March is Procurement Month

Time to celebrate the role of the public procurement profession

The month of March is known as National Procurement Month and it is a time to celebrate and honor purchasing professionals in the public and private sectors.

This month provides the opportunity to help educate elected officials, administrators, taxpayers, co-workers, and vendors about the procurement process and the admirable work YOU perform every day. The underlying theme for all activities during Procurement Month is the promotion and recognition of the field of Public Procurement.

13th Annual Northwest Florida Reverse Trade Show

Friday, May 3, 2019
9:00 AM – 12:00 PM
New World Landing
600 South Palafox Street
Pensacola, FL 32502

Registration for membership and vendors is now open on the Chapter website. This event provides sales and business development experts, businesses interested in learning how to do business with local public organizations, and new sales representatives the opportunity to connect with local public and governmental entities in ONE PLACE on ONE DAY. Lunch will be provide.

Making the Contract Fit the Purchase
05/02/19 Pensacola, FL

Format: Face-to-Face Course
Accreditation: Non-Accredited
Start Date: 05/02/2019
Location: Pensacola, FL
Instructor: Omid Ghamami
Institute Member: Early Fee: 285.00
Non-Member: Early Fee: 385.00

Visit https://www.cgccnigp.org/insidepages/meetings/ to register for the class.

8 Things to Remember When Going Through Tough Times

1. Everything can and will change.
2. You’ve overcome challenges before.
3. It’s a learning experience.
4. Not getting what you want can be a blessing.
5. Allow yourself to have some fun.
6. Being kind to yourself is the best medicine.
7. Other people’s negativity isn’t worth worrying about.
8. And there is always, always, always something to be thankful for.

St. Patrick’s Day

St. Patrick’s Day is a global celebration of Irish culture on or around March 17. It particularly remembers St. Patrick, one of Ireland’s patron saints, who ministered Christianity in Ireland during the fifth century.
Shanna Duncan, FCCM
Buyer
Okaloosa County School District

Shanna moved to the FWB area right after High School and began taking classes at OWCC, now known as NWFSC. Her first job was as a work study in the OWCC Purchasing Department! (Yes she worked with Tonia Lawson during that time.) She transferred to Financial Aid for several years and then took some time off after having her son. During this time off, Shanna obtained her Business Administration Bachelor’s Degree from University of Florida. In 2013, she began working for the Purchasing Department at Okaloosa School District.

Apart from work, she and her husband have four kids that keep them very busy with soccer, basketball, and other extracurricular activities. Alex is 17, Halee is 16, Evan is 12, and Michael is 4! They love to travel as much as possible and have been blessed to see many places around the States and a few in Europe! Their favorite time of the year is anytime when it’s warm and they can be out on the boat! Winter is not their favorite, but they make do with watching football. Go Gators!

Welcome Back Diane!!

Procurement Dictionary Terms

Administrative Change
A unilateral change to a contract in writing that does not affect the substantive rights of the parties, such as a change in the address to which an invoice is mailed.

Competent Parties
Persons legally capable of entering into a contract, being of legal age and sound mind. (ISM, 2000)

Express Warranty
A written explanation of the responsibilities of the seller in the event that the product is found to be defective or otherwise unsatisfactory.

Gross Income
Revenues minus the cost of goods sold required to generate the revenues. (Schiller, 2000)

Woman-Owned Business Enterprise (WBE)
Denotes that a woman (or women) has majority ownership and control of a business. May also be entitled to minority classification by certain public entities.

Use Tax
A tax imposed on the user of goods.

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton, FL

Diane just recently returned to the Purchasing arena, as well as the CGCCNIGP Chapter. In the interim, she has been working in the budget world with SRC, and then Budget Coordinator for the City of Milton. In December Diane switched hats and took on the role of Purchasing Officer / Risk Manager for the City of Milton. Immediately, she googled to see if the CGCCNIGP Chapter group was still active. Being a member prior, she always took something away from the chapter meetings. Diane is extremely happy to be back in the procurement profession.

Diane is married and have two children and one granddaughter. Her and husband David will be celebrating 25 years of marriage this April. David is a building inspector with SRC. Her son Adam is married to Whitney and lives in Pensacola. Adam works the oil rigs off of Louisiana.

Their daughter Stephanie, who recently married James, have a 16 year old daughter. Stephanie is a medic (IDMT) in the Air Force stationed in Italy, but has been deployed to Afghanistan.

Diane have two rescue dogs, one is an 8-year old lab mix, and the other one is a new 6 month old terrier mix puppy. In her spare time Diane enjoys boating, fishing, kayaking, spending time with family, and camping. Diane and David just vacationed in Italy, which was a trip of a lifetime. They both want to go back again.
Why Certification is important

74% of managers say they are more likely to hire a certified individual.

10,000+ To date, the UPPCC has certified over 10,000 professionals primarily within the US and Canada as well as in other nations around the globe.

71% of managers say certified individuals know what is required to do their jobs better.

74% of managers recognize certified individuals as experts.

85% of managers say certification validates specialized knowledge.

For more information on NIGP certifications, visit https://www.nigp.org/home/your-learning-journey/certification.

What’s Trending Now in Commercial HVAC

Indoor comfort is a crucial part of running your building, and your HVAC system is responsible. HVAC is also likely the biggest consumer of energy in your facility. These new trends and technologies are focused on energy efficiency to ensure comfort doesn’t mean a higher energy bill. For the full article, visit https://digital.buildings.com/buildingmagazine/january_2019?pg=30#pg30

January 2019, Building Smarter Facility Management magazine

What is Public Procurement?

Simply put, public procurement is the contracting and acquisition of the goods and services required to sustain society and its way of life.

Consider: how do roads become roads? How are parks, schools, libraries, and water treatment facilities established and maintained? How is water and electricity provided to commercial buildings and private residences? How does a community provide for emergency response to a natural or man-made catastrophe?

At every level of society and every entity of government there is evidence of the public procurement profession.

To Succeed: Learn Business Language

The language of business and the language of the purchasing profession are somewhat different from that used by other people. And each industry or type of business uses words that other organizations are not familiar with.

It is to your advantage to learn many of the words used in your type of business in addition to the words that are common to all businesses. You don’t necessarily need to use those words in everyday conversation, but you should understand their meaning. When you do use them, you will show that you are informed and knowledgeable about business.

Knowing the jargon improves your understanding and communication with colleagues, employees from different areas of your company and with salespeople.

Learn the latest words by asking users or by looking them up online or in the dictionary. It is no shame not to know the meaning of a particular word, but you are to blame if you listen to the use of a word and accept what it stands for without asking for an explanation.

This is especially a grievous error when you are buying a technical product or service and agree to make a purchase when you don’t really know enough about what you are buying. The same applies to agreeing to a contract and you don’t understand the
legal language. No one expects you to know every legal term if you are not a lawyer, but you should ask for a definition or look it up so you thoroughly understand what you and your company are agreeing to.

As a buyer, you are expected to know the language that pertains to purchasing and sales. You should know what the words mean that are included in the Uniform Commercial Code. You should understand the accounting terms that are used regarding purchases.

Here are a few words or phases that buyers should know. If you don’t know their definition, look them up and memorize their definition.

Acknowledgment, amortization, bill of lading, C.O.D., boiler plate, contract, discount, duty, EOQ, force majeure, f.o.b., gratuity, inventory turns, invoice, mean, reciprocity, statement, and tare weight

Angie Jones, Tonia Lawson and Bob Pacenta attended the NAEP-FL “Drive-In” Workshop held on February 22, 2019 in Lake Mary, FL. The event provided 5 educational session for the 1-day event.

David Nash presented “Critical Thinking: A Critical Skill”

We’ve been told that our ability to think is what separates us from the animals. “I think, therefore I am,” proclaimed Rene’ Descartes in the 17th century. Situations, problems and opportunities confront us on a daily basis. How we handle them and move on is fundamental to long-term success in any endeavor. Simply reacting is not a sound strategy. We each have our own experiences and points of view from which we make assumptions. To that we add facts, opinions and observations to try and arrive at a course of action. We must analyze each situation on its own merits and develop a plan to attack it. This requires the skill set of critical thinking, which examines assumptions, evaluates evidence and assesses conclusions.

Krista Ferrell, the new Executive Director presented “The Procurement Brand”

Procurement departments are pursing increasingly complex and challenging goals. They are advancing on their mission to become “essential” strategic partners to the financial well-being of the organization. They play vital roles in providing services to their customer they serve while also providing a significant return on investment.

Todd Rader & Michael Einhorn, from E&I Coop. presented an update regarding shared resources among the members – “Stronger Together”

Bill Dillion, & Greg Long, Procurement Director @ Seminole State College presented “Procurement Analytics Best Practices”

Many procurement professionals are looking to drive procurement transformation, only to fall short. Bill and Greg provided key issues and recommendations for using data and analytics to help procurement to drive greater enterprise value.

Casey Laurienzo, FSU Contract Administrator presented “Contract Management Basics”.

Do you know the different between contract management and contract administrator? Casey provided insight on the meaning of each and their roles.