Code govern protests. These sections dictate the format, content, timelines, and supporting information required for a valid protest. Unfortunately, many clients do not engage attorneys in response preparation or submission. Accordingly, attorneys may only be involved after an award has been made and a client/vendor feels aggrieved or after the protest has been denied. An attorney's ability to effectively assist his or her clients may be limited by when the attorney is brought into the process.

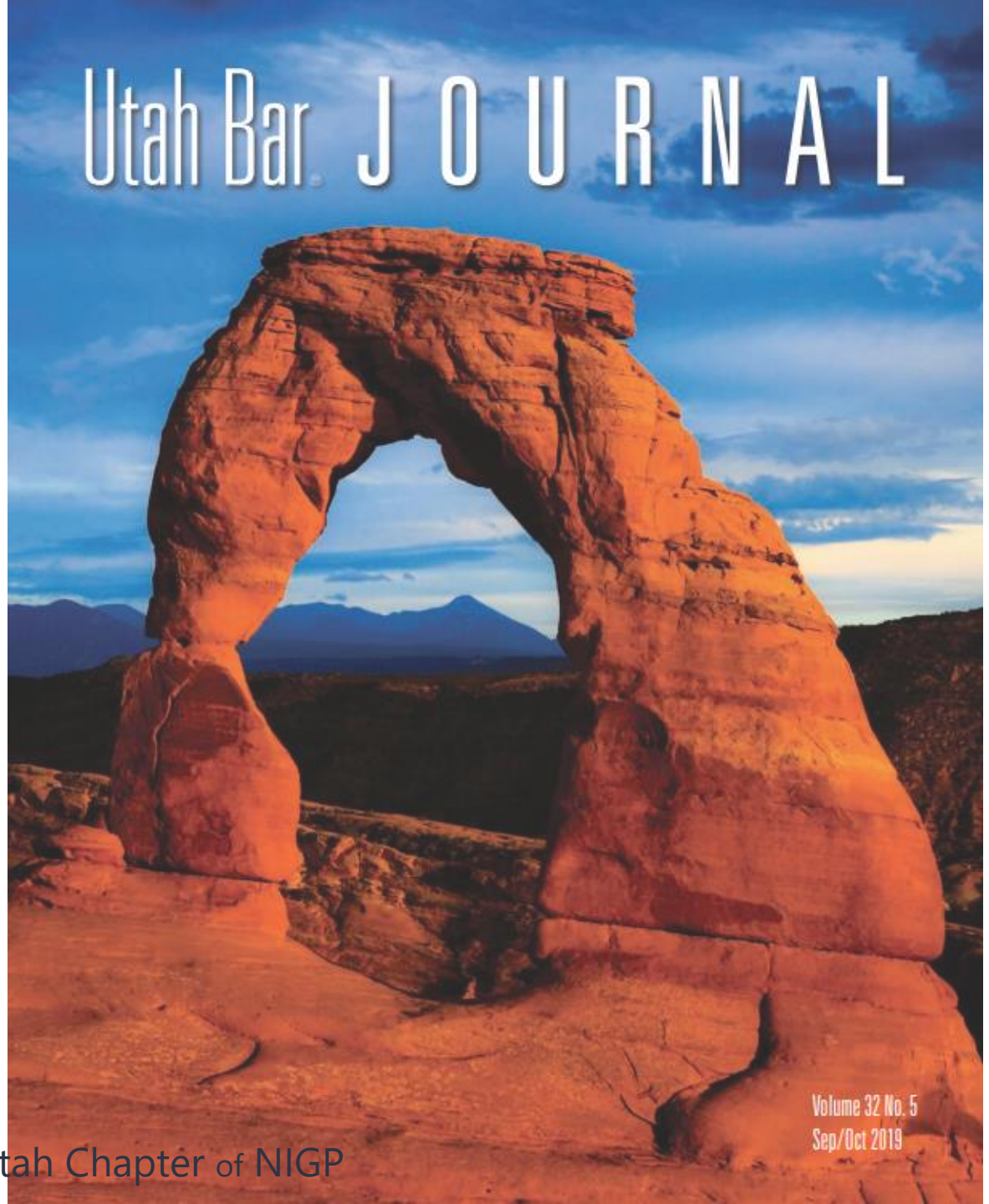
#### Protest

A vendor's ability to protest is limited to the closing of a stage of the solicitation. As stated above, if there are issues with the solicitation documents or requirements, the deadline to protest is the closing of the solicitation. In limited circumstances, a client may also protest seven days after the vendor knows or first has constructive knowledge of grounds for protest. See

ZACHARY CHRISTENSEN is the director of purchasing and contracts for the Utah State Board of Education.



# Utah Bar JOURNAL





# Reverse Trade Show

- Actively Engaged the Membership in committee and Day of Participation
  - 29 Agencies
  - 50+ Chapter Members in Attendance
  - Chapter Members Taught Courses
- Procurement Managers Met One-On-One with Vendors
- 307 Participating Vendors
- ~\$30,000 Raised for Scholarships & Professional Development



# Career Fairs

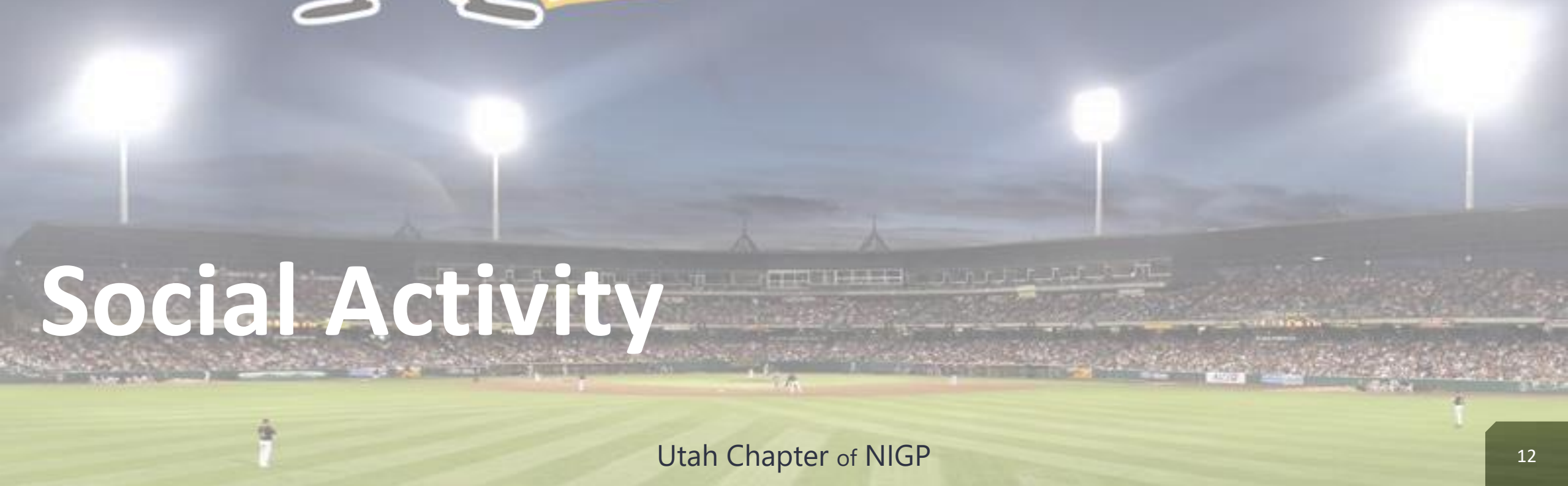


We're Recruiting

Utah Chapter of NIGP



# Social Activity



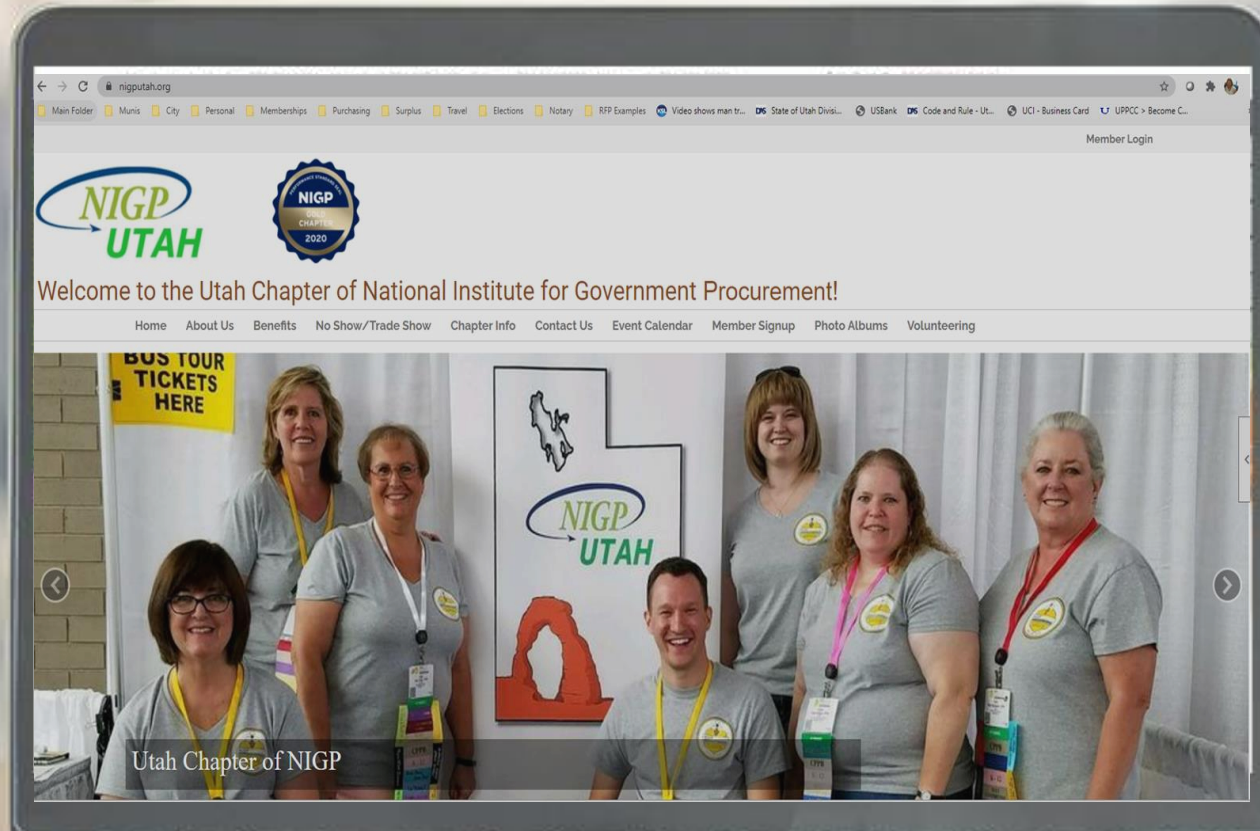
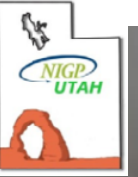


# Partnership



“The best collaborations create something *bigger* than the sum of what each person can create on their own.”  
-Unknown

# New Website



Announcing the new website..




# Searching for the Right Chapter Manager



- For many years, our chapter used Weebly as our chapter website. It wasn't as dynamic as it could be, so we conducted a search for possible chapter managers.
- ClubExpress was found to be the best value. They post their pricing directly to their website and all functions are available from the onset.
  - We chose the Starter Pack one-time setup package to help with the creation of the new website. To this day, their support team is available and responsive via both phone and email.


# Monthly Hosting Fee






**Monthly Hosting Fee**  
We only charge for active members.


**1 One-Time Setup Fee**  
From a DIY basic setup package to full fledged build-out service, we have several packages to get you up and running.



**Extra Cost Functions**  
Modules and functions that have additional one-time or annual fees.



**Payment Processing**  
A merchant account is built into the website, allowing you to accept credit cards. We also support PayPal.



**Design / Other Options**  
Several advanced setup options are available for an additional fee.

## MONTHLY HOSTING FEE

**Don't be fooled by misleading pricing comparisons on competitor websites!**

They charge for every contact in your database. ClubExpress only charges for active members; there is no charge for expired members and non-member contacts. We also don't charge for family members who don't need to login.

**And our fees include unlimited telephone support for admins and members. None of our competitors offer this!**

**Monthly Hosting Fee Calculator** ?

**How many active memberships in your club?**   
Does not include expired members or additional people attached to a membership. Each membership should be counted only once.

**How many other people need the ability to log in?**   
Additional household, family or business members attached to a primary membership above.

Monthly Hosting Fee \$24.00



# Calendar & Registration



Members can register for chapter meetings and other events through the website, which allows easy access to run reports to provide members a list of activities and continuing education credits for recertification and chapter scholarships



Home > Events

### Events - Grid View

The event calendar shows upcoming club events. Select a view then use the navigation buttons to move between dates. Click on the event to view more information, including the event description, times, location, fees and any rules regarding attendance; you can also register for events from this screen. Click on the magnifying glass on the toolbar to see search and filter options.

Switch to List View Show Search Add QuickEvent Attendance Today Legend

Feb	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Apr
23	24	25	26	27	28	29	30	
1	2	3	4	5	6	7	8	
8	9	10	11	12	13	14	15	
15	16	17	18	19	20	21	22	
22	23	24	25	26	27	28	29	
29	30	31	1	2	3	4	5	

Utah Chapter of NIGP

Print Calendar

# Calendar & Registration Continued



## Events - Event View

This is the "Event Detail" view, showing all available information for this event. If the event has passed, click the "Event Report" button to read a report and view photos that were uploaded.

### Reverse Trade Show - Vendor Sign Up

#### THIS IS YOUR ONCE-A-YEAR OPPORTUNITY

MEET WITH GOVERNMENT PURCHASING PROFESSIONALS  
FROM THROUGHOUT THE REGION ALL IN ONE PLACE, AT ONE TIME!

Meet, greet and connect with governmental purchasing professionals from various governmental agencies including

- state agencies
- municipalities
- counties
- public utilities
- airport and transportation authorities
- elementary and secondary educational entities
- colleges, universities
- and more!

If you sell to government agencies - or you want to this is a **MUST ATTEND** event!

BRING LOTS OF BUSINESS CARDS AND BROCHURES - YOU'LL NEED THEM!

#### What's a Reverse Trade Show?

It's the opposite of a regular trade show. Government agents who work in purchasing departments will staff their booths with information to share, and vendors interested in selling to governmental agencies move from booth to booth visiting the agency staff members.

- Showcase your products and services.
- Make new and important contacts with government buyers.
- Renew existing relationships.
- All in one place, on one day!

VENDORS DO NOT EXHIBIT - no booths to set up, no heavy lifting! It's a great way to present your products and services to purchasing professionals. Only 4 attendees per company.

#### Schedule of Events

8:00am - Sign in  
9:00am - Key Note Address: TBA  
10:00am - 2:00pm - Reverse Trade Show  
10:00am - 2:00pm - Break Out Sessions

Lunch will and refreshments will be provided.

Show admin options

Mark Attendance

Event Report

Add to my Calendar

Created the ability for both public agencies and vendors to register for the next Reverse Trade Show. This saved the chapter money by not needing to use another registration and payment collection service.





# Mass Emailing



- ClubExpress offers the ability to mass email all members, committees, etc.
- There is also a module to help create formatted emails depending on the type of communication, newsletters, announcements, etc.
- Each mailing comes with its own metrics.

## Emailing Administration

This module allows you to send emails to the whole membership or smaller groups of members. If Status is 'Draft', the email has not yet been sent. Sent emails can be viewed in the emailing distribution lists.

**Search For Emailings**

Start Date  Finish Date

Subject

Category

Include Archived Emailings

Page 1 of 2

Status	From	Subject	To	Maintain
Sent on 11/17/2020	Brooke B. Smith	Link to Chapter Meeting	All active members	
Sent on 11/17/2020	Brooke B. Smith	REMINDER: NIGP Meeting - Novem...	All active members	
Sent on 11/6/2020	Brooke B. Smith	NIGP Meeting Registration - No...	All active members	
Sent on 10/26/2020	Brooke B. Smith	Fall 2020 Newsletter	All active members	
Sent on 10/21/2020			members	
Sent on 10/13/2020			members	
Sent on 10/8/2020			members	
Sent on 10/6/2020			members	
Sent on 9/18/2020			members	
Sent on 9/14/2020			members	
Sent on 9/3/2020			members	
Sent on 9/1/2020	Brooke B. Smith	Utah Chapter Announcement	All active members	
Sent on 8/25/2020	Brooke B. Smith	NIGP Utah Chapter - August 202...	All active members	

**Emailing Results**

Sent 172

Opened 79 (45.93 %)

Not Allowed 16

Bounced 4

Bad Address 1



# Document Repository



- A resource library is available to members to upload forms, documents and solicitation documents to share with others, or to search for information themselves
- Chapter newsletter archives



[Home](#) > [Document Library](#)

## Document Library

Documents are organized into folders. Hover over a folder to view that folder's description. Click a folder to view its documents. The document (if enabled). You may also download the document from within the details window, or the download arrow next to the document

Expand All Collapse All Search

### Document Folders

- Solicitation Samples RFP
- Chapter Documents
- Newsletters
- Prof. Development Certificates
- Manager and Buyer of the Year
- Scholarships and Grants
- Past Chapter Presentations
- Specification Library
- Board Documents
- NIGP Emailed docs
- Non-Member Docs

### Chapter Documents

Includes Chapter Handbook and ByLaws

- Scholarship Application
- UCNIGP New Scholarship Program
- Manager of the Year nomination form
- Buyer of the Year nomination form
- Available Mentors
- Mentoring Manual
- NIGP Utah Chapter ByLaws
- Utah NIGP Handbook



# Features & Resources



- Membership fees can be paid directly through the website
- Job postings are listed
- Online member directory is available



Home About Us Benefits No Show/Trade Show Chapter Info Contact Us Event Calendar

Home > New Member Sign Up

## Member Sign Up

Select the type of membership that you are signing up for. Note that some membership types may have eligibility requirements which you must meet in order to sign up using that type a previous step if you need to update information already entered.

**⚠️ Already a member? [Click here](#) to login and renew your membership.**

Membership Type  ▼

This is a Regular member of the chapter does not have a National NIGP membership.

This membership type requires approval.

New Expiration Date

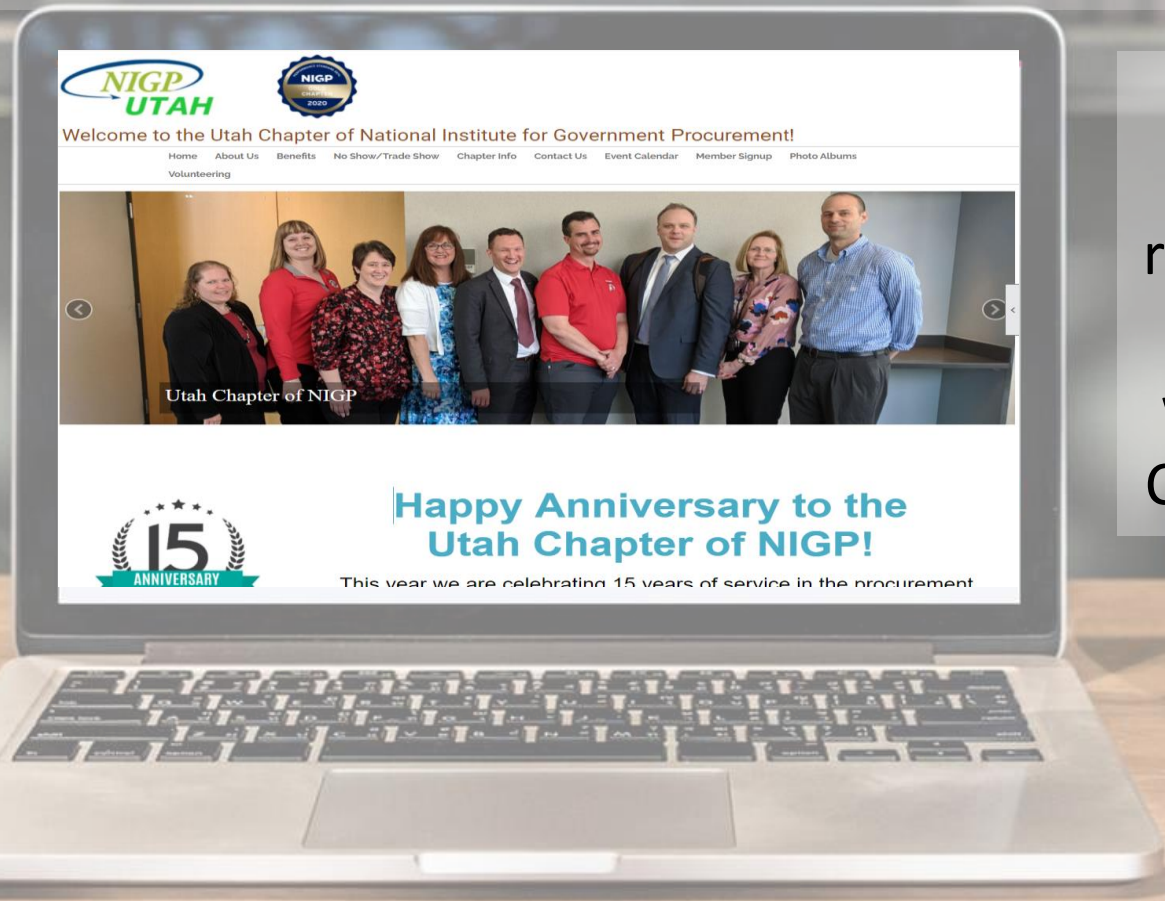
How did you hear about us?  ▼

# Benefit of Website Personalization



One of the best features is control of the content found on the website, especially the home page.

We are celebrating our 15<sup>th</sup> anniversary as a chapter this year and were excited to win many awards from NIGP National.



Within minutes of receiving the recognition we had it live on our website with the help of the ClubExpress support.



# Website Questions



Very passionate about ClubExpress

If you have any other questions, I would be happy to respond.

Email:

[cbrown@purchasing.Utah.edu](mailto:cbrown@purchasing.Utah.edu)

-Colette Brown



# Summary

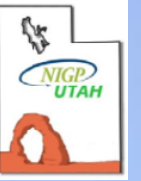


- \* Young Professional Involvement
- \* Member Surveys to understand their needs
- \* Social events in addition to meetings
- \* Partnerships- State or other agencies
- \* Additional Member Resources  
(Certification Study Groups, Chapter Sponsored NIGP Courses, etc.)
- \* Unique Recruitment Ideas (Career Fairs)
- \* Chapter Website ClubExpress
- \* Promote the Profession



# Final Questions





# Outstanding Chapter Award

# Thank you!