STRIVES TO MAINTAIN THE HIGHEST STANDARD OF ETHICS, INTEGRITY, PUBLIC TRUST AND AWARENESS IN THE PUBLIC PROCUREMENT PROFESSION.
Happy National Procurement Month!

Greetings Chapter Members: We have filled many committee positions for 2018 but we are always looking to best utilize the skills of our members to advance the interests of our profession and our association. Please reach out to the Board of Directors if you are interested in getting involved, even if you have limited availability, we may be able to find an opportunity for you to help you get the most out of your membership.

Thank you to Jessica Graham, Michael Thornton and Tabatha Freedman for all their hard work in processing the Scholarship applications. We have been able to allocate $30,000.00 back to the membership for scholarship due to the Reverse Trade Show. This event is the reason we have been able to provide scholarship points as a membership benefit. Please let us know if you are able to volunteer to assist with the Reverse Trade Show this year, even if it is simply from the comfort of your own desk or a one-time part.

Remember to register for our March membership meeting. We have surprises in store for you, including the fun excitement of our educational round-tables and your celebratory gift.

Interested in joining our team at this year’s NIGP Forum in Nashville, Tennessee? Don’t forget contact our exceptional Vice President, Tabatha Freedman, regarding your Group Registration discount!

If your agency is being recognized by your Governing Body for Procurement Month please send a copy of your proclamation to secretary@cfcnigp.org for inclusion in the next newsletter. We would love to recognize all the achievements of our Agencies and Members! Also, please let us know if you have been awarded an AEP or FAPPO award.

Best Wishes,

Damaris Nazario, CPPB, Procurement Analyst II
CFC NIGP President
March is Procurement Month!

Join us for our March 16, 2018 Procurement Month Meeting with round table discussions with great topics and a celebratory Procurement Month member gift (this is a good one!) Procurement Month festivities will end with our Family Day Picnic on April 7, 2018 at Wekiva Island in Longwood, FL. Sign up today at www.cfcnigp.org If you’ve never been to this location, it is amazing and a great place for family fun!

Thank you to everyone in our Chapter for electing me to serve as Vice President 2018-19. We look forward to providing another year of educational, networking, and volunteer opportunities to our members. Contact the board with your ideas and interests.

Tabatha Freedman, MBA, CPPO, CPPB—Senior Procurement Analyst
CFC NIGP Vice President

Happy Procurement Month!

I want to thank everyone in the Chapter for electing me to serve as the Chapter Treasurer for the next two years. I have enjoyed volunteering with the Chapter these past few years, and I am excited for this new opportunity.

Many thanks to Tabatha Freedman for the fabulous job she has done as the previous Treasurer, and for the ongoing training.

I look forward to interacting with each of you this year, and I encourage you all to email or call me if you have any Treasurer related issues! I look forward to seeing you all at our March meeting.

P.S. Don’t forget to sign up for Family Day! It will be an exciting day at Wekiva Island.

Jessica Graham, CPPB—Sr. Specialist (Buyer II)
CFC NIGP Treasurer

Happy Procurement Month!

Damaris and I just got back from NIGP’s Leadership Symposium in Virginia, the theme was the Mad Hatter’s Tea Party, we had a blast and hope to share some new ideas with the chapter. They had a bunch of team building exercises and understanding different leadership styles and personalities. The puzzle this month is “Strengths based Leadership” hope you enjoy it.

See you at the March meeting and don’t forget to sign up for Family Day!

Lisa Kesecker, CPPB—Senior Buyer
CFC NIGP Secretary
FORUM—EARLY GROUP REGISTRATION

Hello Chapter Members!

Planning on attending NIGP FORUM this year in Nashville, TN? Contact me to obtain our Group Discount! The Chapter has seven (7) attendees so far for NIGP FORUM for 10% off! Four (4) more folks and we qualify for 15% off! You will need a hotel room and our form located on our website under Document and Files, Events, 2018 NIGP FORUM Group Early Bird Registration Form.

Thanks! Tabatha
vicepresident@cfcnigp.org

Group Discounts

3-9 Registrants = 10% off Group Total
10+ Registrants = 15% off Group Total

These discounts apply to FULL CONFERENCE packages only (conference only and daily packages are not eligible).

Early - Through April 30, 2018

<table>
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<th></th>
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Early Registration Discount!

Programming Committee Chair:
Tabatha Freedman, MBA CPPO, CPPB
tfreedman@volusia.org or 386-822-5788
vicepresident@cfcnigp.org
Happy Procurement Month!
This is the perfect time to help educate elected officials, administrators, taxpayers and suppliers on the significant job you, the public procurement professional, perform every single day.

Please forward event photos, proclamations, activity descriptions to cpatin@nigp.org for inclusion in Procurement Month 2018.

Procurement Month Scavenger Hunt
And speaking of activities, we’ve created a Procurement Month Scavenger Hunt. Follow the clues and scour our website, you could win a $250 gift card. The HUNT begins today and ends on the 31st. Winner to be selected at random and notified on Monday, April 2nd via email. One entry per person please.

Look for other highlights throughout the month such as a Special Webinar on Tuesday, March 20 that's open to Members and Non-Members on Compliance Principles for Sustainable Federal Buildings.

Enjoy your special month... your special day ...March 14th is Professional Buyer’s Day...and let the HUNT begin!
Orange County kicked off Procurement Month with a Procurement Recognition Breakfast. We watched some of the NIGP videos featuring the Worlds Worst Procurement Professional. We also shared our individual stories of how we “fell” into procurement and the most interesting/challenging project we’ve worked on. We then wrapped up with this group photo. (Some staff were out of the office, but not forgotten).

So proud to be a part of this amazing team. They constantly inspire me to be the best I can be and it makes coming to the office everyday enjoyable.

Looking forward to more procurement month events that we have planned!

Carrie Woodell, MPA, CFCM, CPPO, C.P.M., CPPB, APP
Procurement Division Manager
Please join the Central Florida Chapter of NIGP as we share a day at Wekiva Island. The picnic will start around 11:00 am, and end before the park closes. We have reserved the Classroom and Sanctuary Deck location at the park, http://wekivaisland.com! $1 per person entrance fee. Bring your chairs and games! The park opens at 8:00 am and offers a variety of activities for you and your family such as canoeing, kayaking, paddle boarding, hiking, etc.

The Chapter will provide the hamburgers, hot dogs, and water. If you would like to bring something different to grill or drink, feel free. No outside alcohol is allowed.

Please bring a side dish or an appetizer to share.

The Tooting Otter is Wekiva Island’s outdoor and indoor bar and you can buy cocktails there!

Please register on the Chapter web site to attend the event (we don’t want to run out of food!).

See you there!!!

Contact Diane Wetherington at 407-246-3633 or diane.wetherington@cityoforlando.net.

Wekiva Island 1014 Miami Springs Drive Longwood, FL 32779
NIGP Central Florida Chapter Community Services Committee is happy to announce the date of our Annual Share-a-meal volunteering for 2018!

We are seeking 8-10 volunteers, ages 16 and older for this Dinner event to be held on Saturday, September 22, 2018, at Ronald McDonald House, Arnold Palmer Medical Center, Orlando, Florida

Volunteers are expected to arrive by 4:00PM. Some volunteers will be needed to cook, shop or transport food to location. Cook and serve dinner by 6:30PM.

For more details contact:
Mildred Maldonado (Mildred.Maldonado@osceola.org), Chair
or Gwendolyn McKinney (Gwendoly.Mckinney@ocfl.net), Co-Chair

Publix Gift Card Donations or cash accepted.

Scholarship points available To attendees and donors.
“Partner for Success” by connecting with governmental procurement professionals at one event!  
***Visit www.CFCNIGP.org to Register!***

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.

VENDORS

Vendor Sponsorship opportunities available!

Morning, Afternoon and Full Day Sessions

Bonus classes on “How to do Business with Governmental Agencies!

GOVERNMENTAL AGENCIES

Expand your vendor base!

Register early for raffle prizes!

On our website, we will provide sponsorship email templates and information for you to use and share with your vendors.

LOCATION!

Venue On The Lake - Maitland Civic Center

641 Maitland Ave S, Maitland, FL 32751

Visit www.cfcnigp.org for more details.
CHAPTER NEWS

New Board Members for 2018-2019

Damaris Nazario—President
Tabatha Freedman—Vice President
Lisa Kesecker—Secretary
Jessica Graham—Treasurer

At the Officer Boot Camp on February 10, 2018, Diane Wetherington received a crystal gavel as our immediate Past President! Thank you Diane for your hard work and dedication to our Chapter! We look forward to your continuing support in the future as a Presidential Advisor!

Damaris presents Diane with an engraved Crystal Gavel
On February 28-March 2, 2018 the School Board of Seminole County, hosted the “Contract Administration in the Public Sector” Class.

And on the same dates the Greater Orlando Aviation Authority “GOAA”, hosted the “Introduction to Public Procurement” Class.

Pro-D Classes
Allison Smith, UCF Student

The Orange County Convention Center was the host location for Alison Smith, an NIGP-CF Chapter UCF Externship candidate, and it was a win-win experience for all involved! Alison is a bright, exuberant and wonderful person who job shadowed with my team and I during the week of December 11, 2017. While getting an overview of the public procurement and contract administration roles and functions from an end-user department perspective, this UCF Business Administration Junior had a firsthand view of how the products and services contracts met user needs within a dynamic and fast-paced convention center environment. Alison was able to tour several shows in session during her externship and gained an added appreciation for the procurement functions and the resulting operation benefits it provides. This was a great experience for an aspiring student such as Alison and one that I’m very proud to have been a part.

--John Schmidt
On Tuesday, February 6, 2018  Pam Wilsky, CPPO, CPPB  Activity Project Manager for the County of Volusia attend mock interview sessions at Stetson University, DeLand, FL. The purpose of these sessions is to assist our students in developing their professional competencies and is a vital part of their professional advancement.  Pam meet with 4 different students individually for 30 minutes conducting a mock interview and providing feedback after the completion of the interview.

It was a pleasure to meet with these students each having a very unique and different backgrounds and experience.  I would highly recommend participating in this event in the future.  It is a great way to share and give back to our future leaders.

Pam Wilsky, CPPB, CPPO  
Activity Project Manager  
County of Volusia  

Stetson Mock Interview Questions:

1. Please share with me the degree you are pursuing and what your career goals are upon graduation?
2. What do you like the most about your major? What do you like the least?
3. What have you done in the past two years to make yourself ready to enter the workforce upon your graduation? Please provide an example of this.
4. Please share with me one long term career/education goal you have for yourself and what path you are taking to achieve it.
5. Please share with me 3 short term career/education goals you have and what are you doing to achieve each one.
6. Give an example of a time when you used fact-finding skills to solve a problem.
7. Consider the most difficult assignment you have faced. Describe how you approached the assignment and the specific solution you used to complete the assignment. Was it successful?
8. Customer service is key our business when dealing with the various key stakeholders (i.e., county-wide customers, our contracted vendors, etc.). What is your definition of customer service?
9. How do you deal with difficult personalities and conflicting viewpoints?
10. What are your greatest strength and greatest weakness?
11. What are your proficiency levels with the following software:
   a. MS Word  
   b. MS Excel  
   c. MS PowerPoint  
   d. email system
12. What characteristics/skills make you the best candidate for this position?
What started 7 years ago as a way to lift up a friend that was going through cancer treatment for the second time, has turned into one of the largest 5k’s in all of Central Florida. ME STRONG, a local 501 (c)(3) recently held its annual 5k run/walk on the historic streets of DeLand. The organization’s mission is “to support the friends, family, and the individual battling cancer through the power of friends.” ME STRONG raises money through local events and sponsorships to provide assistance to cancer patients trying to stay financially afloat. All money given out stays in the Volusia County community. Unlike most cancer charities, ME STRONG supports all age groups, genders, and disease battles.

This year’s run/walk had over 3,700 participants and included staff from the Purchasing and Contract Division at Volusia County. The team came together to support Assistant Accounting Director Lynn Urice, a former purchasing staff member, who recently fought breast cancer. “Lynne and Friends” hit the streets with special pink giraffe shirts (Lynne’s favorite animal) to honor Lynne and her journey through diagnosis, treatment, and recovery. The group also made a donation in Lynne’s name to ME STRONG.

To find out more about ME STRONG or make a donation, visit www.mestrong.net
On February 10, 2018, Chapter Officers and Presidential Advisors met for Officer Boot Camp. In this full day training event, we review By-Laws, Program Documents & Policies, and the Strategic Plan.

This was an amazing day of leadership training with our Chapter Officers and Presidential Advisors. We are looking forward to another successful year!

Chapter Officers:
Damaris Nazario, President
Tabatha Freedman, Vice President
Jessica Graham, Treasurer
Lisa Kesecker, Secretary

Presidential Advisors:
Diane Wetherington
Carrie Woodell
Denise Schneider
Zulay Millan
Don’t be late to the Mad Hatter’s Tea Party!

Largest Turnout Ever!
What is NIGP’s Annual Leadership Development Symposium?

Every year, NIGP invites Chapter Leaders to a incredible event intended to educate, motivate, excite, and energize your local Board officers regarding their new roles in a chapter… and that is exactly what happens. This year our outstanding Secretary, Lisa Kesecker, and I had the privilege to attend this event. The event was held on February 22 - 24, 2018 in Herndon, Virginia. There were over 100 attendees which included experienced and new Chapter Leaders. The meetings were filled with an abundance of sharing of ideas and best practices.

Prior to the event, we were given two exams to complete to determine our leadership styles. This was beneficial in order to tailor the event to our specific needs. Team building exercises were used to further illustrate the different styles. Our facilitators were Dr. Steve Swafford, II and Jill MCrory. They showed us how to evaluate our individual strengths to be an effective leader, instructed us on how to utilize SOAR to develop a strategic framework for our chapter, and showed us how to effectively use Mind Mapping - a diagram used to represent words, ideas, tasks or other items linked to and arranged in a radius around a central key word or idea.

NIGP’s Annual Leadership Development Symposium was inspirational.

This event provided the platform and resources to begin brainstorming on how to improve our chapter. We are excited to continue brainstorming with you all during our next Membership meeting. The success of our Chapter is founded on the collective input and ideas of our entire Membership.

Damaris Nazario, Chapter President.
FAPPO
51st Annual Conference and Trade Show
May 22 - 25, 2018

Rosen Centre Hotel
9840 International Drive
Orlando, FL 32819
Phone #1-800-204-7234

FAPPO Room Rates
$149.00 / Night
See You in Nashville, TN! August 19-22, 2018

Attending Forum is an excellent opportunity to grow your public procurement knowledge and network with colleagues from around North America. Visit the NIGP Forum Website for registration forms and ALL information related to Forum 2018.
FALL WORKSHOP

Sarasota Lido Beach Resort
700 Benjamin Franklin Drive, Sarasota, FL 34236
Hotel rates will be available later.

Friday, November 2, 2018
Conference Registration-Member $99.00
Conference Registration-Non-Member $149.00
Registration deadline is October 31, 2018

For more information visit www.FAPPO.org
January 17, 2016

Central Florida Chapter of NIGP
Attn: Susan Blair
120 Malabar Rd SE
Palm Bay, FL 32907

Dear Ms. Blair,

Thank you for working together with Second Harvest Food Bank of Central Florida to feed our neighbors in need. You are part of the solution to solving hunger.

Your very generous gift of $1,000.00 dated 12/8/2017 is already helping those families, seniors, and children who face hunger here in Central Florida. Approximately 498,000 individuals turn to our network of community food pantries, soup kitchens, and youth and senior feeding programs each year. These are places where our struggling neighbors know they can find nutrition and hope. As we begin this new year we cannot thank you enough for making these programs possible.

We so appreciate the vote of confidence that your gift represents. And we’re proud that CharityNavigator.org continues to rate Second Harvest Food Bank with their highest rating of four stars for financial health, accountability, and transparency. The efficiency of our operation allows your gift to be multiplied many times over when it comes to helping others.

We hope you feel good about the impact you are making on hunger relief here in our community. If you would like to learn more about the incredible way that your gift is making a difference I encourage you to schedule a personal tour of our facility or visit us online at www.FeedHopeNow.org. I would be pleased to meet you and thank you in person. I can be reached at 407-295-1066.

Together we are solving hunger. Thank you again.

Sincerely,

Dave Krepcho
President/CEO

Important Tax Note: You may keep and use this letter for 2017 federal tax purposes. The signature above certifies that you received no goods or services of value in exchange for the generous gift amount referenced. A COPY OF THE OFFICIAL REGISTRATION AND FINANCIAL INFORMATION FOR ORGANIZATION CH1818 MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE WITHIN THE STATE 1-800-Help-FLA (435-7352) OR AT WWW.FLORIDACONSUMERHELP.COM. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE. 100% OF YOUR DONATION IS RECEIVED BY THIS ORGANIZATION.
## Donation Receipt from Central Florida Chapter NIGP

**Community Services Committee** (Please print clearly so form can be returned to you timely)

<table>
<thead>
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**Area below for Committee Chairs use only**

### Community Services Chair

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### Scholarship Chair

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*Not eligible for scholarship points unless signed by Community Services & Scholarship Chairs*

Thank you for your generosity. We appreciate your support!

---

Your co-chairs

Mildred Maldonado  
Osceola County BOCC

Gwendolyn McKinney  
Orange County Government
PROFESSIONAL DEVELOPMENT COMMITTEE MESSAGE

Certification
Upcoming Examination dates. For those that are looking to test, some important dates are mentioned below in the table that might be useful. For more details on certification, visit the Universal Public Procurement Certification Council (UPPCC) website at http://www.uppcc.org.

<table>
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<td>May 7, 2018 - May 19, 2018</td>
<td>January 29</td>
<td>February 12</td>
<td>March 26</td>
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<tr>
<td>October 15, 2018 - October 27, 2018</td>
<td>July 30</td>
<td>August 13</td>
<td>September 20</td>
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Prometric Testing Center
2301 Lucien Way, Suite 150
Maitland, FL 32751

Study Groups
If you are planning on taking the CPPB or CPPO exam this year please contact Diane Wetherington at (diane.wetherington@cityoforlando.net) or Jessica Graham at (Jessica.graham@ocps.net) to join one of our Study Groups.

Several groups are studying now preparing for the May Exam dates. Others will be forming soon for Exams in October. Don’t miss the opportunity to study with other CFC-NIGP members.

CFCNIGP Sponsored Classes / Seminars Scheduled
The Professional Development Committee is eager to help you meet your educational goals. Currently we have Three (3) classes scheduled for the Chapter, however, there are more classes scheduled throughout the State of Florida. All classes can be found on the Training Matrix.

Legal Aspects of Public Procurement May 2-4, 2018 Orlando Utilities Commission
3-Day Class

FEMA Procurement Requirements & Reimbursements July 9-10, 2018 School District of Osceola County
2-Day Class Pending

Developing & Managing RFP’s in the Public Sector July 11-13, 2018 Brevard Public Schools
3-Day Class Pending
PROFESSIONAL DEVELOPMENT COMMITTEE MESSAGE — Continued

Hosting a Seminar

If you are interested in hosting a 1-day, 2-day, or 3-day class at your agency location, we encourage you to re-view the “How to Become a Host Site” document, which can be found on our chapter site in Archive. Contact Lisa Kesecker at lisa.kesecker@osceolaschools.net with any further questions or to begin the seminar scheduling process.

With over 30 classes to choose from, visit the NIGP website for Face-to-Face Course information at: http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=pd_ep_f2f

NIGP Webinars

NIGP Webinars are 90-minute topical online classes that provide time-challenged professionals the opportunity to earn contact hours without ever having to leave the office. All you need is a computer. Offered throughout the year, Webinars are a great way for you and the entire procurement team to stay abreast of the best practices and current issues in the profession.

Upcoming Webinars

| March 20, 2018 | Webinar — Third Party Guiding Principals Compliance for Sustainable Federal Buildings |

For more information or to sign up go to:

http://www.nigp.org/grow-professionally/education/webinars

Webinar Fees

Complimentary to NIGP Members / $190.00 Non-Members *

*Non-Member Fee includes a one-year complementary NIGP membership (for eligible individuals).

Three (3) new Face-to-Face classes available from NIGP, see detail on the next page.
NEW Face-to-Face Courses Now Available!

We’re pleased to offer three new practical and engaging courses to help strengthen your understanding of key procurement practices. All courses are presented by respected subject matter experts in the professional style that you have come to expect from NIGP.

1. FEMA Procurement Requirements and Reimbursements
   
   **Duration:** 2-day course | **Contact hours:** 16 | **Non-accredited**
   **Instructors:** Les Vallie, CPPO and Vonda Melchior, C.P.M.

   The Federal Emergency Management Agency (FEMA) follows strict rules and regulations for payment. Every agency must follow all FEMA required processes from the initial hours of an emergency or disaster to the final restoration to qualify for reimbursement. This course guides entities on the proper way to follow the procurement process and oversee contracts to position your entity to successfully obtain reimbursement for expenses.

2. Financial Analysis for Procurement Professionals
   
   **Duration:** 1-day course | **Contact hours:** 8 | **Non-accredited**
   **Instructor:** Lourdes Coss, CPPO, MPA

   Understanding financial statements helps procurement professionals make sound decisions about suppliers. The course focuses on the key areas of a financial statement that are relevant to an agency selecting a supplier. It covers the level of analyses, relevant ratios and why they are important for procurement categories. The class concludes with a financial analysis game using these concepts.

3. Procurement Challenges: A Solution Seminar
   
   **Duration:** 1-day course | **Contact hours:** 8 | **Non-accredited**
   **Instructor:** Michael Kolodinsky, CPPO

   Today's procurement professional faces challenges every day. This course utilizes relevant case studies on issues regularly confronted by an agency. Participants work in groups to debate and discuss the fundamental principles of each case and develop solutions. Topics for discussion may include ethics, the law, fiscal and budgetary dilemmas, strategic sourcing, and supplier contract engagement.

For more information visit nigp.org/host-a-nigp-course or email events@nigp.org.
Monitoring Legislation Impacting Procurement

By: Juliet Misconi, CPPO, CPPB, Legislative Updates Task Force Co-Chair

The 2018 Florida Legislative Regular Session began on January 9, 2018. The Legislative Updates Task Force is currently monitoring 34 bills in both the House and Senate this year. Topics for the current bills include: public records, public meetings, expansion of prohibition against contracting with scrutinized companies, small business participation in state contracting, the creation of a Statewide Procurement Efficiency Task Force, contractor insurance, sales tax exemptions, construction bonds, pay-for-success contracting, disaster recovery service contracts, government accountability, and sports franchise fees. Some of these bills impact only the State, and others have a wider reach to local agencies. Some are still at “Step One” (1st reading), and others have been passed by the House and are being considered by the Senate. As of 2/23/18, none have passed both Legislative branches and been presented to the Governor for signature. The Task Force is monitoring the bills closely.

The Task Force has created a list of approved bills with a summary of the impact, which can be accessed on the Chapter’s website. Please visit the CFCNIGP member site, under “Documents and Files,” then “Legislative Updates.”

The Legislative Session wraps on March 9th; the Task Force will have an updated list on the Chapter’s website once we know which bills, if any, were adopted and their effective date.
CFC-NIGP 2018 WINTER WORKSHOP Recap

Our Winter Workshop On January 26, 2018 for 4 credit hours was a success! With 3 amazing speakers, one from Seminole County Legal Office, one from a Bond firm, and one from NJPA!

We had 76 attendees at the event, including eight (8) from Hillsborough County Public Schools from the Florida West Coast! City of Stuart was the entity furthest South that attended. Gainesville Regional Utilities and City of Gainesville represented the Northern entities in attendance. No fish, manatee, or other ocean life from the East were present.

Survey responses of the event reported “Good-Excellent to Excellent” for topics and content and “Extremely Likely“ for attending and recommending to others another CFC NIGP Workshop.

"The Surety Bond Preparedness Workshop" - Understanding the Bond Process, How can a Surety Help, and How Bonding Helps Contracts, Taxpayers, and the Oblige" by Frank Germoto, Vice President, Unique Surety and Insurance Services, LLC

"Lifting the Fog and Fixing Pervasive Drafting Problems in Legal Documents" by David Shields, Seminole County Assistant Attorney

"Small Steps to BIG Success" by David Duhn, National Joint Powers Alliance (NJPA) Lead Contract Administrator

Programming Committee Chair:
Tabatha Freedman, MBA CPPO, CPPB
tfreedman@volusia.org or 386-822-5788
MENTORSHIP

Some of the Benefits:

⇒ Guidance to the Mentee.
⇒ Share knowledge and experience
⇒ Customize plan to meet Mentee’s goals.
⇒ Assist Mentee thru certification process
⇒ Scholarship points
⇒ Mentee Learns the NIGP nuances
⇒ Mentor gives feedback for progress and assessment
⇒ Mentor feels sense of achievement by “giving back”

Mentors needed.

Take advantage of the Mentoring Program!

Contact Info
Felicia Holmes
fholmes@tohowater.com
The Spring 2018 Job Shadow Program

Looking for Agencies to Host Students from UCF, Stetson University, Seminole State College For the Week of: April 30th-May 4th

This program provide students with an opportunity to explore career fields while networking with Public Procurement Departments. As a host agency, you can provide students with anywhere from a 1-day to a five-day, observational or hands-on job shadowing experience.

Externs Learn Real Life Professional Skills!

If you are interested in volunteering, please contact your Internship/ Externship committee:

Fatima F Calkins  Olimpia Lonsdale
fcallkins@goaa.org  Olimpia.Lonsdale@goaa.org
407-825-2044  407-825-6429
Continuing Education & Professional Development

Non-Accredited

Our Chapter offers Non-Accredited training at our workshops and symposiums. In January the Chapter’s Winter Workshop provided four (4) Non-Accredited credit hours. The next opportunity to earn credit hours will be at the Summer Symposium. The course will offer four (4) additional Non-Accredited credit hours. Please check our website for more information on the Summer Symposium, and other opportunities to gain points toward your recertification.

Contact hours may be earned for the completion of education activities that are not accredited or for attendance at conferences, meetings, events, etc.

All activities must be related to public procurement or designed to either prepare or enhance one's ability to perform in a current or future procurement role. A description is required for each activity. The description should relate the content of the activity to one of the six knowledge domain areas of the current CPPO/CPPB Body of Knowledge and/or describe how the activity enhances performance in a current or future procurement role.

One (1) contact hour may be earned for each clock hour of education, including partial hours, up to a maximum of eight (8) hours per day. For attendance at industry meetings, conventions and other similar events such as the annual NIGP Forum & Products Exposition, contact hours may only be earned for sessions and workshops that are instructor-led and include a speaker, instructor, trainer, facilitator or moderator. Networking, tradeshows, entertainment and social events are excluded and are not applicable for contact hours. This exclusion applies to stand alone events as well as those that are part of larger events such as the annual NIGP Forum & Products Exposition.

Documentation is not required to be included with the application, but may be requested by UPPCC Staff during the evaluation process. The certificant should be prepared to provide documentation for any activities submitted in the event the documentation is requested. If requested, acceptable forms of documentation for non-accredited continuing education include any one of the following:

1. Proof of attendance may be documented using a certificate of training, attendance, participation, completion, etc. or a transcript from the continuing education provider. Certificates should include the name of the attendee, sponsoring organization, activity title, dates and location (city, state/province).

2. NIGP members may submit a copy of his/her member profile or NIGP transcript as documentation for NIGP National training/education.

If you need assistance, or just would like another set of eyes, contact me and I’ll be happy to assist!

CFC-NIGP Recertification Counselors:

Diane Wetherington
Diane.wetherington@cityoforlando.net
Phone 407-246-3633

Jessica Graham
Jessica.Graham@ocps.net
Phone 407-317.3700 x 2025284
Summary remarks of NIGP Central Florida Chapter’s financial records review for the period of January 1, 2017 to December 31, 2017.

(Revised on February 6, 2018)

A summary review of the financial records and bank statements were conducted to determine if adequate financial controls are in place, identify any findings/issues and to provide recommendations. Neither serious material issues nor findings were found in this annual review. Having reviewed the files/records for past several years the financial records continue to improve. Ms. Tabatha Freedman has done an excellent job as the Treasurer of the Chapter. All files contain the necessary documentation to conduct this review. I was able to spot check many income deposits/debits (cash and checks) entries, stripe payments/transfers and bank statements. Last year’s recommendation to identify individuals that received gift cards was completed. The back up support documents are in excellent order with no known discrepancies. The following are general comments in regards to this review:

- Recommend that the Chapter investigate ways earn interest of remaining balances. The beginning balance in January 2017 was $145,493.16 and the ending balance in December 2017 was $143,087.01. During the entire year, the ending balance did not dropped below $122K. Recommend that an interest baring account be established for the excess funds. This is a good problem to have but recommend earning interest off the healthy balance that the Chapter has worked so hard to obtain.

- Improvements are clearly noted by matching the accounting distribution lines (payment authorization form) to the actuals categories on the budget, including approval signatures.

Chapter’s records continue to have greater transparency because of the excellent work of Tabatha.

Sincerely,

[Signature]

R.R. Hooper, CPCM

Audit Task Force:
Ray Hooper, CPCM
rhop@seminolecountyfl.gov

Past Treasurer:
Tabatha Freedman, MBA CPPO, CPPB
tfreedman@volusia.org or 386-822-5788
ADVOCACY MESSAGE

DESIGN-BUILD CERTIFICATION WORKSHOP

OCCURED MARCH 7-9, 2018, at LYNX, ORLANDO, FL

Set Yourself Apart as a Design-Build Leader-- DBIA Certification provides the only measureable standard by which to judge one’s knowledge of Design-Build Done Right™. The growing number of both Associate DBIA designees and DBIA designees attest to the value local, state and federal governments see in educating their staffs in DBIA Best Practices.

For more information on each credential, please visit: http://www.dbia.org/Certification.

Day 1: Principles of Design-Build Project Delivery
Day 2: Design-Build Contracts and Risk Mgmt.
Day 3: Post Award Design-Build

Registration also includes:
• Access to the online Fundamentals of Project Delivery
• Access to the online Exam Prep
• Application Fee
• Exam Fee

Cost:
Member $2100
Owner Member $1200
Non-Member $3100
Owner Non-Member $1500

PDH & AIA credits are being offered for this course. Each day is valid for 8 credit hours for a total of 24 hours.

More Information

THERE WILL BE A SECOND CERTIFICATION WORKSHOP OFFERED NOV. 7-9, 2018 IN NEW ORLEANS!

CFC-NIGP Advocacy
Tabatha Freedman, MBA CPPO, CPPB
tfreedman@volusia.org or 386-822-5788
CERTIFICATION

CFC-NIGP Recertification Counselors:

Diane Wetherington
Diane.wetherington@cityoforlando.net
Phone 407-246-3633

Jessica Graham
Jessica.Graham@ocps.net
Phone 407-317.3700 x 2025284

What's The Best Way To Prepare For the Exam?

Certification Preparation Recommended Timeline

- 5 MONTHS BEFORE TEST: Body of Knowledge Review (UPPCC) NIGP Foundation courses & texts
- 4 MONTHS BEFORE TEST: Study Group
- 3 MONTHS BEFORE TEST: NIGP Prep Classes (CPPO & CPPB) NIGP Online Prep (CPPO & CPPB) NIGP Online Assessment
- 2 MONTHS BEFORE TEST: Webinars Contact-an-Expert (NIGP Member-exclusive)
- 1 MONTHS BEFORE TEST: Personal Study

CPPO CPPB CPPO CPPB CPPO CPPB

UPPCC RECERTIFICATION at a Glance

CPPB and CPPO are certifications offered by the Universal Public Procurement Certification Council (UPPCC). This information is being provided to support NIGP members.

- Certificants must hold a valid current certification and must apply for recertification every five years. No examination is required.
- Current employment is not a prerequisite.
- There is a single Application for Recertification for CPPB, CPPO and Dual Recertification.
- All certificants must earn a minimum of 45 contact hours in at least two out of the three categories listed below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Education – Accredited</td>
<td>Courses that meet a quality standard set by a 3rd party. Higher education courses that offer credit hours and NIGP courses that offer CEUs (approved by IACET)</td>
</tr>
<tr>
<td>Continuing Education – Non-Accredited</td>
<td>NiGP webinars, Educational workshops of NiGP Forum, NiGP courses that do not offer CEUs, Chapter educational events</td>
</tr>
<tr>
<td>Professional Contributions</td>
<td>Leadership roles in procurement organizations at the national and chapter level, authoring a published article, teaching (up to 20 contact hours)</td>
</tr>
</tbody>
</table>

Visit www.nigp.org for more details
CHAPTER RESOURCES NOW AVAILABLE ON YOUR SMART PHONES!

Follow @CFCNIGP for news, resources and updates about the chapter.

"Like" the Central Florida Chapter of NIGP fan page on Facebook to see how others are discussing, teaching and sharing procurement news.

Join the Central Florida Chapter of NIGP group on LinkedIn to participate in procurement discussions and information exchange opportunities.

Join the Central Florida Chapter of NIGP group on GovLoop for additional interaction with government procurement professionals.

Subscribe to the Central Florida Chapter of NIGP blog to receive news on procurement topics and participate in information exchange opportunities.
Website Tips for our CFC NIGP Members

TIPS FOR USING www.CFCNIGP.org

Using our website is easy! Here are shortcuts to 4 common tasks:

**Important:** Review your member profile and keep it up to date
✔ On the home page under Member Services, click “Review/Update Your Profile.”
✔ Sign in with your user name and password.
✔ Review and update your login, password, email address, employer and personal contact information.
✔ Click on tabs at the top of your profile to register for meetings, renew membership, add certifications, join committees and more.
✔ Don’t forget to click “save” where indicated!

**Forgot your user name or password?**
✔ On the home page under Member Services, click “Review/Update Your Profile.”
✔ Under “Forgot Your Log-in?” Enter the email address you have on file.
✔ You’ll receive an email linking you directly to your member profile where you can enter a new user name and/or password.

**Register online for meetings and events**
✔ On the home page under Upcoming Events, click “details” to go to a meeting’s information page.
✔ Click “register.” If you have a profile, log in with your user name and password to complete registration. If not, click “register as a non-member” to create a profile and complete your registration.

**Become a new member or renew your current membership**
✔ Click Membership at the top of the home page.
✔ Determine which membership level applies to you.
✔ **New Members:** click “Join Online” next to your membership level in the first chart. Fill out the online form to create your member profile and complete registration.
✔ **Current Members:** click “Renew Online” next to your membership level in the second chart. Sign in with your user name and password to complete your renewal.

Questions? Email: president@cfcnigp.org
WHY JOIN AS AN INDIVIDUAL?
- FREE webinars and recordings
- FREE savings measurement tool
- FREE access to the Profiler Self-Assessment Tool
- FREE posting of career opportunities
- EXCLUSIVE ACCESS to expansive online library
- EXCLUSIVE ACCESS to active online communities
- EXCLUSIVE SCHOLARSHIPS
- EXCLUSIVE GROUP DISCOUNTS for NIGP events

WHY JOIN AS AN AGENCY?
- Provides your staff access to all NIGP benefits at less than 50% of the individual member fee (for each staff added to your member roster)
- FREE webinars and recordings
- FREE savings measurement tool
- FREE access to the Profiler Self-Assessment Tool
- FREE posting of career opportunities
- EXCLUSIVE ACCESS to expansive online library
- EXCLUSIVE ACCESS to active online communities
- EXCLUSIVE SCHOLARSHIPS
- EXCLUSIVE GROUP DISCOUNTS for NIGP events

SAVE MONEY FOR YOUR CHAPTER

REBATE PROGRAM
Save Money for your Chapter
A $25 rebate is given to Chapters for having non-National members apply for and become new Agency or new Individual Members of the Institute.

THE MORE YOU RECRUIT, THE MORE MONEY YOU GET!

Questions:
Contact customercare@nigp.org
or
800-FOR-NIGP
(800-367-6447)
The procurement that comes to mind is when dealing with the privatization of the Solid Waste Division. The County Solid Waste Division was among the participating Proposers. The whole process was a very complex one regarding the analysis of so many components and aspects of the operations. It was an interesting and challenging procurement; a lot of lessons learned.

4. What professional certifications do you hold? I hold the following certifications:

Certified Professional Public Buyer (CPPB), Certified Professional Procurement Officer (CPPO), Certified Purchasing Manager (C.P.M.), Florida Certified Contract Negotiator (FCCN), Florida Certified Contract Manager (FCCM), Florida Certified Purchasing Agent (FCPA), Florida Certified Purchasing Manager (FCPM).

5. What is your number one goal (career or personal)?

My number one goal is balancing life at the professional and personal level. Finding a medium terrain is hard, especially if I focus on the wrong thing at the wrong time and I do not know what my priorities should look like in a fast changing society. Sometimes I have to rethink and re-group in order to stay on track in pursuing that balance.

6. What is your favorite past-time or hobby?

I love traveling around the world, working on the yard and enjoy reading a good book.

7. Share a little known fact about yourself.

I love walking marathons and my next one (#40) is in April. Among those 40 marathons, I completed the Great Wall of China and Machu Pichu Inca Trail, Peru.
Congratulations to the January newsletter puzzle winner:
Giselle Lee, School District of Osceola County

Name: ______________________________________________________________________

Agency: _____________________________________________________________________

Remember to turn in your completed puzzle prior to the start of the March Chapter meeting for your chance to win a Free Lunch or other great prize!

PUZZLE - STRENGTHS BASED LEADERSHIP

ACHIEVER
ACTIVATOR
ADAPTABILITY
ANALYTICAL
ARRANGER
BELIEF
COMMAND
COMMUNICATION
COMPETITION
CONNECTEDNESS
CONSISTENCY
DELIBERATIVE
DEVELOPER
DISCIPLINE
EMPATHY
EXECUTING
FOCUS
FUTURISTIC
HARMONY
IDEATION
INCLUDE
INFLUENCING
INPUT
INTELLECTION
LEARNER
MAXIMIZER
RELATOR
RESPONSIBILITY
RESTORATIVE
SELF ASSURANCE
SIGNIFICANCE
STRATEGIC
WOO
Membership Meeting Minutes
January 26, 2018
Started 9:00 AM    Ended 9:20 AM

Welcome – Mike Thornton, Vice President

- Introductions and Recognition of Guests & New Members – Mike Thornton

Guests:
None

New Members:
Katrina Ponzini, Buyer 1 – School District of Osceola County, FL
Brandon Orofino, Senior Specialist, Orange County Public Schools
Nancy Ortiz, Contract Analyst, Greater Orlando Aviation Authority
Robbin Odowski, Buyer Analyst, Gainesville Regional Utilities
Clint Lockhart, Senior Buyer, Gainesville Regional Utilities
Kyong Song-Grant, Budget Manager, City of DeLand
Elizabeth Rodriguez, Secretary Purchasing/Contracts, City of Orlando
Ruth Reichard, Procurement Assistant, Central Florida Expressway Authority

- Installation of 2018 Board of Directors –
  President, Vice President, Treasurer, Secretary – Cheryl Olson

  President          Damaris Nazario, Osceola County BOCC
  Vice President     Tabatha Freedman, Volusia County
  Treasurer          Jessica Graham, Orange County Public Schools
  Secretary          Lisa Kesecker, School District of Osceola County

- MEETING TRANSITION TO PRESIDENT DAMARIS NAZARIO -

OLD BUSINESS
- Secretary’s Report and Approval of Previous Minutes – Lisa Kesecker
  o Motion by JoAnn Flick, Seconded by Nancy Rodriguez
  o No Discussion
  o Motion Passed

- Treasurer’s Report and Approval – Jessica Graham
  o Motion to approve the Treasurer’s report by Lisa Kesecker, Seconded by Zulay Millan
  o No Discussion
  o Motion Passed

The Central Florida Chapter of NIGP works to promote and support the professional development of its diverse membership and strives to maintain the highest standard of ethics, integrity, public trust and awareness in the public procurement profession.
- Vice President’s Report – Tabatha Freedman
  o Call for Speaker Topics / Presentations
    • March 16th - Round Table Discussion (No Speed Buying Event this year)
    • May 11th - Visit from our NIGP Chapter Ambassador - Joe Benjamin
    • July 27th - Summer Symposium
    • September 21st - Solicitation Panel and Legislative Updates
    • November 13th (Tuesday) - Reverse Trade Show, Maitland Civic Center
    • December 7th - State of the Chapter and Holiday Celebration

President’s Report – Damaris Nazario
  • Scholarship Updates
    Current Scholarship Balances are available on the chapter website.
  • Scholarship Deadline
    Scholarship Applications are due January 31, 2018. Email your application along with any backup documents to Scholarship@CFCNIGP.Org – You will get an email telling you that they were received, if you did not get one, please resubmit your application.
  • Buyer of the Year & Manager of the Year applications
    Buyer of the Year application deadline was January 7th.
    Manager of the Year applications are due by February 11th

NEW BUSINESS
Adopted Budget – APPROVAL
  • Motion by Cheryl Olson, Seconded by Nancy Rodriguez
  • No Discussion
  • Motion Passed

Committee/Task Force (s)
  Updates from Chairs
  o Pro-D
    Contract Administration in the Public Sector Feb. 28-Mar 2, 2018
    School Board of Seminole Co., FL 3-Day Class

    Introduction to Public Procurement Feb 28-Mar 2, 2018
    Greater Orlando Aviation Authority 3-Day Class

    Strategic Procurement Planning March 21-23, 2018
    School District of Osceola Co., FL 3-Day Class

    Legal Aspects of Public Procurement May 2-4, 2018
    Orlando Utilities Commission Pending 3-Day Class

    Fundamentals of Leadership & Management October 18-19, 2018
    Orange County BOCC Pending 2-Day Class
Recognition of new certifications
  - Juliet Misconi, CPPO - City of Palm Bay

Job Postings, Announcements, New Positions, Purchasing News
  - School District of Osceola County – Director of Purchasing & Warehouse
  - Orange County Government - Senior Contract Administrator
  - Orange County Government - Contract Supervisor
  - City of Palm Bay - Contract Administrator

Drawings 50/50 - Total amount $49.00
  Megan Pearson, Senior Buyer - School District of Osceola County received $25.00. Chapter received $24.00.

Puzzle Contest
  Giselle Lee, Contract Specialist - School District of Osceola County received a free lunch voucher to be used at a regular chapter meeting.

Other New Business
  None

CHAPTER MEETING ADJOURNED AT 9:20 AM
Membership Meeting Agenda,
March 16, 2018

12:00 PM

Welcome – Damaris Nazario, President

- Introductions and Recognition of Guests & New Members – Damaris Nazario

OLD BUSINESS
- Secretary’s Report and Approval of Previous Minutes – Lisa Kesecker
- Treasurer’s Report and Approval – Jessica Graham
- Vice President’s Report – Tabatha Freedman
  • Scholarship Updates

NEW BUSINESS
- President’s Report – Damaris Nazario
  • Buyer of the Year Award
  • Manager of the Year Award
  • Cindy Bryan Member of the Year Award
  • Membership Fee increase for 2020 (vote)
- Committee/Task Force(s)
  • Announcement of new Chairs
  • Updates from Chairs
    ◦ Legislative Updates
    ◦ Community Service
    ◦ Pro-D
    ◦ Open Floor
- Recognition of new certifications
- Job Postings, Announcements, New Positions, Purchasing News
- Drawings 50/50
- Puzzle Contest
- Other New Business

CHAPTER MEETING IS ADJOURNED