Message from the President

Hi All!

Well this is the first time I’ve been able to address you as your 2018 IPPA President and I am proud and excited to do so; it’s been a fun few months so far. We’ve got a very energized Board with a great mix of both new and seasoned members from a variety of agencies, and filling two new positions that haven’t ever been filled. Everyone has great resources that they bring to the table. We are also at our largest membership numbers we’ve ever been at – 67! We have so much to be proud of – much has happened in just 6 months. From several great trainings, a Lunch & Learn workshop, as well as some fun new social/community events and of course our quarterly dinner meetings. I stepped into this role with excitement to bring new ideas, growth and vision. So I hope that you will enjoy what’s to come with the Chapter in the next 1.5 years! If you ever have any ideas or suggestions for the Chapter regarding what we do, please send them to me or someone else on our Board; we are always receptive to new ideas.

Did you have a chance to attend the Snake River Winery Tour earlier this month? It was definitely an event to remember! The event was well attended; we had a lot of fun visiting several wineries in the beautiful Snake River Valley, as well as enjoying the company of other members and their friends and family. Our tour guide, “Victor” was also hilarious and made the tour quite amusing. A very special thanks to those new members who showed up; we hope to see you around more often! You’ve probably seen the announcement about our 7th Annual Reverse Vendor Trade Show (RVTS) coming up on November 8, 2018. This is our big annual event we look forward to every fall! We loved the JUMP venue last year so we decided to host it there again. We will be reaching out soon looking for volunteers; we would love your help. Overall the planning of this event is organized by just a handful of people and we’d love to be able to delegate more tasks to others who could really expand on what we’ve done in the past. Please let me know if you would like to be involved!

Thank you all for everything you do for our profession and IPPA. IPPA is a great outlet for us all to connect, share ideas, learn and make friendships. That’s why we are here and give our time, right? It’s my favorite time of year, so soak up some sun and I look forward to seeing you around soon! Hopefully at our Summer Dinner Meeting BBQ!

- Alyssa Ellington, CPPB, IPPA President

Did you ‘JUMP’ at our 6th Annual Reverse Vendor Trade Show?!
RVTS at JUMP! (continued)

afternoon **Breakout Session** where a panel of procurement professionals from various local government agencies presented on how vendors can do business with these different agencies. This offered vendors the opportunity to choose to either go back around the trade show room floor and catch agencies they might have missed, or gain some insight on how to work with the many different types of government agencies!

In addition, we added in a philanthropic piece to the event by having a **Teen Gift Drive**, where vendors and agencies alike could provide gifts, gift cards, and/or money, which all went straight back to the Boise Rescue Mission. It was a wonderful feeling to give back so close to the holidays and to incorporate this charity and their mission as a part of the show.

We also updated our **Buyers Directory** once again and gave it a fresh look, with a cover that matched the theme and marketing of the whole event.

Last year’s keynote speaker was Troy McClain, a businessman from the West who early on learned about the meaning of hard work and sacrifice and applied those lessons later to his business ventures. He presented a great message to the audience!

Overall, the trade show was bigger and better than ever before! A record amount of attendees signed up—223, including vendors and government agencies. IPPA gained more revenue than ever too. The event was a success once again due to all our members’ efforts, as well as our awesome agencies and vendors. Thank you all!!

See you all again this fall for our 7th Annual RVTS! Mark your calendars for November 8, 2018 at JUMP! It’s going to be bigger and better than ever!!

If you would like to volunteer to help and/or be on our RVTS Committee, please contact Alyssa Ellington at president@nigp-idaho.org
IDaho Public Purchasing Association

7th Annual Reverse Vendor Trade Show

November 8, 2018 JUMP! 9:30 a.m. - 3 p.m.

"The Power of Connection"

Please join us for our 7th Annual Reverse Vendor Trade Show!
The show includes:

- Networking with local and regional businesses
- Direct access to Idaho governmental agencies in one place
- Luncheon featuring keynote speaker
- Educational break-out session

Registration and Sponsorship Packages
available now at nigp-idaho.org
Upcoming Trainings

<table>
<thead>
<tr>
<th>Courses</th>
<th>Dates</th>
<th>Instructor</th>
<th>Course Cost</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIGP Adding Value to the Procurement Process</td>
<td>September 28, 2018</td>
<td>Darin L. Matthews, CPPO, FNIGP, C.P.M., CPSM</td>
<td>$310 Member $410 Non-Member</td>
<td>Idaho Correctional Industries Training Room 1301 N. Orchard St., Suite 110 Boise, ID 83706</td>
</tr>
<tr>
<td>Cyber Security Lunch and Learn</td>
<td>October 3, 2018; 11:30 a.m.-1:30 p.m.</td>
<td>Panel of IT experts from local agencies; TBD</td>
<td>TBD</td>
<td>TBD</td>
</tr>
</tbody>
</table>

REGISTER NOW!

Every Chapter should have a Frank Pierce

For the second year in a row, we have honored three of our distinguished public procurement professionals through our Idaho Public Purchasing Association Awards Program. This year, Gregory Lindstrom (State of Idaho Division of Purchasing) won Professional Buyer of the Year; Tina McBride (Idaho State Police) won Professional Procurement Manager of the Year; and Alyssa Ellington (Ada County Procurement) won the Frank Pierce “Founders Award.”

It was amazing to be able to acknowledge everyone for their efforts, especially handing out the Founders Award again, because it is a meaningful way to honor Frank Pierce’s legacy and his contribution to Idaho public procurement.

Another way that Frank Pierce was recognized this year, and the chapter he helped to start, was through a wonderful article in Government Procurement Magazine, titled Heart & Soul, by Darin Matthews. He highlights how diligently Frank worked to provide training opportunities in Idaho, to be a mentor and friend to his colleagues, and to get the Idaho chapter off its feet. Please check out the article in full below:


Page 24, Government Procurement Magazine, February—March 2018 Issue

You can also check out other issues of the magazine on NIGP’s website: https://bit.ly/2IrtQrB

Above: Snapshot of Darin Matthew’s Article

Left: Frank Pierce “Founders Award” plaque that moves with each new awardee
The National Institute for Public Procurement (NIGP) hosts a Leadership Development Symposium annually for local chapter leaders to gather to network, and gain information to bring back to their chapters to share. As Vice President of the Idaho Public Purchasing Association (IPPA), I was given the opportunity to attend this event, along with Megan Harvey, Treasurer of IPPA.

The event is located near NIGP headquarters in Herndon, Virginia. The conference picks a theme every year and this year was “Timeless Leadership.” It had an Alice in Wonderland feel to the conference and it tied procurement activities into the theme in a relevant way. The first night was extremely beneficial because it featured tables with topics like Membership, Scholarships, and Sponsors. These tables would give leaders the opportunity to meet other chapter leaders to share and hear how other chapters approach the different topics that were featured at the tables. It was very refreshing to hear the large chapters share similar issues with getting new members, volunteers for events, and event ideas. As a small purchasing association, it can be intimidating attending these events with chapters that are larger. However, I was mistaken because this conference brought out the same issues and concerns across the largest of chapters, down to the small ones. It was refreshing to meet so many great professionals and get ideas on how to improve our chapter. It was also a great experience to meet the leaders of NIGP. I hope I get the opportunity to attend again and would encourage any chapter leaders to attend if they get the opportunity.
In March 2018, I along with several other members of IPPA, attended the NIGP class “Contract Administration in the Public Sector.” The class was taught by Marcheta Gillespie who recently retired from the City of Tucson Purchasing Department. The purpose of the class was to provide an overview of the major areas of public contracting and the life cycle of a public contract. The course covered four major areas of the contract process:

- The planning phase (solicitation/purchase)
- Formation of the contract (key functions of the contract)
- Monitoring of the contract (Contract Administration Plan—CAP and Performance Assessment Plan—PAP)
- Termination and closeout

The class began with an overview of contract management and administration. Marcheta then went into the details of contract solicitation, formation, and most importantly for this class the Contract Administration Plan (CAP). The CAP includes the “who, what, when, where and how;” the framework for the administration of the contract. Finally, Marcheta described the importance of the termination and closeout processes, including an analysis of the purchase and contract.

Besides the best practice fundamentals of Contract Administration, there were several main points I took away from this class. One, that procurement departments have to sell themselves to get other areas of their agency or organization on board with the need to apply best practices. This is a challenge for the Procurement Officer to create a motive to follow best practices, especially when it may just appear like extra work and paperwork to manage. The Procurement Officer has to constantly show the value of the best practices.

A second point I noted, is that although there are best practice guidelines, this can mean different strategies depending on the organization that is instituting the practices. Our instructor came from a large well established organization with a procurement department that was engaged in running these best practice functions. Smaller agencies may find they have to re-think how these practices are to be implemented. Without man power and trained staff in procurement and contracts, the task becomes more of a challenge. Many of the rules or policies still need to be followed but without a knowledgeable workforce, ingenuity and strategy may be required to make best practices work.

Finally, procurement needs to constantly re-evaluate the effectiveness of existing processes and consider new strategies to keep up with the changes and new challenges in the business world. Although we procurement officers may be working for public entities, we are also working with the private sector. As the private industry and business develops, so must the government. Advanced technologies for managing the procurement functions need to be researched and assessed for supporting the contract administration process.
2017 in Review and.....Welcome to 2018!

Has it been a year already!! Wow, time flies when you’re having lots of procurement fun!!

We left off our last Newsletter by ushering in the summer season with our Annual Summer Dinner Meeting at Hawks Stadium! It was a super fun time socializing with our procurement pals!

Since last summer we have had many social events, trainings, and classes sponsored by IPPA, such as:

- NIGP Class: Sourcing in the Public Sector
- IPPA Round Table Discussion: Idaho Public Works
- CPPB Study Group Class
- NIGP Class: Warehousing and Inventory Control
- 2017 Fall Dinner Meeting at Outback Steakhouse, with special guest John Robinson, Warehousing class instructor
- 6th Annual Reverse Vendor Trade Show (see the recap at the beginning of this newsletter!)
- NIGP Class: World Class Procurement Practices, instructed by Darin Matthews!
- Winter Dinner Meeting at Twigs Bistro, where we installed new officers
- Procurement Month 2018—the whole month of March we had various activities—trivia contest, NIGP Class and Spring Dinner Meeting
- NIGP Class: Contract Administration in the Public Sector
- 2018 Spring Dinner Meeting with special guest speaker, Marcheta Gillespie!
- NIGP Class: Contracting with Federal Funds/Grants “Intermediate”
- Lunch & Learn—Public Works Projects: Guidance, Resources, and Best Practices at the Idaho Division of Building Safety with special guest University of Idaho Integrated Design Lab!
- Susan G. Komen Race for the Cure (first race with IPPA Team!)
- Combined Chapter Class with the Washington State Chapter of NIGP: Introduction to Public Procurement, in Spokane, WA
- NIGP Class: Fundamentals of Leadership and Management in Public Procurement
- 1st ever Snake River Valley Wine Tasting Tour!

We are looking forward to several more upcoming events and trainings this year! If you have any requests or suggestions for types of events, we are always looking for ideas. Email us at: ippa@nigp-idaho.org

Summer Dinner Meeting 2018 at Kleiner Park!

This year we are changing it up and having our Summer Dinner Meeting at Julius M. Kleiner Memorial Park by The Village in Meridian! Come join us for a night of networking, tasty BBQ, and some family fun! Please register soon at nigp-idaho.org
Susan G. Komen Race for the Cure

It was our first year having our very own IPPA Team during Boise’s Susan G. Komen Race for the Cure! Also, it was the 20th anniversary of the race being in Boise, so it was exciting to be able to participate during this landmark year!

This was another type of event we wanted to try out this year to be more involved in the community and to expose our organization to the people of Boise. We even made special shirts just for the event, with a breast cancer awareness ribbon the front and our IPPA logo on the back, incorporated with another ribbon—they turned out great! The day of the race, we had a great team turnout and everyone on our team finished the race. Even two of our members, Janet Gonzalez and Jason Skelton ran the whole race, and of course beat us walkers. We appreciate everyone who was involved and made this a fun and rewarding event. Way to go Team IPPA!

Meet IPPA Member, Marcie Hoyt!

I grew up in Idaho, spending my summers in eastern Idaho and Wyoming. I’m the youngest of six kids; twelve years apart from the next child. My husband and I are the parents of three, ages 17, 23 and 27. Each year I enjoy learning something new, so this year I am taking up kayaking, not of the white water variety, more of the calming waters of Cascade Lake. We like to spend the weekend during the summers on the family property near Cascade with our two rescue dogs, Crowley and Daisy.

After attending college, I started working at an OEM (Original Equipment Manufacturer); Edge Technology, hired as a temporary janitor, but quickly found myself hired and working as the receptionist, then assisted purchasing and was asked to join purchasing by the end of my first year. I held many different titles over the next ten years, what was known as Micron PC, doing Capital buying, becoming a buyer/planner for out-of-the-box items such as monitors, LCD, keyboards, speakers, etc. I enjoyed working with several teams, logistics, product marketing, engineers and legal.

Moved onto Custom Manufacturing where we did value-add services for small to medium sized OEM in the commercial electronics industry. We did printed circuit board assembly, wire-harnessing and cabling assembly, and other customer bill of material type orders. I worked in purchasing again all twelve years I was there, holding various titles, my last position was as a Product Manager, working with all internal and external customers, new product introduction, strategic sourcing materials, utilizing and implementing in plant stores, expediting, crossing components. There was always something new to learn or a challenge to meet.

I joined Idaho Transportation Department in early 2014, District 3, as a buyer. As a buyer in the public sector, we make sure that we are following the rules and regulations within code, of which I am still learning here at ITD. We are currently updating our processes and procedures to help standardize our products and services (utilizing our contracts) across the board as well as making sure that we are keeping up with the right tools for our end-users to be successful in their jobs and work locations with safety being the focus.

My first week on the job was during high flu season, I was the only one working in my department and my Business Operations Manager came in asking me to rent a helicopter and buy dynamite to assist breaking up the avalanche up on Highway 21. “I was like I get to buy dynamite!” “Helicopter!” and what is an emergency form? Where do I start? Very different from the private sector I was used to. I enjoy working in purchasing because of the many opportunities of working with lots of different groups, learning about new items, products, services, the constant changes on the way to improve processes, procedures; and overall I enjoy the challenge of it all. There is something new each and every day.
Procurement Month, March 2018

IPPA came out with a bang this year for Procurement Month 2018! We wanted to acknowledge this month more than ever so public procurement professionals would be recognized for all their hard work. Here’s a breakdown of all that we did for Procurement Month:

- Procurement Month Announcement to members
- Proclamations from various agencies (Ada County, ACHD, the State of Idaho), dubbing March as “Procurement Month”
- Hosted NIGP Contract Administration Class
- Spring Dinner Meeting with Marcheta Gillespie – we also announced our Individual Award Winners
- Procurement Trivia Contest!! We sent out weekly procurement-related trivia questions & whomever got the most right AND answered the most, won a Fred Meyer gift card!
- Acknowledged Professional Buyer’s Day with Proclamation & letter from our President
- Link to our announcement on our website, with proclamations http://nigp-idaho.org/announcements.php?id=22
- IPPA had a booth at the 2018 PTAC Idaho Small Business Symposium
- IPPA encouraged membership to add the NIGP Procurement Month logo to email signatures

Off-the-shelf, commercially available and ready-made are all terms associated with:

A. Design Specs
B. Qualified Products Lists
C. Standard Specs
D. Custom Specs

***Answer on next page!***

Connect with IPPA!

Website
Facebook
LinkedIn
Twitter
There have been several promotions and exciting things going on with our membership this year!

- Evan Amidan, new Procurement Officer at Ada County Procurement
- Alyssa Ellington promoted to Procurement Officer II & received her CPPB!
- Jacob Muttart, new Buyer for Ada County Procurement
- Karl Augustine, ACHD, received his CPPB!
- Shannon Shaffer, ACHD, just received her CPPB!
- Jennifer Pope, Analyst, Quality & Contract Compliance at CWI
- Rusty McNeill, new Purchasing Agent at Idaho Division of Veterans Services
- Jason Sturdevant, Buyer at ISP

2018 IPPA Board

President
Alyssa Ellington, CPPB

Vice President
Carrie Champlin

Treasurer
Megan Harvey

Director-at-Large
Karl Augustine, CPPB

Director-at-Large
Tina McBride, CPPO, CPPB

Immediate Past President
Kathy Wanner, CPPB

Awards Chair
Jason Skelton

Communications Chair
Robyn Swaney

Legislative Chair
Keith Watts, CPPB

Membership Chair
Stephanie Wildman, CPPB

Professional Development Chair
Bob Perkins, CPPO, CPPB

Scholarship Chair
Jennifer Pope

We’d like to welcome our most recent new members!

Teanna Christiansen, ACHD
Jacob Muttart, Ada County Procurement
Kim File, Ada County Sheriff’s Office
Randi Harrison, Ada County Sheriff’s Office
Ken Rufe, Ada County Sheriff’s Office
Jessica Harrison, Association of Idaho Cities
Laura Sanders, City of Boise
Lisa Jones, City of Idaho Falls
Heidi Moore, College of Eastern Idaho
Hope Noe, College of Western Idaho
Jennifer Pope, College of Western Idaho

Matthew Haight, Department of Veterans Affairs
Traci Colton, Elmore County
Mark Leavitt, Idaho Military Division
Kathy Corless, Idaho State Department of Education
Jason Sturdevant, Idaho State Police
Chase Croft, ITD
Travis Frei, ITD
Marcie Hoyt, ITD
Rachel McCoy, ITD
Tony Pirc, ITD
Todd Sorensen, ITD

If you ever have any updates on member promotions, certifications, etc., please let me know at communications@nigp-idaho.org!

NIGP National Forum is in Nashville, TN this year! Yee-haw!
Are you registered yet? It’s the largest educational conference exclusively for public procurement professionals.

You still have time to register. If you’re planning on going please reach out to our President, Alyssa Ellington, as we are trying to plan to meet up with other IPPA members in Nashville!

President@nigp-idaho.org