From the President’s Desk...

Karen Smitherman | Manager of Construction & Energy Contracts at Knox County

I want to thank you for the honor of electing me to serve as ETPA’s President for 2019. We have a strong slate of Officers, Committee Chairs and Members who are already hard at work planning another successful year for the Association and its members.

Business Matching 2019

Business Matching Co-Chairs, Bonnie Woodward and Ellen Wentworth, are working to plan the 14th Annual Business Matching Event. More details will be forthcoming as we work through the planning stage. This is a great opportunity for small, minority, woman and veteran owned business owners to make initial contact or continue to discuss business opportunities with representatives from multiple agencies in one location. Please plan to represent your entity at the Business Matching event, contact DBE business owners to make them aware of the event, and help get sponsors/tradeshow booths sold.

Possible Merger

At the last two Fall Conferences, we have discussed the possibility of merging the Tennessee Association of Public Purchasing (TAPP), Middle Tennessee Public Purchasing Association (MTPPA), and ETPA into one statewide chapter. The bylaws committee has completed the preparation of the draft for the proposed single entity; this will be sent to each chapter’s President soon and then distributed to the membership for review. Each entity will be holding their vote before April 30, 2019. I ask that you review the document, ask questions prior to the vote, and vote by the deadline. More details will be released on the voting process soon. NOTE: Your ETPA membership must be paid in full and you must be a member in good standing in order to vote. If you have any questions regarding your membership status, please contact me or Lynn Farnham, Treasurer.

Please don’t hesitate to inquire about serving on a committee or to help with an event! If you have interest in a specific event, please reach out to offer your service. Don’t assume that you are “too new” to the field of procurement; we appreciate and want fresh ideas and outlooks. If you don’t have the time to dedicate to serving as a Chairperson, offer what time you have. It’s a great way to help, meet new people, and learn more about ETPA and what we do.

Karen
Hazel Orick Gibson of KCDC, and Larry Harper, City of Alcoa, earned their CPPB certification this fall. Way to go guys, all your hard work has paid off!

The Bylaw Committee has finished their revisions, and the final draft was sent to NIGP for review on January 24, 2019. Once NIGP has approved the draft Bylaws, they will be sent to the Chapter Presidents for distribution to their respective members. A vote on the merger will take place by April 30, 2019 as originally discussed and agreed upon. The Chapters will be responsible for securing each of their member’s vote in the best format that is available for their entity. For example, ETPA has a link on their website that allows members to log in and vote anonymously, one time only.

This merger consideration is an extremely important subject. We appreciate each member’s consideration and participation in the vote. If you have any questions regarding the merger, please reach out to your Chapter President.

Matt Myers, CPPO, CPPB
Director of Procurement
Knox County Government
Merger Study Committee Chairman

Check out the first episode of a new podcast, The Proventure’s Podcast. It is geared toward procurement professionals by fellow practitioner Christina Semeraro, CPPO, CPPB from Florida. Listen to the debut episode, “The Mental Toolbox for the Procurement Pro”, at the link below!

https://proventure.podbean.com/e/feb012019/

Hazel Orick Gibson, KCDC, will be attending the 2019 NIGP Chapter Academy (formerly Leadership Symposium) on behalf of ETPA, Lyn Majeski, City of Oak Ridge, who is representing TAPP, will join her.
The City of Knoxville is Celebrating **75 years** with NIGP!


Save $140 on Full Registration Packages (almost 2x the discount from last year), if you register before April 30th. This discount will be offered to EVERYONE, in lieu of group discounts.


### 2019 ETPA Leadership Team

- **President**: Karen Smitherman
- **Vice President**: Jay Garrison
- **Secretary**: Kris Davis
- **Treasurer**: Lynn Farnham
- **Photographer**: Julie Maxwell
- **Social Media**: Julie Maxwell
- **Webmaster**: Jolene Combs
- **Recognition Committee Chair**: David Griffin
- **Newsletter Committee Chair**: Jolene Combs
- **Professional Development Committee Co-Chairs**: Valerie Harless & Hazel Gibson
- **Membership Committee Chair**: Heather Whitehead
- **Outreach to other Professional Associations**: Dustin Shearin
- **Reverse Trade Show – Co-Chairs Committee Member**: Bonnie Woodward & Ellen Wentworth
- **Mentoring Committee Chair**: Penny Owens
- **Nominating Committee Chair**: Brent Morelock
- **Committee Member**: Tom Seagle
Unicoi County Facing Possible Legal Action over MedicOne Contract

Sue Guinn Legg | Johnson City Press | January 3, 2019

ERWIN — Unicoi County resident Johnny Day has vowed to take legal action if necessary to stop finalization of county’s pending contract with MedicOne Medical Response in order to allow time for county commissioners to examine contract bidding procedures he said “did not get the job done.”

During a Thursday afternoon meeting between Unicoi County Mayor Garland “Bubba” Evely, Day and a small group of county residents concerned with MedicOne’s “past poor performance” and how the county’s request for bids on the contract was handled, Day told Evely he could have a temporary restraining order to stop the contract’s signing by Friday.

Day said although the county’s request for contract proposals met the legal requirement for a newspaper advertisement for bids, the advertisement was limited to one day of publication in the Johnson City Press.

He said two ambulance companies that specifically asked for the county’s request for contract proposals and a list of numerous reputable companies doing business in Tennessee that he provided to the county’s former Ambulance Committee chairman did not receive the request for bids.

Instead, Day said the request for proposals was sent to companies that had previously informed the county they do not do business in Tennessee, to an ambulance company representative who was no longer employed by that company and to another company that was not given adequate contact information to submit a bid.

“‘In essence this was a completely ineffective bid process. It was very poor,’ Day said. ‘Then we are told, MedicOne was the only one to submit a bid.’”

“Although you did what laws require, laws are not sufficient to get the job done. Mister mayor this does not get the job done in this county. We pay your salary. We pay everyone’s salary. We deserve better. We need better.

And in a reference to the November 2014 death of Dwight Bennett, a Unicoi County school board member and former county commissioner who died from cardiac arrest at his home during an approximately 40-minute wait for a MedicOne ambulance, Day said, “We can’t afford to let to let people down, like my friend who died on a sidewalk.

“We need better, mister mayor, and we’re asking you, we are pleading with you, to put this back out to bid. We have three companies that want to bid. We are asking you ‘don’t sign this contract.’”

Evely suggested the group present their concerns to the Ambulance Committee at its next meeting on Jan. 10 and to the full commission at its next meeting in late January. “If you want to bring this to them, I invite you,” he said.

Evely said while he had delayed sending the final contract document to MedicOne while Day’s request for information on the bid process was pending, the contract was approved by the commission on Dec. 17 and he would not veto the commission’s approval of the contract as Day requested.

And in response to the group’s request that he delay mailing the contract to MedicOne until after the Jan. 10 committee meeting, Evely said he was unsure if he or the committee’s new chairman, Commissioner John Mosley, had that authority.

Day responded, “I’m asking why anyone would fight that hard not to rebid it. If they still want to sign this before that Jan. 10 meeting, I can walk upstairs (to Chancery Court) and file a motion for a temporary injunction . . . and have it tomorrow.

“For God’s sake, let’s all be reasonable,” Day said. “I know we have a reasonable mayor and I think we have reasonable commissioners. I don’t want to walk upstairs and start a lawsuit but I can if I have to.”

Day said after the meeting he would “hold off” on his request for the temporary injunction “to see what happens” in response to Thursday’s meeting and consider the motion for injunction again on Friday.

Reprinted with permission from the Johnson City Press
https://www.johnsoncitypress.com/Fire-EMS/2019/01/03/Unicoi-County-facing-possible-legal-action-over-MedicOne-contract
Global Best Practices with Terry McKee

Terry McKee, CPPO, CPPB
Knoxville’s Community Development Corporation
IT & Procurement Director
The Public Housing and Redevelopment Authority for the City of Knoxville and County of Knox

Beginning with this issue of the Buyer’s Flyer, we will be examining NIGP’s Global Best Practices series. NIGP’s global best practices (GBP) provide definitions, context, and guidance on relevant public procurement topics. They are a result of collaboration by and input from content experts and are subject to public review. NIGP’s goals are to provide useful guidance for public procurement professionals and to elevate the procurement profession.

NIGP began developing the GBP to provide a framework for its members to use when conducting the procurement function. They are a broad framework outlining “best practices” in the various areas. Through 2018, NIGP has published 30 GBP covering topics from “Audits” to “Use of Cooperative Contracts for Public Procurement.”

GBP are created through the collaborative efforts of public procurement professionals and subject matter experts, who work together through the guidance of Lisa Premo (NIGP’s Global Practices Manager) via teleconferences and Google documents to produce the GBP documents. Once a draft document is ready, it is posted for public comment. The team then reviews the comments and accepts, accepts with edits or rejects them. The final document is sent to NIGP for publication preparation. Once the formatting is completed, NIGP posts the document to its webpage at: http://www.nigp.org/home/find-procurement-resources/guidance/global-best-practices. NIGP also then conducts a webinar (free to NIGP members) to introduce the GBP. Those that helped write the GBP conduct the webinar.

Only a few Tennessean’s have been involved with writing the GBP so I encourage you to consider getting involved. It really is not horribly time-consuming or difficult. There are multiple ways to contribute that can fit your interest and availability:

- Join a core team that develops a practice
- Join the review team
- Comment on the final draft of the practice
- Contribute resources and case studies
- Present a webinar on a practice

Future articles in the Buyer’s Flyer will be a summary of the major points rather than re-prints of the entire document. Hopefully my article spurs you to read each GBP fully.

I hope that this series of articles brings great ideas to you as you perform public procurement. Recently my work motto has become “good public procurement means good government.” I think these Global Best Practices help us provide good public procurement services.

(continued on next page)
Global Best Practice: The Place of Public Procurement within the Entity

Standard: The placement of Procurement should be operationally distinct from other entity departments and divisions. The Chief Procurement Office (CPO) should hold an actual and distinct position at the C-level, executive level of management (e.g., Chief Executive Officer (CEO), Chief Operating Officer (COO), Chief Information Officer (CIO)). The CPO should maximize working relationships with other departments, including Finance, Human Resources, Budget, Information Technology, and Legal. The professional expertise of the CPO is critical to the success of the entity and is best leveraged when Procurement is involved in the development of the entity’s strategic plan.

Key points:

- Entities should position Procurement to optimize the influence and impact of Procurement on internal and external stakeholders as recommended in the American Bar Association (2000) Model Procurement Code (MPC).
- The Place of Procurement also refers to the horizontal separation from other departments which ensures organizational checks and balances and reinforces the public trust.
- The Chief Procurement Officer (CPO) should hold procurement authority commensurate with a strategic C-level position within the entity and should participate with other executives at the highest level.
- The professional expertise of the CPO is critical to the entity’s success and is best leveraged when Procurement is involved in the development of the entity’s strategic plan.
- Procurement should be positioned at the executive level of management with a centralized function to allow for best practices and standardization.
- The Procurement function and agenda should be distinct from other departments and are enhanced when Procurement interfaces with other departments and divisions.
- Entities should develop a strategy to achieve the optimal positioning, responsibility and authority of Procurement.
Legislation Update

Lynn Farnham, CPPO, CPPB | Roane County
Katie B. Kerr | Blount County Purchasing

The bills listed below are being introduced for this session.

**HB0414**  
As introduced, requires counties and cities to compile data regarding the counties' and cities' purchases from and contracts with businesses owned by women and by minorities; requires such data to be available to the public upon request. 
Intro., P1C. 02/04/2019

**HB0635**  
As introduced, requires local governments to provide a secure electronic interactive system for invitations to bid, requests for proposals and other offers; exempts certain local governments. 
Filed for introduction 02/04/2019

**SB0364**  
As introduced, prohibits state and local governmental entities from taking discriminatory action against a business based on that business's internal policies. 
Passed on Second Consideration, refer to Senate State and Local Government Committee (Last action on companion, 2/4/2019 2:28:18 PM: HB0563) 02/04/2019

*by Gardenhire (HB0563 by Zachary)*

**SB0048**  
As introduced, authorizes a local governmental entity with centralized purchasing authority to increase the threshold, from $25,000 to $50,000, over which public advertisement and sealed competitive bids are required; reduces the number of purchase orders, from three to two, that must be retained by a county after a purchase order or contract is issued or executed. 
Passed on Second Consideration, refer to Senate State and Local Government Committee 01/28/2019

**HB0038**  
As introduced, changes, from 10 days to 10 business days, the period for which public notice must be given in advance of an LEA's acceptance of bids for contracts for the construction of a school building, or an addition to an existing school building, the cost of which exceeds $10,000. 
Assigned to s/c Education Administration Subcommittee (Last action on companion, 2/4/2019 1:00:32 PM: SB0496) 01/22/2019

*by Van Huss (SB0496 by Bowling)*
Introducing Aspire, NIGP’s new learning experience.

Over the next year, we are enhancing member learning with the launch of Aspire, our learning experience. Aspire will enable members to connect with peers and easily access quality content using a variety of learning methods. It’s all about providing each one of you a unique experience tailored to your needs with the flexibility to learn anywhere, anytime, anyway. Aspire provides learning that’s as powerful and personal as your individual aspirations.

Here’s what to expect:

- The NEW Aspire Learning System will be released in October. You can access all our learning offerings, quickly register for courses and explore the many learning paths to personalize your learning experience. This will replace the current MyLink.

- Leadership Development: We have heard from members on the need for a robust Leadership Development Program. Over the next year, we will roll out a 3-tier program.
  - Tier 1: Self-Paced – Access to online leadership development content that you can take at your own pace. Set to release with the Aspire Learning System in October.
  - Tier 2: Leadership Reimagined for Chapters – Provide Chapter Leaders the opportunity to learn and exchange ideas and best practices. Scheduled to launch in February 2019.
  - Tier 3: Leadership Development for Members – Bring together a cohort of NIGP peers in both a virtual and in-person setting. Set to release at Forum 2019.

- Virtual Web Conferences: We recognize that travel costs and time away from the office can often impact professional development. To help, we want to bring the learning directly to your desktop through our new virtual conferences. Our first conference is being offered on November 8th and 9th. Click here to learn more and register.

- Content Enhancements: We are updating and enhancing our content to improve your overall learning experience. One area you will notice is that our content is being delivered in smaller “chunks”. This allows greater flexibility and ease when trying to fit professional development into a busy schedule.

Please reach out if you have any comments or suggestions on how we can improve your learning experience and help you aspire.

I look forward to designing and delivering this new learning experience together.

What do you aspire to? See what your colleagues have to say. (Link to I Aspire video)

Todd Slater, PhD.

Chief Content Officer, NIGP

ttslater@nigp.org 703.429.2614
## Treasurer’s Report: January – December 2018

Lynn Farnham, CPPO, CPPB | Roane County

<table>
<thead>
<tr>
<th></th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
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<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
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<tbody>
<tr>
<td><strong>Beginning Balance</strong></td>
<td>22,875.94</td>
<td>24,812.15</td>
<td>25,288.67</td>
<td>23,890.38</td>
<td>23,234.44</td>
<td>28,161.47</td>
<td>27,792.41</td>
<td>27,108.77</td>
<td>43,121.01</td>
<td>46,055.54</td>
<td>46,055.54</td>
<td>29,889.22</td>
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<td><strong>Revenue</strong></td>
<td>2,358.00</td>
<td>1,223.46</td>
<td>306.00</td>
<td>1,423.00</td>
<td>6,475.00</td>
<td>1,127.60</td>
<td>19,731.26</td>
<td>1,349.00</td>
<td>3,100.77</td>
<td>3,737.53</td>
<td>6,320.00</td>
<td>1,349.00</td>
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<tr>
<td><strong>Expenses</strong></td>
<td>(421.79)</td>
<td>(746.94)</td>
<td>(204.29)</td>
<td>(2,078.94)</td>
<td>(1,547.97)</td>
<td>(1,494.06)</td>
<td>(1,811.24)</td>
<td>(3,719.02)</td>
<td>13,100.77</td>
<td>(10,166.24)</td>
<td>(4,263.62)</td>
<td>(1,397.09)</td>
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<tr>
<td><strong>Ending Balance</strong></td>
<td>24,812.15</td>
<td>25,288.67</td>
<td>25,390.38</td>
<td>23,234.44</td>
<td>23,234.44</td>
<td>28,161.47</td>
<td>27,792.41</td>
<td>27,108.77</td>
<td>43,121.01</td>
<td>46,055.54</td>
<td>46,055.54</td>
<td>29,889.22</td>
</tr>
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### BALANCES OF FUNDS AS OF 12/31/2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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<tbody>
<tr>
<td>General Fund</td>
<td>2,423.19</td>
</tr>
<tr>
<td>Business Matching</td>
<td>10,759.03</td>
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<tr>
<td>Fall Conference</td>
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<tr>
<td>2018 NIGP Forum</td>
<td>561.72</td>
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<tr>
<td>Scholarship</td>
<td>3,398.20</td>
</tr>
<tr>
<td>Procurement &amp; Contracts</td>
<td>11,261.39</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>29,841.13</strong></td>
</tr>
</tbody>
</table>

### 2018 AGENCY MEMBERS

- Anderson County
- Blount County
- Chattanooga Housing
- City of Alcoa
- City of Bristol
- City of Chattanooga
- City of Clarksville
- City of Cleveland
- City of Decatur, AL
- City of Elizabethton
- City of Johnson City
- City of Kingsport
- City of Kingsport Schools
- City of Knoxville
- City of Morristown
- City of Oak Ridge
- Hamilton County
- Tennessee DEPARTMENT of Education
- Jefferson County
- Johnson County
- Johnson County BOE
- Knox County
- Knox County Sheriff
- KU
- Loudon County
- Maryville City Schools
- Metro Knoxville Airport Authority
- Morristown Housing Authority
- Oak Ridge City Schools
- Public Building Authority
- Roane County
- Rutherford County BOE
- Rutherford County
- Sullivan County
- University of TN, Chattanooga
- University of TN, Knoxville

### Membership Information for 2017

- NIGP & Chapter Members: 75
- Chapter Only Members: 34
- Retired Members: 22
- **TOTAL MEMBERS**: 131
Calendar of Events

Get ready for 2019, here we go!

- **February 28**
  - First Quarterly Meeting, Rothchild’s, Knoxville (page 12-13)
- **March 14**
  - Diversity Business Expo, Knoxville (see page 11 for more info)
- **April 25 – 26**
  - TAPP Spring Professional Development Conference, Jackson
- **May 16**
  - Second Quarterly Meeting, Chattanooga – Tentative
- **August 8**
  - Third Quarterly Meeting, Johnson City – Tentative
- **August 25 – 28**
  - NIGP Forum & Expo, Austin, TX
- **October 16 – 18**
  - Fall Professional Development Conference, Pigeon Forge

March is Public Procurement Month!

How are YOU celebrating?

Happy Birthday!

<table>
<thead>
<tr>
<th>March</th>
<th>April</th>
<th>May</th>
</tr>
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<tbody>
<tr>
<td>Debbie Jackson – 5th Hamilton County</td>
<td>Ellen Wentworth – 10th Chattanooga</td>
<td>Diane Woods – 17th Knox County</td>
</tr>
<tr>
<td>Dorothy Moss – 9th Alcoa</td>
<td>Misty Guge – 14th Blount County</td>
<td>Michelle Gillenwater – 26th Kingsport</td>
</tr>
<tr>
<td>Robert Minter – 26th Retired</td>
<td>Hazel Orick Gibson – 21st KCDC</td>
<td>Robert Mackey – 27th UT Knoxville</td>
</tr>
<tr>
<td>Susan Huskey – 29th Loudon County</td>
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<tr>
<td>Debbie Talley – 31st Chattanooga</td>
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</tbody>
</table>
Diversity Business Expo

Thursday, March 14, 2019, 8 a.m.–noon

Please join us...

Overcoming Believers Church, 211 Harriet Tubman Street, Knoxville, TN 37915
Meet local agency decision makers with small dollar purchase authority.

Register online now at https://bizexpo.questionpro.com

This event is free. Participants are encouraged, but not required, to register before attending.

Participating Agencies: The East Tennessee Purchasing Association, The City of Knoxville, Knoxville’s Community Development Corporation (KCDC), Knox County, The University of Tennessee, Metropolitan Knoxville Airport Authority, Blount County, Knoxville Utilities Board, Knoxville/Knox County Public Building Authority

Commodities: General construction, maintenance, uniforms, caterers, parts, supplies, furniture, IT software and services, lawn services, recreational equipment and supplies, copiers and janitorial.

Participating agency departments: Police, EMS, Information Technology, Fleet, Engineering, Library, Health Department, Schools, Public Works, Parks & Recreation, Agriculture.

Everyone is welcome to attend. This expo will provide the opportunity for minority-owned businesses, women-owned businesses, and small businesses to meet local agency decision makers with small dollar purchase authority.

For questions, please contact Diane Woods at 865-215-5760 or DiversityBusiness@knoxvilletn.gov
February 28, 2019—1st Quarterly Meeting

Date:  
February 28, 2019

Time:  
3:00 p.m.—Dinner & business meeting

Cost:  
$26.00 per attendee (menu details on next page)

Location:  
Rothchild Catering  
8807 Kingston Pike  
Knoxville, TN 37923  
865.690.0103  
Directions: Google Maps

Educational Topic:  
2018 ETPA Awards & Merger Discussion

Speaker:  
N/A

Registration:  
Use ETPA’s webpage www.etpanews.org to register and pay by February 25th, end of day. If necessary, you may fax your registration to Lynn Farnham (865) 376-4318 or email her at lynn.farnham@roanecountytn.gov Payment may be made at the meeting, but please fax your registration form so we may R.S.V.P. at the restaurant. If you do not use the ETPA webpage, mail checks (payable to the East Tennessee Purchasing Association) to Lynn Farnham, ETPA Treasurer, Roane County Purchasing, 200 East Race Street, Suite #3 Kingston, TN 37763.

NOTE: Submission of a registration form obligates payment whether or not you attend the event.

Name:_______________________________________Agency:__________________________________________

Phone:_________________Fax:_______________Email:_________________________________________________

Name:_______________________________________Agency:__________________________________________

Phone:_________________Fax:_______________Email:_________________________________________________

Name:_______________________________________Agency:__________________________________________

Phone:_________________Fax:_______________Email:_________________________________________________

Name:_______________________________________Agency:__________________________________________

Phone:_________________Fax:_______________Email:_________________________________________________

Name:_______________________________________Agency:__________________________________________

Phone:_________________Fax:_______________Email:_________________________________________________
The Venue

8807 Kingston Pike
Knoxville, TN 37923
Office 865.690.0103
Fax 865.690.0149
rothchildcatering.com
eventrentalsbyrothchild.com
darasgarden.com

MENU

- **Salad**
  Mixed greens with grape tomatoes, cucumber, shaved carrots and julienne veggies, creamy ranch and balsamic vinaigrette dressing on the side

- **Dinner**
  Guest will have choice of entrée, which RC will take the choice as guest arrive
  - Boneless breast of chicken filled with sliced honey ham and Swiss cheese
  - Baked cod with lemon caper butter sauce
  - Ask us about vegetarian options!
  - Each entrée will be served with Spinach Maria and Red skinned roasted potatoes
  - Basket of freshly baked yeast rolls to each table

- **Dessert**
  - Classic banana pudding with toffee crunch and fresh whipped cream

- **Beverages**
  - Ice tea, water and coffee

The Topic

We will once again be presenting the annual ETPA Awards for Manager of the Year, Buyer of the Year, Volunteer of the Year, and the Innovation Award.

Additionally, we will have open discussion regarding the proposed TAPP, MTPPA, and ETPA merger and revised bylaws. We encourage you to participate in this very important discussion about the future of our organizations.
Snapshots – 2018 Fall Conference Fun

Don’t forget you can view these and many more pictures on ETPA’s Facebook page!
Snapshots – 2018 Fall Conference Fun