Reverse Vendor Fair - Fall 2019

By Nicole Hogan

As the trees turned bright colors, and the leaves fell, MACPP was busy with the Reverse Vendor Fair. On October 1st, the Reverse Vendor Fair was held at the Unified Government of Wyandotte County’s Memorial Hall. Home to Patsy Cline’s last concert performance, Memorial Hall was spacious, and accommodated all of the vendors and the agencies. There were approximately 100 people in attendance. We also appreciate the Platinum sponsorship from Graybar, who also graciously purchased the food for this event. Thank you to Keely Golden from the City of Kansas City, Missouri for coordinating lunch. This event helps to build and maintain strong vendor relationships. It’s important to share our goals with vendors as well as asking how vendors can help achieve those goals. The Reverse Vendor Fair offers agencies the opportunity to do just that. If you are interested in coordinating this event in the future, please reach out to one of the MACPP Chapter officers.
More Pictures from the Reverse Vendor Fair
Mark your calendars for these upcoming events

- KAPP will be hosting the following course: **Legal Aspects of Public Procurement**
  - February 24-26, 2020
  - Johnson County Kansas
  - 111 S. Cherry Street, Room 211
  - Olathe, KS 66061
  - Registration required at www.nigp.org.
    - $570 NIGP members
    - $670 Non-members
- MACPP **2020 Election of Officers** - Online Ballot
  - Reach out to Rick Gentry if you did not receive a ballot.
- **NIGP Forum 2020** - 75th Anniversary
  - August 22, 2020 - August 26, 2020 in Chicago, IL
- **KCRPE** - Kansas City Regional Procurement Exposition
  - October 28 - 30, 2020 at the Hilton Garden Inn
    - Independence MO
Recap of MemberConnect for All MACPP members

MACPP has launched a service for members only that can help you with advice or opinions from your colleagues, assistance with creating documents, and ideas to make your job easier. The service is called MemberConnect and is provided through our website provider, Chapter Manager.

Here’s how it works: send an email via your email software to MemberConnect@list.macpp.org containing your question(s), request, and/or describe the help you’re looking for. MemberConnect automatically forwards that email to members who have subscribed to the service. Replies are also distributed to subscribers. It’s a great way to share ideas and learn how other professionals deal with challenging situations.

As an MACPP member in good standing (your 2019 dues are current), you’ve already been subscribed. No action is required on your part unless you don’t want to participate. To unsubscribe, select the MemberConnect link on our home page (www.macpp.org), under Member Services, log in and follow the instructions for unsubscribing.

To send a message to other subscribers, just email MemberConnect@list.macpp.org and the system will automatically distribute your message. There’s no need to use the web site to send a message or to send a message to a board member to post – use your email software.

If you have subscribed and are not receiving messages, your spam filters may be trapping the messages. Speak with your IT department and have them “white list” mail coming from MemberConnect@list.macpp.org.

MACPP MEMBERSHIP INFORMATION

Membership in the Mid America Council of Public Procurement is open to all professionals employed in public sector purchasing, procurement and contract administration. We encourage you to learn more about the benefits of membership and join us today.

Detailed membership information can be found at www.macpp.org or reach out to the Membership Director, Delois Moore at delois.moore@kcmo.org.

Reminder: Don't forget to renew your annual membership with MACPP!!!
The month of December is a time to celebrate all of the achievements in the field of procurement. At the Holiday Chapter meeting, we celebrate those individuals that have brought forth new ideas and have shared their knowledge of procurement with the members of MACPP. We thank you for your service to this chapter of NIGP. We encourage you to vote for the next year's Chapter Officers. If you did not receive the email survey in order to vote, please let Rick Gentry know at Richard.Gentry@cityofls.net.

The Holidays is a time of giving. During the meeting, members of our chapter were generous and raised funds for Harvester's-Community Food Network. MACPP was able to match the funds coming in with a total raised of $350 raised for Harvester's. Thank you for contributing to an organization that helps feed hungry people today and works to end hunger tomorrow. Every dollar donated helps provide three meals to hungry families, children and seniors in our community.

We were also able to finish the artwork donated to us by US Communities, now Omnia Partners. These works of art will now be sent back to the Foundation for Hospital Art to be displayed at a hospital. Thank you to all members of MACPP and our vendor community that helped with this service project.

We hope you enjoy this collage of pictures from the Holiday Chapter meeting.

Have a wonderful and safe holiday season!
Dear Crystal and MACPP members,

Thank you for your gift of $350.00 to help feed hungry people. Your generosity is bringing hope to neighbors like Clare.

After years working in the manufacturing industry, Clare now survives on a limited Social Security check. She often finds her income just isn't enough to cover her basic expenses. In fact, Clare says she can't always fill the prescriptions she needs.

"Some things, I have to go without," she says.

That's why she's so glad she can visit the Harvestors mobile pantry at Trinity Temple Church of God near her home in Grandview. We met Clare on a recent visit with her grandson, Ryan, 6, who she cares for while his mother works. The pair were excited to find some of their favorite foods - including apples, yams, and cabbage.

"Thank you very much," Clare says to friends like you. "This really helps me out."

You bring hope to so many neighbors like Clare throughout the year. If you have questions about your donation or our work, we would love to hear from you. Please call 816-929-3010 or email us at donations@harvesters.org.

Once again, thank you for your support.

With gratitude,
Valerie Nicholson-Watson
President & CEO
NIGP Sourcing in the Public Sector  
By: Barbara Poole, CPPB, Metropolitan Community College

On October 9 through October 11, 2019, I attended the three day NIGP class of Sourcing in the Public Sector sponsored by MACPP. This class was a great experience for me to touch base on refreshing my knowledge on basic procurement practices of how to develop a solicitation. The class was conducted by NIGP instructor, Edward Pabor, PPO, CDI, C.P.M. Ed has over 35 years of procurement experience and knowledge that he shared with the attendees. Of his years of experience, he has 17 years in the public sector and 18 years in the private sector. He was an extremely interesting person, a great instructor and keep all of us engaged throughout the three day period. He definitely knows all about procurement. Although this was my first time of having him as a NIGP instructor, I would highly recommend taking any of his other classes that he teaches.

There was so much information to cover pertaining to Sourcing in the Public Sector. I would like to share with you just a small portion of some of the basic highlights of the class. For sourcing in purchasing, everything centers around the Procurement Cycle which includes the following: 1. Approve Requisition, 2. Determine the end users need, 3. Do market resourcing, 4. Determine TCO (total cost of ownership), 5. Create Specifications/Scope of Work and type of solicitation document, 6. Award – Contract/Purchase Order, 7. Receive–Inspect, 8. Make payment/s, 9. Disposal of goods.

We discussed the purchasing objectives which are to obtain the right materials or services, the right quantity at the right time and place, right source providing right services at the right price. You should always write your specifications to achieve the “best value at the best price.” Goals of the procurement process should always include equity, integrity, efficiency, effectiveness and transparency. Public Procurement staff should consider “what is the best use of the public funds”. We are to be accountable, promote domestic industry and foster social-economic objectives. We always want to strive to eliminate the possibility of a protest, which there are two types of protests (protest regarding specifications and protest against the award). It is also important to know your Statutes regarding procurement and contracting along with your entities policies and procedures and have an understanding of the Universal Commercial Code which is the law to procuring goods.

There are a number of solicitation methods and selecting the most appropriate solicitation method for the specific product or services is an important factor to consider. The choices are: Invitation for bids/to tender (IFB or ITT) ITT is used in Canada instead of the IFB. Request for Proposal (RFP), Request for expression of Interest, Reverse Auction, Invitation to Negotiate (ITN), Request for Information (RFI) and Request for Qualifications (RFQ) along with Purchase Card, Emergency Purchases, Sole Source/Single Source, Notice of Intent (NOI), Joint Solutions Procurement (JSP), Public Private Partnerships (P3) and Strategic Alliance (SA).

General Terms and Conditions which in the industry are known as “the boiler plate” should apply to all solicitations, contracts and Purchase Orders and should be included in those documents. T&C’s should include administrative terms such as the following: 1. Acceptance, Rejections of Responses, Force Majeure, Non-waiver, Funding, Errors in Response, Amendments/Withdrawals, Termination, protest, Dispute Resolution and Payment. There are also Special T&C’s which are conditions outlining what is specifically required when the public entity executes an agreement with the selected supplier.

Other topics covered included a number of issues to consider such as, pricing, cost contracts, shipping and delivery, risk management, warranty, performance and report issues. Lots and lots of great information was covered and the participation of the attendees sharing their experiences and knowledge was terrific.

Last but by all means not least, I would like to thank the MACPP Board and the membership for making it possible for me to take advantage of this procurement educational opportunity. It would not have been possible for me to attend the class without the funding source of MACPP’s John R. Neger Scholarship fund program. Attending classes like this help me and others in the Chapter to gain the credit hours needed for recertification. I’m grateful that our Chapter has this fund available to members who have contributed to MACPP by sharing their talent, time and dedication to the ongoing existence of MACPP. As we all know too well, the agencies that we work for do not always have large enough budgets to support the cost of educational classes, professional certification and re-certification for all their procurement staff. It’s reassuring to know that the scholarship fund program is a resource to assist members with procurement educational expenses.
Scholarship Recipients Articles

74th Annual NIGP Forum
By: Nicole Hogan, Blue Valley School District

I was one of the lucky scholarship award recipients. The scholarship dollars allowed me to attend NIGP Annual Forum in Austin, TX from August 25th through August 28th. As a young member of MACPP and NIGP, I was overwhelmed with the amount of knowledge shared and learned at this event.

The keynote speaker was Roy Spence. Roy is cofounder of a marketing communications company in Texas. Have you ever heard of the phrase Don't Mess with Texas? He coined it. As one of the most powerful leading marketing firms in the USA, he spoke to the need of establishing purpose in the work that you do. The conversations you have amongst your colleagues should not be a you versus me discussion. Collectively, we can all do better to come to that middle ground. As it relates to procurement, both sides, vendor and agency, must achieve a win-win situation. If both sides do not win in a procurement strategy, both sides lose. He challenged us all to find a purpose in the work that we do on a daily basis.

As I attended the sessions following the keynote speaker, I struggled to find my purpose. I was sitting in a crowd of seasoned veterans, who each had their own procurement challenges they were trying to overcome in their organization. The difficulty I had was the organizations were struggling to find the win-win situations. The questions were, "How do I get the vendor to do exactly as I want them to?" and "Why is the vendor not living up to the scope of the contract?" and "How do I convince my supervisor that I have value to the organization?". As I chatted with some of my procurement colleagues, I sensed a feeling of tiredness and overwhelmed employees. The procurement industry is not an easy one to be in. The majority of people in the room of 1,500 attendees raised their hands when asked whether their job just fell into their lap. We didn’t go to school to become a procurement officer. Public procurement has come a long way in education. At the NIGP Forum, the University of Illinois–Springfield received the first accreditation in public procurement from NIGP. Towards the end of NIGP Forum, I finally figured out what my purpose was meant to be. It’s to spread the word about the need for procurement officials. We have to tell the story about why we do what we do, and how we can be of service to the agency.

Another topic that was highly beneficial was in the area of technology procurement. The amount of dollars in technology procurement is high. With this comes scrutiny of those dollars. We must continually review our own process when it comes to technology procurement as the use of technology is ever changing. One of the ideas that I took away was to use a virtual open house when conducting pre-bid meetings in hopes to describe our objectives and receive feedback. Vendors will appreciate the use of technology to save them travel time as well. In order to get participation from vendors, one agency I spoke with used their vendors to help create videos to promote their online bidding portal. Another interesting feature of NIGP Forum was the option to see the sessions virtually via V-Con. The V-Con participants were able to ask questions as well during some of the sessions. In order to be successful with technology procurement, we must continually seek new ways to engage vendors by using technology and performance metrics to drive improvement.

In addition, when it comes to technology, Amazon Business is working to drive and innovate the market. Amazon purchases was a hot topic in many sessions I attended. While we may tend to lean on the side of precaution when it comes to purchasing items on Amazon, one agency took a different approach. If you can’t beat them, join them. Spring Branch ISD knew it would be a battle to overcome issues with Amazon Business. They are still experiencing hiccups throughout the procurement process with Amazon Business, but they knew about the large need in their district to get products shipped, and to do so quickly. They are also able to see analytics and reporting functionality in order for the district to make better business decisions in the future. While not all agencies have a dedicated person to spend time to manage an Amazon Business program, it was interesting to see the mixed emotions around the use of procurement within Amazon Business.

I am so thankful to be in an organization that supports the need for professional development in the area of procurement. I’m also very thankful to MACPP for the opportunity to attend NIGP Forum through this scholarship. As a young professional, I enjoyed hearing the feedback from those in attendance that had been coming to the Forum for many years. I encourage other young professionals to get involved in the local MACPP chapter. NIGP is going through a changing of the guard and some fresh minds are coming to the table with new ideas and new strategies. The first table I sat at I was able to have a conversation with Joe Benjamin, a Senior Procurement Analyst for the City of Tampa, Florida, and also a long time member of NIGP. His encouraging outlook on the world of procurement had an impact on the way I would think about this industry. Making those connections at Forum truly gave me a sense of rejuvenated spirit.
I would like to thank the Mid America Council of Public Procurement (MACPP) for their continued support and providing opportunities for Chapter members to continue their professional growth. With the scholarship for Forum I was able to attend and participate in the best national level professional develop event for public procurement. The following are my top three personal takeaways from Forum 2019 in Austin, Texas.

My transition from K-12 education to municipal government was smoother than most transitions because of networking and connections I had made over the years through my participation in MACPP and NIGP activities. Forum allowed me the opportunity to meet, network, and make connections with procurement professionals from municipal agencies across the country. I now have direct connections with cities in Florida, New York, North Carolina, Arizona, California, and other parts of the country. I have already reached out to a couple of my new connections to get assistance with municipal specific issues they have been more than willing to help. It is hard to put a value on networking. Growing my network is always one of the justifications to my employer requesting to attend and participate in the annual NIGP Forum as well as other professional events.

Another highlight for me at Forum was a session titled “The Politics of Procurement: Creating and Achieving Strategic Value in the Public Sector.” The presenter, Sean Carroll, New York State Chief Procurement Officer, gave an informative and sometime humorous explanation and description of how “politics” helps us and government bodies make decisions everyday. As humans, by nature, we are all selfish and most decisions are made based on “jobs” and “housing.” Whatever the role one is in the process: vendor, contract user, or leadership, decisions are made based upon keeping ones job – i.e. food on the table, clothing, etc. and home – safe, secure, place of comfort. Procurement needs to show how its function delivers to the leadership what they need to help them keep their job (get reelected) and home (usually paid or supplemented through their job). Procurement as strategic role is not about the procurement process; it is about organizational awareness and make the procurement process serve the organizational priorities, while still being transparent, ethical and compliant.

The last highlight I want to share is about a presentation by Lloyd Windle, Contract Administration Manager, City of Tucson, Arizona. His presentation was about a program he helped develop and implement called CAMP: Contract Administration and Management Program. Based on a 2018 Nsite survey, only 28% of respondents have a formal contract administration program, 42% have an informal program, and 28% have no written program. Working with limited resources we typically focus on the solicitation and award phases of the process and turn it over to our customers to administer the contract during its life. Lloyd observed in his organization various forms of “contract leakage” which could be incorrect invoicing, pricing errors, non-compliant work, delivery failure, and poor customer service from the vendor. With the assistance of his contracts team, they identified what good contract administration looks like for this agency and developed a program for contract users to administer their contracts. The team got buy-in and support from top management and started implementing the program. The City is currently monitoring and measuring the successes of the program. Lloyd’s program is another example of how procurement should be a strategic partner with all departments to help the organization be successful.

As professionals we should be looking for opportunities to grow ourselves, improve our skills, and increase our value to the agency. Thank you to MACPP for continuing to support professional development and the chapter members for their dedication to public procurement.
74th Annual NIGP Forum

By: Mike Tripp, Water One

8.25.19 – The Power of Purpose in Your Business, Your Life and the Life of America
I really enjoyed this speaker and the message he presented. His key point was “the purpose of life is to do good, be happy and serve the greater good”. Pretty simple but an effective way to approach your work and personal life. Quote from Mr. Spence, The Purpose of Public Purchasing Professionals: “To buy the best products and services at the best possible price to serve the greater good...to deliver a solid return on investment to the taxpayers of the US and Canada...whether they ever know it or not.” I included a few links to a similar presentation he gave, and some of the work that he is committed to, based on a purpose driven life:
https://www.youtube.com/watch?v=PoPC-ddHKnG
https://www.thepromiselandproject.com/about/
https://thepurposeinstitute.com/

8.26.19 – Dare to Matter: How Procurement Professionals Rise to Significance – Pete Smith
Another great speaker. How to find your significance was the theme. You need to find your significance not just within your job, but also on a personal level. Pete has 6 steps in his significance framework: Choice, identity, fear, let things go, impact crazy and impact on others. You need to find out your purpose and then addresses the choices you make, define your identity, conquer your fears, let go of the little stuff, impact the craziness in your life and make a true impact on others. He asked everyone to think about: How will you be remembered?

8.27.19 – Fear Less, Do More – Michelle Poler
Michelle was a very engaging speaker. She talked about our fears and how they keep us from doing things and taking on our lives. She talked about the 100 Day Project she started and tackled a different fear every day for 100 days. It ranged from sky diving, to dancing in Times Square and ended with doing a TED Talk. She stressed to be yourself and face your fears, whatever they may be. The 100 day project can be applied to anything you would like to do to help improve yourself. Pick something important to you and then focus on it every day for 100 days and see how your life can change. Here is a link to her website: https://www.michellepoler.com/#programs.

General Training Sessions:
Agency Based Sessions – Utilities: This session was specifically for utilities. The moderator had us break into smaller groups and discuss a couple of topics. One was to share something that is going well for your entity and another was to share something that is going not so well. I shared how positive our customer services surveys are and that we continue to focus on maintaining our high standards for delivering excellent customer service. A person from Maryland wanted more information and I gave her my business card. I have not heard from her yet. The City of LA shared a not so good story about an FBI investigation that ended up with quite a few city employees being arrested for various forms of bid rigging and other crimes. https://www.latimes.com/california/story/2019-07-23/dramatic-fbi-raids-at-city-hall-explainer-dwp-billing

Effective Endings: Creating Highly Successful Scopes of Work (SOW)
Effective SOW's begin with the end in mind. An effective SOW also helps to define the following:
- needs and outcomes
- basis for solicitation
- helps drive supplier interest
- creates parameters for contract
- determines the sourcing method
- clear & concise language
- no overly restrictive specs
- specific but open to creative solutions
- consistent format
- grouped requirements

We are working on a SOW template to add to the Procurement page. This will assist users who need a document to work with when creating an SOW.
Request for Proposals: Different, but not Difficult –
Entities should establish policies and procedures for the RFP process. This should be the foundation of the RFP process and address the most common situations. You should use guidelines and templates for operational support. This was a good refresher as we finish up our updates to the RFP documents and process. We can use the information from the presentation to help validate our process and ensure we are following established best practices for managing RFP’s.

From Cradle to Grave: Procurement is Just the Beginning –
This session focused on the life cycle of procurement and how to manage the processes. The focus was on contract management and performance management. Managing the vendor as they complete work falls under several headings:
- Performance
- Change requests
- Audits/Monitoring
- Invoicing
- Contract monitoring
- Contract close out and punch lists
Properly managing vendor performance and the contract life cycle helps to ensure work is completed to our satisfaction and that we are being billed accurately for the work completed.

The Politics of Procurement: Creating and Achieving Strategic Value in the Public Sector
The focus of this workshop was to be right and be relevant. We all have 2 things we focus on in our lives, jobs and housing. Your job, your house... These concepts help frame everything we do. We always try and protect our job, and our home (life). When you think of procurement and how we allocate our resources, what do we focus on and how do others perceive/support what we focus on? Do the two align? We need to make sure that what we focus on and what others perceive that we focus on match. We need to drive value to what matters most. What matters most should be clear to procurement and to the organization.
Another point that was made is sometimes “You can’t fight crazy”. Sometimes you need to recognize what is crazy and move on. Don’t tell people what they need, but how to get what they need. Help people understand the difference between no, and maybe not that way, but let’s solve the problem.
Procurement is not about the procurement process, it is about organizational awareness and making the procurement process serve the organizational priorities, while still being transparent, ethical and compliant. This should be part of our message about Procurement, how we allocate our resources and support the organization.

Procurement Transformation: Modular Tools for Faster Results
This session focused on how modular tools can help transform procurement. It was led by a salesperson from Bonfire, one of the online bidding companies, and a panel of Bonfire product users who talked about how they changed their processes by adopting the online bidding program.
We looked at Bonfire a couple of years ago and it is a more expensive solution to implement and maintain. The concepts presented in the workshop make sense as we continue to develop our online bidding strategy. We are currently using wateron.org, PublicPurchase and QuestCDN for online bidding.
Scholarship Recipients Articles

74th Annual NIGP Forum (Continued)
By: Mike Tripp, Water One

The Hot Seat: Challenges and Opportunities in Public
Procurement Cooperative Procurement was a key topic in this workshop.
- Coops- you need to research the coop and see if they are in compliance with your policies
- Compare and negotiate within vendors in the coop solicitation
- Ask the question, can you use it, should you use it?
- Evaluate your core competencies – Have they changed from 5 years ago, how will they change in the next 5 years?

Finding Your Yellow Brick Road: Before, During, and After and Emergency
This workshop focused on Emergency Preparedness. There was some great information that was presented. Two people on the panel were from Florida and this was right before Hurricane Dorian so they were a little concerned about what was ahead of them when they got back home.
Below are some of their recommendations:
- Need pack and go bag!!!!! Yellow backpacks for non-paper stuff
- Hard copies of all contacts. Vendors, MACPP
- Pcard contact and process to increase card(s) written procedures
- State of emergency declaration
- Emergency contract clause
- Follow FEMA procurement requirements
- 2cfr vs state vs local. What is most restrictive
- 6 affirmative action steps
- Unable to use local vendors because they were affected too
- Contact communities not effected
- Coordination
- Alternate EOC’s, work remotely, ask contractors about their lessons learned
- Have everything in place with contractors
- Help for employees
- Take care of you and yours first, if possible, so that you can report to work