"A Word From The President"
Clifton Crawford, New Castle County Government

Dear DPPA Members,

Thank you for the opportunity to serve as DPPA’s President for the 2018-2019 term. I am honored and excited to be the President and I will work to extend and build on DPPA’s legacy. I would like to thank the past officers for their leadership and guidance and the new officers for volunteering their time and dedication to enhance our association.

Our membership goal for this year is to increase membership by 25%, therefore; we dedicated our First Quarter Meeting as our Membership Drive Meeting. Four attendees from Delaware State University attended the First Quarter Meeting and all four are now members and the new member from the Wilmington Housing Authority, will attend the next meeting. I would like to welcome the new members into our DPPA family and thank the current members for their support in growing our association. Please go to our website DPPA1.org for membership information.

This year DPPA started a new Sponsorship Program, chaired by Tina Romano which will give vendors an opportunity to sponsor our Website, Newsletter and our Quarterly Meetings. Since rolling out the sponsorship program several vendors has already signed up to be sponsors.

For more information on being a sponsor, please feel free to visit our website www.dppa1.org or contact Tina Romano at (302) 576-2420.

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Chapter Education

“Fundamentals of Risk Management and Insurance”
Instructor: Ms. Debra Lawhead - State of Delaware

The Delaware Public Purchasing Association’s first quarter meeting was held Thursday, February 15th at the Dover Public Library in Dover. This year the chapter decided to restructure the meeting agendas to include 1 hour of instruction/education and 1 hour for the meeting sponsors to educate the members on their services. In order to ensure there was ample time to cover chapter business the members decided to extend the length of the chapter meeting by 30 minutes.

Our instructor for this meeting was Ms. Debra Lawhead from the State of Delaware Insurance Coverage Office. Ms. Lawhead has worked 30 years for the state and is very experienced in the field of Risk Management and Insurance. During this session she covered risk transfer mechanisms, indemnity agreements and common provisions identifying scope of indemnity.

The members learned the fundamentals of risk management; which consisted of how to analyze risk factors to determine if the amount of insurance carried by a vendor is enough to cover any liabilities which may occur. She stated sometimes when constructing a bid, procurement officers tend to focus more on the specifications and the insurance is often an afterthought. The members obtained a better understanding of analyzing risk factors and the importance of vendors submitting proposals carrying adequate insurance.

The three Key Factors of Risk Transfer Mechanisms:

1) Risk management strategy in which an insurable risk is shifted to another party (the insurer) by means of an insurance policy. Insurance is a mechanism through which firms can reduce negative financial consequences of an uncertain event or possible financial loss.

2) Risk value is the estimated quantity computed by multiplying the likelihood (probability) of the occurrence of a negative event by its likely impact in money terms.

3) An indemnification clause obligates one party (the "indemnitor") to compensate the other party (the "indemnitee") for losses or damages (physical injury or monetary) caused by that other party. In its purest form, indemnity is intended to save a party from the legal consequences or from the outlay of money for defense costs, damages, etc. thus shifting all or partial responsibility for payment to the party who caused the damages.

For a better understanding of the State of Delaware’s Risk Management policy, please review Delaware Code, Title 18, Chapter 84, “Risk Management, Own Risk and Solvency Assessment” or please feel free to contact Debra Lawhead at 302-739-3651. A copy of the power point presentation used during this meeting can be located on the website under the “Members Only” section.

Thank You, Ms. Lawhead!
General Meeting Sponsor

US Communities

Have you ever found yourself in a position where you need certain goods or services and you could not find a contract? Usually, we think we need to start the laborious process of developing an RFP, but not if you use a coop. Every year the use of cooperative contracts in public procurement are becoming more and more popular.

Given the financial pressure today’s agency’s are facing, collaborative purchasing efforts are more important than ever before. Many institutions don’t realize just how much a purchasing cooperative can help with the procurement process. Cooperatives leverage the combined purchasing volume from many different entities, thereby increasing the purchasing power of each individual.

Ms. Bryna Bartlett, Area Representative from US Communities, explained the importance of using coops, primarily US Communities. U.S. Communities is the leading national cooperative purchasing program, providing world-class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institution, and nonprofits looking for the best overall supplier government pricing.

U.S. Communities Government Purchasing Alliance is a government purchasing cooperative that reduces the cost of goods and services by aggregating the purchasing power of public agencies nationwide. U.S. Communities provides world class procurement resources and solutions to local and state government agencies, school districts (K-12), higher education, and nonprofits. Their participants have access to a broad line of competitively solicited contracts with best in class national suppliers.

With U.S. Communities, agencies can utilize competitively solicited contracts to help save time and resources while still meeting state, local and federal purchasing requirements. All cooperative purchasing contracts from U.S. Communities have been competitively solicited by a lead public agency and meet our rigorous cooperative standards and supplier commitments. Each supplier commits to delivering their best overall government pricing so you can buy with confidence.

We are honored to have US Communities as our first Meeting sponsor and would like to especially thank Ms. Bryna Bartlett for taking time to educate us on all the benefits of using US Communities.

Thank you, US Communities, for your support and sponsorship!
Delaware Legislation

DELaware STATE SEnate—149th GENerAL ASSEMBLY

SENATE BILL NO. 145 1/2018

An act making appropriations for the expense of the State Government for the fiscal year ending June 30, 2019; specifying certain procedures, conditions and limitations for the expenditures of such funds and amending certain pertinent statutory provisions.

HOUSE BILL NO. 216 6/2017

This amendment to Section 8-200 of the Charter of the City of Wilmington raises some of the threshold amounts for bid requirements in the procurement process. The purpose of the amendment is to improve City of Wilmington procurement procedures, increase public access to City of Wilmington contracting opportunities through the authorization of internet advertising, and authorize the City of Wilmington to participate in cooperative purchasing agreements with other public procurement agencies.

House Bill No. 76 5/2017

This bill requires that all contractors and subcontractors are required, independently or through agreement with other organizations, to provide craft training for journeyman and apprentice levels through a bona fide program approved by and registered with the State of Delaware or the United States Department of Labor for projects in which workers shall be paid the prevailing wage under § 6960 of Title 29.

House Bill 221 6/2017

This bill creates a 3-year exemption for county and municipal government contracts from prevailing wage requirements. Also the local governments will prepare cost study comparison reports for the Controller General's Office to compile and report to the General Assembly.
**Procurement Month**

“When we celebrate Procurement Month, we acknowledge an elite group of professionals that have made a difference in governmental efficiency and effectiveness. This month provides the opportunity to help educate elected officials, administrators, taxpayers and vendors about the procurement process and the admirable work you perform every day.” - NIGP

In honor of Procurement Month, Mayor Robin Christiansen, City of Dover, recognized the value and resources the Delaware Public Purchasing Association provide for the procurement community. In the Proclamation, he urged all Delaware citizens to recognize the influences of all the purchasers and materials management professionals have on the economy throughout the state.

The below proclamation was presented to DPPA, through Barry Wolfgang from the City of Dover.

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**PROCLAMATION**

Whereas, the purchasing and materials management professions play a significant role in the efficiency and effectiveness of both government and business; and

Whereas, purchasing and materials management professionals through their combined purchasing power, spend billions of dollars every year and so have a significant influence upon economic conditions throughout the world; and

Whereas, the Delaware Public Purchasing Association and other professional purchasing associations throughout the world engage in special efforts, during the month of March to inform the public about the importance of the role played by the purchasing profession in business, industry and government.

NOW, THEREFORE, I, ROBIN R. CHRISTIANSEN, MAYOR OF THE CITY OF DOVER, DELAWARE do hereby proclaim March 2018 as

PURCHASING MONTH

in the City of Dover and urge all citizens to recognize the influence of purchasing power on our economy.

---

If you would like to help, we will be accepting all donations until May 23, 2018. Please contact:

**New Castle Area** - Clifton Crawford  
302-395-5262

**Dover Area** - Kimberly Cuffee  
302-672-5496

**Bethany Beach Area** - Lisa Tusick  
302-402-4002
DPPA MEMBERSHIP ON THE RISE!

By Barry Wolfgang - Membership Chair

The old saying, “there is strength in numbers” is true. With that in mind, the first DPPA meeting of 2018 was designated as a Chapter Membership Drive. The Chapter set a goal for this year to grow the associations’ membership by 25% before the 4QTR Meeting. We are pleased to announce we are well on our way to meeting our goal.

During the first meeting all members were encouraged to invite at least one potential new member to attend and learn about DPPA. We were fortunate to have four people from Delaware State University and all four are now members. To show our appreciation for taking the time to attend, the Chapter treated all of them to lunch. Even though the day was rigorous we were able to spend time getting to know each of them during our break. Our other new member from Wilmington Housing Authority found our chapter on the NIGP website and sent in her application. We look forward to meeting her, personally, when she attends the 2QTR meeting.

We are pleased to announce, as of the publication of this newsletter, our membership has grown by 5. With that being said, we would now like to introduce and welcome each of them into the DPPA Family!

♦ Monica Hall - Executive Director of Purchasing & Policy Compliance, Delaware State University

Monica is a New Jersey native with over 20 years of experience as a legal professional. After relocating to Delaware in 2008, she started her state government career with the Public Service Commission in Dover. Monica joined Delaware State University in 2014 as the Associate Director of Policy Compliance. She currently holds the position of Executive Director of Purchasing and Policy Compliance with the responsibility of managing the procurement and compliance functions of the University.

♦ Doris Hicks - Purchasing Specialist, Delaware State University

Doris started her career at Delaware State University as a mailroom clerk and progressed through the ranks to the role of Mailroom Supervisor. She joined the University’s purchasing department in 2011 as a Purchasing Specialist and has become an integral member of the team. Doris recently celebrated her 40th year at DSU!

♦ Salina Spencer - Purchasing Coordinator, Delaware State University

Salina has worked in the procurement field for ten years serving both the United States Air Force and the State of Delaware. She is currently a Purchasing Coordinator at Delaware State University. Salina is responsible for reviewing all requisitions for compliance and proper approval prior to creating a purchase order. She also serves as a trainer for the University’s travel/purchase card programs as well as E-Marketplace.

more than a membership
IT’S A PARTNERSHIP
♦ Robert Zipp - Purchasing Coordinator, Delaware State University

Bob has been a Purchasing Coordinator for Delaware State University for the past three and a half years. During that time Bob has attended the State of Delaware training courses for procurement I & II, First State Financial (FSF) and attended workshops for procurement at the 2017 NIGP Conference in 2017 in Dover, DE. As a purchasing coordinator at DSU Bob works across the campus, with all departments, to provide guidance through the procurement process at the local, state, and federal level. As part of the DSU purchasing team Bob has experience working with RFP’s, invitations to bid, contract review, vendor analysis, budget review, and purchase planning. Bob’s previous experience centers on a sixteen-year career in the culinary/hospitality field.

♦ Laverne Hanson - Procurement Chief, Wilmington Housing Authority

LaVerne Hanson, Procurement Chief of Procurement and Contracting at the Wilmington Housing Authority (WHA), manages procurement and contracts and is responsible for the procurement and contracting operations for the federally funded Public Housing. She has the authority to enter into and administer a contract on behalf of WHA; change or terminate an existing contract; and make determinations and findings relating to the contract.

LaVerne also manages the procurement process; develops procurement policies, procedures, and activities covering construction and administrative services; serves as the in-house technical expert in the areas of procurement, contracting, in accordance with the WHA’s Procurement Policy, HUD regulations, and federal and state statutes and in conformance with modern procurement practices. LaVerne has been at WHA since 2000 and has been in current position since October 2017.

Welcome

The “Delaware Connections” newsletters are published in January, March, June and October—one month after the general meetings. If you have an idea, story or article you would like to see in the newsletter, please submit them to
kimberly.cuffee@state.de.us

Our Chapter Growth
2017 : 2 New Members
2018 1QTR : 5 New Members
2018 2QTR : ???????
“Halfway to our Goal!”
Way to go, DPPA!

2018 DPPA Membership Applications are available on the website.
If you have any questions, please feel free to email Barry Wolfgang at bwolfgang@dover.de.us
The leadership Symposium was held Thursday, February 22 through Saturday, February 24, 2018 at the Hyatt Regency -Dulles in Virginia. This year’s theme was “Timeless Leadership” which looked at leadership through the eyes of “Alice in Wonderland”. The purpose of this symposium was to arm chapter leaders with the skills and knowledge needed to be effective leaders. This year, the Chapter was fortunate to be able to send two members, Lisa Tusick, Chapter Treasurer and Kimberly Cuffee, Second VP.

After checking in, we had the opportunity to tour the NIGP headquarters which was located within a 3 minute walk from the hotel. When we arrived we were greeted by Laura Shelter, Director of Content & Research Development, who lead the tour. NIGP occupies the entire third floor and the tour took approximately 10 minutes. During our tour we had the opportunity to meet many of the NIGP staff and see them hard at work. Once we returned back to the hotel it was time to prepare for the event on Friday, by making a Mad Hatter mask or hat.

The Symposium officially started Thursday -5:30 pm with a “Mad Hatter” meet and greet. During this time we had the opportunity to relax and get to know some of the attendees. After getting familiar with one another it was time to move on to the “Xtream Tea Party” workshop. At the workshop we sat at different tables for several 20-minute sessions to brainstorm topics such as Sponsorships, Social Media, Member Engagement, Hosting NIGP Classes, Increasing Membership and many others. This portion of the evening was fast-paced and highly engaging, but we were able to exchange many different ideas and find solutions to common Chapter issues.

Friday was the beginning of the intense sessions on getting to know what style of leaders we were and what were our strengths and weakness. These sessions were facilitated by Dr. Steven Swafford and Jill McCrory from Leadership Outfitters. Their practical application methods of leadership allowed us to share knowledge and ideas while sorting through various new approaches. Some of the key areas focused on were how to evaluate your individual strengths to be an effective leader, recognizing different individual behavior and communication styles, problem solving, utilizing the SOAR method, (a new and innovative methodology to develop a strategic framework) and how to effectively use “Mind Mapping”.

Saturday sessions were from 8 am to 12 noon, which focused on teamwork and how to motivate volunteers. At the conclusion, Jack Adger, NIGP Governing Board Chair, thanked everyone for being so dedicated and also informed us this year there were a record number of attendees from 54 different chapters, to include attendees from as far away as Alaska.

In summary, attending the 2018 Leadership Symposium was definitely educational and eye opening. We left with the increased knowledge of different leadership styles and with the skills and methods to relate to various types of people. Everything we learned during this symposium would not only benefit the chapter, but we could apply to our individual places of employment. Thank you to the NIGP staff, especially Jennifer Steffan, for planning a wonderful symposium.
MAINTAINING PROCUREMENT PRINCIPLES AS TECHNOLOGY ADVANCES

"A position paper from NIGP: The Institute for Public Procurement on the importance of maintaining principles in our profession and the challenges presented by an ever-changing environment."

POSITION

The growing use of technology is having a positive impact on procurement operations. As technology advances, NIGP: The Institute for Public Procurement believes in the importance of maintaining procurement principles.

NIGP and its members are committed to transparent procurement operations in pursuit of obtaining the best value while maintaining the integrity of public funds. Maintaining principles in procurement practice defines and provides a foundation for the profession, both now and in the future. As advances in technology now permeate procurement activities, it is incumbent upon procurement professionals to understand the potential implications of technology utilized in procurement systems in their organization.

PROCUREMENT PRINCIPLES IN A CHANGING PROCUREMENT ENVIRONMENT

NIGP’s “Guiding Principles establish the fundamental norms, rules, or ethics that represent what is desirable (values) and affirmative for our profession and help us determine the rightfulness or wrongfulness of our actions. Principles are more explicit than values, and are meant to govern action.” 1 It is important for public procurement professionals to keep these principles in mind in today’s changing procurement environment characterized by the increased use of technology for sharing and processing information.

The use of sourcing tools to accomplish tasks such as soliciting, receiving, and evaluating offers increases the speed of procurement transactions while improving transparency. However, as technological advances evolve, public procurement professionals must remain vigilant to how these changes affect their established procurement processes, as well as their stakeholders, including internal and external customers, elected officials, and the public.

While public procurement professionals are responsible for their own actions and conduct, they also have a role in ensuring the conduct of internal stakeholders and their suppliers. Formalization, through procurement policy, of this role may not currently be a consistent practice across all agencies, but it is a practice commonly seen in organizations with centralized procurement authority.

MAINTAINING PROCUREMENT PRINCIPLES AS TECHNOLOGY ADVANCES

Continued from page 9

When such policy is in place to formalize public procurement’s role of monitoring principled conduct, it generally empowers procurement with the authority “to ensure procurement is conducted in a manner that is fair, transparent, responsible, and ethical. The public, including suppliers, are right to expect this conduct in the procurement process. In addition, “procurement should also include an understanding of suppliers’ operations and the procurement professional should offer guidance and support when improvement is necessary or appropriate.”

The effective use of technology will facilitate fair, open, and transparent access to procurement information. However, technology can also enable shortcuts or otherwise remove professional judgment at a particular step, which in the worst case could lead to fraud. The implementation of technology-based procurement and sourcing solutions does not change the underlying laws and policies, but nonetheless can change how a procurement process is conducted. Procurement professionals should examine all such changes to preserve process integrity and to perpetually strengthen basic procurement values. Those values include, but are not limited to, fairness, inclusion, and competition.

TECHNOLOGY CHALLENGES

Failure to maintain procurement principles can occur in both traditional and technology driven procurement environments. This paper highlights the novel or unrecognized means through which unprincipled behavior may result from technology-based transactions. In this environment, the opportunity exists for the exercise of judgment and discretionary decision making by the procurement professional. A Universal Public Procurement Certification Council (UPPCC) certified procurement professional can help assess circumstances where flawed or changed system design may enable unprincipled conduct.

To read the entire document, please visit the NIPG website under the “Find Procurement Resources/ Guidance/ Position Papers” tabs.
2018 Area II Conference

The 2018 Area II Conference & Tradeshow hosted by PAPPA will take place October 24 through October 26, 2018 at the Double Tree By Hilton, King of Prussia, PA

For more information, please visit www.papainc.org

2018 NIGP Forum

August 19, 2018 to August 22, 2018  
Nashville, Tennessee At The Gaylord Opryland

The NIGP Annual Forum is the largest North American educational conference exclusively for individuals in public procurement. This is a once a year opportunity to engage in professional development and network with others in public procurement and the supplier community.

The products exposition provides an opportunity to discover the latest products and services available to the government from a vast array of suppliers. The educational component of the conference covers the latest hot topics, best practices, resources and skills to help improve job performance and provide professional development.

NIGP MEMBER  NON-MEMBER

Full Conference  $940.00  $1265.00
Conference Only  $820.00  $1140.00

~ FUTURE FORUMS ~

FORUM 2019  FORUM 2020
Date: August 23 - 26  Date: August 25 - 28
Location: Chicago, IL  Location: Austin, TX

Registration now open!!
Go to www.nigp.org for more details.
Meeting Sponsor

"U.S. Communities is the leading national cooperative purchasing program, providing world-class government procurement resources and solutions to local and state government agencies, school districts (K-12), higher education institutions, and nonprofits looking for the best overall supplier government pricing."

- We set the standard for Cooperative Purchasing Solutions!
- NIGP Accredited Cooperative (NAC) distinction.
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Chapter Newsletter Crossword

Across
4 In the NIGP Position Paper it states principles are more _____ than values.
7 Who was the first Chapter Meeting Sponsor?
10 Newsletter sponsor "Staples" has been helping business for ___ years.
11 What was the last name of the Governor who built the Dover Capital Building?
12 The NIGP Position Paper focuses on ________?

Down
1 Risk Transfer Mechanism consists of Strategy, Value and ___ clauses.
2 With your NIGP membership you have access to an online library of ___.
3 What city is the NIGP Forum being held in?
5 The Leadership Symposium theme was "_____ Leadership".
6 The acronym for the new method of developing strategic framework is ________.
8 In one of the House Bills, it states there is a ________ year exemption from prevailing wage requirements.
9 UniFirst states "not all uniform companies are created ___".

Answers are located throughout the newsletter.
Are you a member of NIGP??

Membership Benefits

- Tools to support your day to day activities.
- Online document library containing thousands of RFP’s
- Members discounts on all educational programs and classes
- Various procurement resources
- 18 Free webinars on relevant, real world trending procurement topics
- Study Tools to help you prepare for your certification or recertification’s.
- Free subscriptions to the Go Pro and N Forum
- Discounts to attend NIGP National Forums

www.nigp.org

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First Vice President
Wendy Brown

Second Vice President
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Kimberly Jones

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Tina Austin

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Frank Penta

Electronic Media Chairperson
Latonya Frieson - Jones

VACANT Education Committee

DID YOU KNOW?

When you think of St. Patrick’s Day, you probably think of Leprechauns, wearing green, parades, and people saying, “Kiss Me I’m Irish.” On this day everybody claims to be a little Irish, which is all well and good, but I bet you don’t know much about the holiday’s origins.

Patrick’s Day was first celebrated in America in 1737 and is celebrated every year on March 17th, honoring the Irish patron saint, St. Patrick.

Celebrations are largely Irish culture and typically consist of feasting on traditional Irish food, such as corned beef, cabbage, coffee, soda bread, potatoes, and shepherd’s pie. On this day most people claim to be a little Irish, but across the country only 11 percent of residents lay claim to Irish ancestry.

So, this March 17th put on your best green clothing, watch parades and toast the luck of the Irish, even if you are not Irish. In public procurement, we all could use a little luck!

Happy St. Patrick’s Day!