Networking & Educational Event

2018 Reverse Trade Fair
Thursday, September 20, 2018
Quest Conference Center
8405 Pulsar Place / Columbus, Ohio 43240

Special Presentation: Kiana Simmons, MBE/EDGE Program Administrator
ODRC Office of Acquisition and Contract Compliance
T: 614-728-3405  C: 614-359-1770  Email: Kiana.Simmons@odrc.state.oh.us

Author, Procurement Consultant
Teacher, Speaker and Trainer
May 10, 2018

Topic: Fact-Based Negotiations – It’s all in the Preparation

Lourdes has executive level procurement experience specializing in organizational transformations. She offers customized services; she has helped organizations increase their procurement group's performance by promoting a culture of continuous improvement, optimizing resources, and maximizing value.

“The secret of living a life of excellence is merely a matter of thinking thoughts of excellence. Really, it’s a matter of programming our minds with the kind of information that will set us free.” ~ Charles R. Swindoll

Lourdes Coss, MPA, CPPO

Central Ohio Organization of Public Purchasers
PO Box 2122
Columbus OH 43216
info@coopp.org

MISSION
Promote professionalism in public procurement by providing a forum for shared resources and education for members

VISION
To lead and promote excellence in public procurement

♦ Bring your perspective, talent, skill & passion & contribute to the group’s goals
♦ Share in the ownership of the group by Influencing change & initiating improvements
♦ Grow as a leader through experience
♦ Grow personally & professionally
♦ Give yourself the gift of working with diverse talent from a variety of organizations
♦ Seize the opportunity to attend great social events (conferences, seminars, certification training, etc.)
♦ Build your networks personally, professionally & strategically

Lourdes Coss, MPA, CPPO

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Do You Have a Procurement Story or Question?

The newsletter would like to share your story! We encourage you to suggest a topic, ask a question or provide feedback.

Submit your contributions to: pr@coopp.org

Welcome New Members

Trimmer, Jennifer
Central Ohio Transit Authority

Ferguson, Scott
Ohio Department of Mental Health & Addiction Services

Johnson, Jessica
Ohio Department of Mental Health & Addiction Services

NIGP’s 73rd Annual Forum 2018
The NIGP Annual Forum and Products Exposition is the largest North American educational conference exclusively for individuals in Public Procurement!

Mary Harper, Community Affairs Chair
Community Affairs Committee
On behalf of the Ronald McDonald House & the Holy Family Soup Kitchen, thank you for the pop-tab & empty container donations. Please keep them coming!

The essence of knowledge is to have it and to use it

Tonya Prickett, Education Chair

Training for Grant Writing
Start Date: 05/31/2018
Location: Columbus, OH

Legal Aspects of Public Procurement
Start Date: 6/11/18
Location: Columbus, OH
Instructor: Barbara Johnson

Fundamentals of Leadership and Management
Format: Face-to-Face Course
Start Date: 9/11/18
Location: Columbus, OH
Instructor: Lynda Allair

One of the many CO-OPP’s commitments is to meet the public procurement’s workforce needs. We want to ensure that our members are prepared for the current job market. Many positions in public procurement require preparation for the hard skills such as project management, data analytics, problem solving and critical thinking; business acumen, financial analyses and stakeholder engagement. The vast majority of jobs today, require some education or training beyond high school, but not necessarily a four-year degree. Higher education and certification are still seen as the surest path to opportunity.
Change is happening and it is changing fast!
As the world and technology evolve, so must we. In his recent article, Jason Soza wrote about Procurement Professionalization. Procurement leaders need to recognize the shift in skills needed; instead of fighting the change, we need to embrace it and the opportunities that it creates.

The procurement hard skillset
There are several hard skills that we can begin to grow in our existing staff and look for in new hires to help our agencies continue to add value.

**Project Management:** As procurements become more complex and as new methodologies are developed, more formal project management training will become necessary.

**Data Analytics:** With more and more processes becoming automated, the sheer mass of data is going to grow. Having someone trained in the techniques of data analytics will be imperative if we are to use this data to our advantage.

**Process Improvement:** A major building block of any modern organization is knowledge. Process improvement requires new knowledge to result in better processes and procedures. Process improvement methodologies provide staff with tools and techniques to identify, analyze, and improve existing processes within an organization to meet new goals and objectives.

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**Writing for Electronic Media**

Speranca Szana, CPPB

Whether using computers or cell phones, e-mail is the most commonly used kind of electronic communication. Effective use requires a new set of rules. Most readers expect short messages. The more you force your readers to scroll down, the more you risk losing their attention. Since e-mail is used so extensively on the job, attachments are a way to include longer material for those who seek more detail. Writing on a screen for readers who will read your words on a screen is different from the writing on paper. Screen writing tends to be more casual and shorter.

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**Tips for writing effectively using electronic media:**

- Consider your reader's expectation and be conversational;
- Be formal with strangers and superiors; Be sensitive to tone by using positive words, choosing you more than we and avoiding ALL CAPS;
- Avoid sharing bad news and losing your temper. If you have to share bad news, write a longer document to show your readers that you care about their situation;
- Proofread;
- Be sensitive to the quantity of e-mail your readers receive.

**Some helpful guidelines specifically for writing effective e-mail:**

- Make sure to draft and revise;
- Build your credibility and craft strong subject lines to get your e-mail opened;
- Use a greeting and a closing to achieve a positive tone;
- Format using short paragraphs, one topic per e-mail, headings, and bulleted lists, but skip special effects.
Educational Program, March 22, 2018 General Membership Meeting

Mike Kolodisner offered an engaging and informative two-part presentation on developing effective statements of work.

Mike is a frequent NIGP presenter. He has more than 30 years of experience as a trainer and consultant for public agencies, Fortune 500 companies and a number of professional associations. During the March 22, 2018 presentation, Mike discussed methods of structuring Statements of Work (SOW) based on the type of acquisition; he also addressed various language issues that impact the SOW.

NIGP’s 5th Annual Leadership Development Symposium was held February 22-24, 2018 at the Hyatt Regency Dulles, Herndon VA. This year’s theme was "Timeless Leadership." Over 100 attendees participated and left the function motivated, excited and energized.

Tom Patterson, Speranca Szana, and The CO-OPP Board surprised and honored me by asking me to represent CO-OPP at the 2018 NIGP Leadership Development Symposium. This was truly an honor! I spent three (3) exciting days being welcomed by other Chapter Leaders and the NIGP staff while attending the Symposium. The Procurement Profession shined at the Symposium.

The Leadership Symposium was energetic, informative, well organized, and fun. I was impressed by the excellent facilitators, Dr. Jill McCory and Dr. Steve Swafford. They worked as a finely tuned team that enjoys sharing their knowledge with others. The entire Symposium exemplified teamwork thanks to their coordination with NIGP.

As teams, the Chapter Leaders in attendance were given many opportunities to work through exercises and discuss procurement issues while having fun. Networking and discussing issues with the Chapter Leaders helped with understanding my role within NIGP, CO-OPP, and the Procurement field. Networking discussions brought ideas flowing with excitement from all Chapters sizes. I am looking forward to trying one of the ideas in the near future.

Throughout the symposium, I was reminded that NIGP Chapters such as CO-OPP have members with hidden talents and interests. Many times, the members are not asked if they would like to share their talents and volunteer for a specific need. With this in mind, the Program Committee we will be engaging our members and asking them to share some of their time or talents to benefit CO-OPP.

The Leadership Development Symposium was an excellent tool for reminding the Chapter Leaders in attendance that they are part of a large, highly talented, and professional community called “Procurement”. Thank you, Tom, Speranca, and the CO-OPP Board. ~ Deb Bryan, CO-OPP Program Chair
Quality Communication: A Key to Quality Leadership, Speranca Szana, CPPB

Leadership is central to any organization and the most important ingredient in management. Effective communication creates teamwork; it maintains and enhances team cohesiveness. The leader is a model of word and action and this demonstrates what is expected of the team. Leadership is service to the organization. Leaders inspire, motivate, and help those they lead to feel a sense of worth. True leadership is plural, never singular.

The success of any team depends on the quality of communication within its membership. Communication is simply a two-way process of sending and receiving messages. It acknowledges feeling and content. It also recognizes the validity of non-verbal communication. It builds strong, stable relationships and it maintains a delicate balance of support and candor.

Leadership has been defined as the ability to influence others so that they respond willingly. Influence is the essence of leadership.

Leadership is not optional; it is essential. Exceptional leaders gain commitment rather than rely on command and compliance.

The leader brings a variety of personal skills, values and goals affecting a point of view. The leadership point of view (LPV) consists of: (a) seeing what needs to be done, (b) understanding the underlying forces, and (c) initiating action for accomplishment. The task is seeing what needs to be done and charting a course to accomplish it. Leadership must include others and inspire rather than require.

Quality leadership is dependent on quality exchange of ideas. Effective communication builds awareness and understanding. Communicating openly and honestly creates a culture that supports change and ultimately achieves success.

Discover, develop and apply the “real” you!

Talent goes beyond academics; it addresses qualities that help a person achieve in all aspects of life. Skills and knowledge can be acquired. Skills are the ability to perform the specific steps of an activity. Knowledge consists of facts and lessons learned which make up experience.

The “seeds of greatness” are inside each of us. Therefore, the quest to achieve excellence and become “the best you that you can be” is really a pursuit to discover, develop and apply the “real” you. This mission begins by looking within and recognizing natural, personal talents.

“To produce excellence, you must study excellence,”

Taking something from below average to slightly above average requires a great deal of effort, and yet is not necessarily rewarding. Transforming something satisfactory into something superb takes just as much effort but is so much more valuable.

Each person has limitless abilities. We are different in our approach to using those abilities. What one may lack in one area may be compensated for in another. Qualities missing today may become absolute strengths in the future. The future is full of promise and ultimate possibilities. Everything is a worthwhile experience. The opportunities are knocking and yes, you can!
“How to Navigate the Ohio Legislature”

STEP #1:
Go to website: https://www.legislature.ohio.gov. Click on “Legislation” Tab, then select “Search Legislation”

STEP #2:
In “Search Legislation” screen, fill-in the information boxes, for example: Legislation Type, Legislation #, Committee Name, Sponsor, etc.
STEP #3:
In this example, it was House Bill (H.B. 276), Sponsor/Greenspan, Judiciary Comm. You’ll see info. pull-up on right side of screen providing Link to read the Legislation.

STEP #4
Final Screen shows: House Bill (H.B. 276). Click on Link “Legis. Text: View Current Vision”.

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**The Ohio Legislature**
132nd General Assembly
## 2018 CO-OPP Leaders

<table>
<thead>
<tr>
<th>CO-OPP BOARD OFFICERS</th>
<th>Thomas Patterson, CPPB</th>
<th>Speranca Szana, CPPB</th>
<th>Kellie Johnson, CPPB</th>
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<tbody>
<tr>
<td><strong>President</strong></td>
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<td>Ohio Dept of Rehabilitation and Correction 770 West Broad Street Columbus, Ohio 43222 P (614) 752-1653 F (614) 728-1578 <a href="mailto:VicePresident@coopp.org">VicePresident@coopp.org</a></td>
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<td>COMMITTEES STANDING CHAIRS &amp; COMMITTEES STANDING CHAIRS</td>
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<td><strong>Past President</strong></td>
<td>Cindy Collins, CPPPO, CPPB</td>
<td>Maureen “Mo” McGuire, CPPO, CPPB</td>
<td>Jennifer Sheafer, CPPPO Member-at-Large</td>
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