We are excited for the 2020 CAGP Conference on March 2 thru 5, 2020 in Pinehurst, NC!

We hope all of you will be able to attend. The conference committee has been working very hard to make this a great conference with wonderful guest speakers and some new classes. So far over, 120 attendees and 75 vendors have registered to attend. These numbers continue to grow. It looks to be another great year.

NIGP will be in attendance at this year’s conference with information about pathways, their new learning and credentialing program. Those of you with the CPPO and CPPB certifications already, will be able to get your questions answered.

As always, we will have surveys after each training or guest session. By completing surveys, the attendees drive continuous improvements and what you want in CAGP conferences. If you have suggestions or any issues, please be sure to add it to your surveys. Next year’s conference committee uses this information to improve our learning, networking, and conference experience.

We will have electronic surveys this year with a “new to us” App - ConnexMe. The CAGP App team is training on the new software as we speak, so we will have the more information at registration for the conference.

This year’s charity (on page 2) will be the Sandhills/Moore Coalition for Human Care. Our Charity Committee will be collecting diapers/wipes, can/dry foods, paper products, laundry/dish soap, etc. They will be collecting products up until the end of the banquet. A flyer with of the most needed items is in this newsletter and the website.

The SPPA Committee had 13 applications for the Sustained Professional Purchasing Award. It is presented annually and recognizes all member agencies who have demonstrated sustained excellence in purchasing standards during the calendar year.

The certification committee has received 50 applications for CLGPO certification for their initial CLGPO, re-certification and lifetime. WOW!! We are one smart group!!

Norma Houston with School of Government at UNC will have 23 applicants sitting for the exam prior to the conference. Sixteen of these applicants will become certified contingent on passing score. The highest exam score will become the recipient of the Steven C. Graham Achievement Award. Study hard and we wish you all luck on this new journey.

All of the awards are given at the CAGP Banquet and awards ceremony. We may have a past SOG teaching alumni in attendance, and of course NIGP and some of our vendors will be in attendance.

We all understand that some folks have long drives back home and have to go back to work the same day, but we can’t stress enough to stay for the CAGP business meeting on Thursday. There will be some important items to be addressed and the new board members will take their oath of office. We would like to thank our current members for your service to CAGP this past year.

We look forward to seeing you for the 2020 CAGP Conference & Vendor Show in Pinehurst.
CAGP CHARITY DRIVE

Sandhills/Moore Coalition for Human Care
FOOD DRIVE MOST NEEDED ITEMS

Suggested non-perishable food items:
- Canned Beef Stew
- Jelly
- Peanut Butter
- Spaghetti Sauce
- Pasta
- Cereal
- Macaroni and Cheese
- Tuna
- Instant Mashed Potatoes
- Non-refrigerated Juice
- Canned Fruit
- Canned Beans
- 1-2 lb. package rice

Clothing:
Each year the Coalition provides clothing to almost 5,000 people. Although the majority of items are received through donations at The Coalition Resale Shops, the following items are always needed.
- Children’s socks & underwear
- Women’s underwear
- Pillows
- Queen, full & king blankets
- Diapers, sizes 4,5,&6

Household items:
In addition to food and clothing, Sandhills/Moore Coalition also provides toiletries and other basic necessities for families experiencing a catastrophic event or transition.

These items include:
- Toilet paper
- Laundry detergent
- Bar soap
- Toothpaste
- Toothbrushes
- Dish detergent

Donations accepted until the Banquet on Wednesday: March 4th, 2020 @ 6pm
Elective officers shall be elected for a term of one year at the Association’s first regular business meeting each calendar year.

Directors shall be for the term of three (3) years.

Terms of appointive officers shall be for four (4) years and appointive officers may be reappointed by the Board of Directors.

All other vacancies in elective offices shall be filled by election at the first regular business meeting of the Association following the occurrence of the vacancy; provided, however, that the Board of Directors may, in its discretion, appoint a member to perform the duties of the vacant office until such next regular meeting.

The regular terms of office shall commence at the adjournment of the general business meeting at which the officers are elected.

Therefore, CAGP has a continuation of President and Vice-President with its 1st, 2nd, and 3rd year directors moving up each year.

Voting Rights - by position

President
Vice President
Secretary
Treasurer
Immediate Past President
1st, 2nd & 3rd Year Directors
Registrar
Membership Chairperson
Site Selection Chairperson
Vendor Relations Chairperson
Nominating Committee Chairperson
Webmaster.

Non-voting Members - All other committee chairs. These chairs are appointed by the President.
BASIC PRINCIPLES OF LOCAL GOVERNMENT PURCHASING

Dates: April 28 - May 1, 2020
Location: UNC School of Government
400 South Rd., Knapp-Sanders Building
Chapel Hill, NC 27514
CEU: 23.75 hrs.

This course is designed for new local government purchasing officials and covers basic principles and legal requirements for local government purchasing.

Topics include the following:

- Competitive bidding requirements for purchasing and construction contracting
- Purchasing ethics and conflicts of interest
- Practical skills such as vendor relations, developing specifications, and bid solicitations
- Purchasing policies and electronic bidding
- Decision analysis, motivational strategies, and effective communication
- Local government law overview, including open meetings and public records laws
- Budgeting and fiscal control
- Surplus property disposal
- Tips for success from experienced local government purchasing professionals

https://www.sog.unc.edu/courses/basic-principles-local-government-purchasing

This course is sponsored by Carolinas Association of Governmental Purchasing.

Interested in volunteering your expertise and talents to CAGP?

We’re always looking for individuals who want to work together to develop, support, and promote the public procurement profession within our State.

There are several ways to volunteer your time, expertise and talents to the mission and success of CAGP. Some commitments extend for multiple years while others are brief, project-focused engagements. Some committees require travel to a meeting or event while other committees are project teams allow you to participate via teleconferencing.

Please see the attached information and let us know, we’d love to have you!

The 2019 volunteer application is available at www.CAGPonline.org

For Us
For Agencies
For Good

August 23 - 26, 2020
Chicago, IL

NIGP FORUM 2020

75th Connecting Procurement Communities

FULL FORUM PACKAGE

All educational sessions, plenary sessions, Products Expo and meal events. Included meals: two lunches, expo reception. 75th Annual Awards Gala dinner. 8th Anniversary Afterglow Celebration (light fare/desserts)

EARLY BIRD REGISTRATION through APRIL 30!

Members Save $140 during Early Bird

Member Price - $890
Non-Member Price - $1,315

Contact Hours

17

Educational Sessions

70+

Topic Tracks

9

THE INSTITUTE
for PUBLIC PROCUREMENT
CAGP has contracted with the Sheraton Raleigh Hotel

**Discounted Hotel of Choice:** $149.00 per night

Conference Center is 165 steps across the street.

Sheraton Raleigh Hotel
421 South Salisbury St., Raleigh N.C. 27601
Marriott.com/RDUSI
sheratonraleigh.com

Stay Tuned... More information to come in the months ahead.

**Other Hotels**

0.2 miles away from Convention Center
Mariott Hotel
Located in: Raleigh Marriott City Center
205 W Cabarrus St, Raleigh, NC 27601
(919) 833-1120

0.7 miles away from Convention Center
Holiday Inn Raleigh Downtown
320 Hillsborough St, Raleigh, NC 27603
(919) 832-0501

**Transportation**

R-Line - Free downtown bus service
Mon-Wed (7 am-11 pm), Thurs-Sat (7 am-2:15 am)
Sun (1 pm-8 pm)
[https://www.downtownraleigh.org/getting-around/r-line](https://www.downtownraleigh.org/getting-around/r-line)
The Department of Administration ~ Division of Purchase & Contract has added the following course to the NC Learning Center:

**Course:** Introduction to Procurement  
**Date & Time:** February 19-20, 2020 8:30 a.m. – 4:30 p.m.  
**Location:** Department of Insurance Building, 325 N. Salisbury Street, Room 245, Raleigh, NC 27603  
**Fee:** No charge  
**Registration:** Register through the P&C website in order to create an account in the NC Learning Center

**Course Description:**
This 2-day instructor-led course provides a comprehensive overview of the procurement process for purchasing goods and services not related to information technology, construction, or grants. The content of this course includes the following topics: basic principles of procurement, delegation of authority, ethics, procurement methods, procurement planning, developing specifications and scope of work, developing solicitations, solicitation documentation, competitive bidding, evaluation, terms and conditions, negotiation, resolution of protests and disputes, and best practices.

**Target Audience:**
Anyone involved in the procurement process. This includes Purchasing Agents, Purchasing Officers, End Users, Controllers, Auditors, etc.

The Department of Insurance is located at 325 N. Salisbury St. Raleigh, NC 27603 at the corner of Salisbury and Lane. You can find visitor parking at 333 N. Salisbury St. Raleigh, NC 27603. Please enter the building on the Salisbury street side, where you will be greeted by our receptionist. Please inform the receptionist of your meeting and meeting name. All guests will have to sign-in when they arrive and leave. The first and second floors of the building are public access, the other 11 floors are not and you will need a badge to access. The training rooms are located on the 2nd floor and you can access them by either the elevator or the steps directly to the right of the receptionist.

**THINGS TO REMEMBER:**
Registration for the Division of Purchase & Contract’s courses is available through the NC Learning Center. **All individuals employed with any state agency, department, institution, community college, or university governed by Chapter 143 Article 3 of the North Carolina General Statutes will receive preferential seating in these traditional courses.** Individuals employed by local government or public school entities may choose to take these courses as well, but may have deferred enrollment due to priority preference for entities governed by Article 3 of the NC General Statutes.

Keep in mind that all traditional trainings are based on Purchase & Contract (P&C) related rules for goods and service procurements. These courses will not relate to any DIT, State Construction, or State Property laws and rules.
**GOVERNMENTAL ACCOUNTING & FINANCIAL REPORTING**

<table>
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<tr>
<th>Dates:</th>
<th>March 23 - 26, 2020</th>
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| Location:    | UNC School of Government  
               400 South Rd., Knapp-Sanders Building  
               Chapel Hill, NC 27514 |
| CEU:         | 32 hrs.             |
| Level of Knowledge: | Intermediate |

This course covers the fundamentals of governmental accounting and financial reporting: concepts, standards, and procedures with a special emphasis on North Carolina laws and regulation. It is one of the core courses for the finance officers’ certification program. The class uses lectures, class discussions, and practical exercises to address a number of topics, including the Local Government Budget and Fiscal Control Act, the role of the Local Government Commission, and extensive work with the governmental GAAP environment including the elements of fund accounting and external financial reporting.

**Additional Information**

**Attendees:** Experienced finance officers and finance staff; each participant should bring a copy of his or her entity’s latest annual financial report.

**Credit:** Recommended Continuing Professional Education Credit for Certified Public Accountants will be thirty-two (32) hours.

**Teaching Methods:** Lectures, exercises, case studies, and group discussions.

**Prerequisites:** Each participant must have completed successfully the Introduction to Local Government Finance seminar or an acceptable substitute, such as the successful completion of the first semester of a typical first-year course in Accounting Principles offered by North Carolina universities, colleges, and community colleges. Years of experience in a finance office, without formal training in the rudiments of accounting, will not qualify as the prerequisite.

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**Get help to strengthen your job skills!**

**Apply now for the UNC School of Government Scholarship**

Local Government Federal Credit Union offers scholarships to local government employees to apply toward tuition for conferences, classes, and seminars offered by the School of Government. Applications must be received by the appropriate deadline. Funds will not be awarded on a reimbursement basis for courses or programs that:

- **March 1** (for courses starting between April 1 and June 30)
- **June 1** (for courses starting between July 1 and September 30)
- **September 1** (for courses starting between October 1 and December 31)
- **December 1** (for courses starting between January 1 and March 31)

[Visit the LGFCU website for more information and to submit an application.]
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Click on logo for website

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