

Special Interest Articles

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MARCH 2009 PURCHASING MONTH

By Lynne McCroskey (COT)

KPPA hosted a very informative FREE procurement session in celebration of Purchasing Month on **Thursday, March 19, 2009**. The speakers were dynamic and shared very valuable information. Joey Beatty opened the afternoon with the presentation of the Proclamation making March 2009 Purchasing Month for the Commonwealth of Kentucky and signed by the Governor Beshear on March 5, 2009. KPPA Board Members were at the capitol Thursday, March 26th to be recognized by the legislature. Representative Brent Yonts, who sits on the Government Contract Review Committee and Senator Vernie McGaha, who is the co-chair of the Government Contract Review Committee arranged for this recognition in the House of Representatives and in the Senate. Gary Freeland stated, "Each chamber handles things a little differently. Representative Yonts prepared a House Resolution (HR 231) to honor KPPA and to proclaim March as "Responsible Purchasing Month". The House of Representatives adopted the resolution by voice vote on March 26,



In the picture from left to right are Senator Vernie McGaha, Audrey Patterson, Ben McCray (Secretary), Gary Freeland (Treasurer), Joan Graham, Jackie Watkins, Carolyn Turner (Vice President), and Don Robinson.

2009. Senator McGaha prepared a citation to recognize the Board of Directors on the floor of the Senate and recognize the KPPA organization for their leadership and continued contributions to state and local government. That citation was signed by the President of the Senate, David Williams, and by Sen. McGaha and it was adopted by the Senate by voice vote. After the adoption, Senator McGaha joined the board members for a picture in Senate Chambers.

Todd Leatherman, Director of Attorney General's Office of Consumer Protection Division spoke first. Mr. Leatherman presented "Internet Safety and Cybercrime". The Commonwealth of Kentucky is focusing on Online safety for children and consumers. This focus is the result of computer crime being one of the fastest growing segments of crime that law enforcement has to deal with. In an effort to cover electronic crime activity the Commonwealth legislature recently passed Cybersafety Legislation, HB 315. Additional information on the bill is located at:

<http://migration.kentucky.gov/Newsroom/ag/cybersafetybillfinalpassage.htm>

Tom Heil, with the Division of Waste Management discussed the new eScrap contract. eScrap is defined as material that has market value, where as eWaste has no redeeming use or value. Previously old computers were auctioned off to the highest bidder. A lot of computers are rebuilt and resold, but a lot of it may have been sent to third world countries because the vendors where not vetted or evaluated. eScrap represents 2% of solid waste, in KY 5 million tons of solid waste, 100,000 of which is estimated eScrap annually. To date the contract is being utilized by the Commonwealth, KSU, U of L, UK, City of London, several counties, etc. A contract has been established, effective January 1, 2009. Creative won the contract and has established a warehouse in Louisville. For more information, call Tom Heil at 502-564-6716 or Jude Yancy with Creative at 813-690-3410.

James Driver closed the afternoon with "Is Anyone Else Frustrated". As always James delivered a message with humor and all out laughs that was both useful and timely. The primary theme of the presentation was "Take time to put things in the proper perspective because in the grand scheme of life it is probably not as critical as we think". In the current environment of state government budget constraints and difficult economic times at home many of us, especially with dealing with procurement, we are expected to do more with less and often under a tight deadline. The primary points discussed by James are not only applicable to work our work life, but also our personal life. The points are included below. I've posted them at my desk for those times when I am feeling FRUSTRATED.

How to deal with Frustrated:

- Lower Expectations because it doesn't do any good to put my expectations on anyone else
- Accept life as it is, don't focus too much on what doesn't work out the way we wanted
- Never take anything personally – this is the hardest thing to deal with – because people are the way they are and you just happened to be the closest target

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TIPS OF THE TRADE

The Department for Public Health (DPH) utilizes eMARS in a variety of ways. Creating Request for Proposals (RFPs), Personal Service Contracts (PSC), Memorandum of Agreements (MOA), as well as, using eMARS to make payments by creating invoices (PRC). Below is a list of tips gathered from staff within DPH that will benefit you.

- Time saving strategies- Copy Documents whenever possible and use accounting templates instead of keying in individual entries in the accounting fields
- Due to timing out issues, save the document throughout creation process
- Use the Favorites area to save various eMARS sites that are used frequently
- Inverse Payments – An inverse payment is necessary to open a contract after final payment has been selected, with money remaining on the contract. This process allows a contract to be reopened without doing a modification to the document.
 - a) Copy Forward from the award to a PRC being careful to select only those lines that were prematurely closed
 - b) On the Commodity Line:
 - Change the Quantity to zero (0) or the Contract Amount to zero (\$0.00) if the item type is service.
 - Select Inverse as the Reference Type.

- c) On the Accounting Line:
 - Select XPRC as the Event Type.
 - Change the Sub-Total Line Amount to zero (\$0.00).
 - Select Inverse as the Reference Type.

- d) When writing RFPs, get familiar with the vendor self service (VSS) web site before the RFP is released. This will help when assisting vendors without sending them through multiple contacts before receiving answers.

- e) For a better document appearance, attach forms in the supporting documents area; such as the Campaign Finance Form.

When possible use the Customer Resource Center web site <http://finance.ky.gov/internal/crc/> to re-educate yourself whenever possible in areas that aren't used frequently to stay current on eMARS functionality.

Tips and Tricks for the Procurement Professional that just may save you time and money through efficiency and a reduction in aspirin costs.

If you have a Tip or Trick to share please email it to Felicia.Biggerstaff@ky.gov

KPPA COMMITTEES WANT YOU

KPPA has several committees that are active and very important to the success of KPPA. Of course the success of the committee depends on those that volunteer and work to make it such a success. Below is a list of the committees, a brief description, and committee chair. If you would like to serve on one of these committees or have questions about them please contact the committee chair.

Membership: Promote KPPA to governmental purchasers who currently are not active or participating in the organization. Membership should be promoted to all public officials in the Commonwealth of Kentucky (both elected and non-elected), including agents, officers or employees of the Commonwealth and its political subdivisions and school districts

Chair: Jackie Watkins: Jackie.Watkins@ky.gov

Awards and Scholarship: Promote participation of KPPA and members in the NIGP awards program. Initiate publicity that will solicit KPPA to compete for Chapter of the Year award and for individual members to contribute name(s) of nominees for Buyer of the Year and Purchasing Manager of the Year

Chair: Don Robinson Don.Robinson@ky.gov

Conference: Committee responsible for planning, organizing, and administering the Annual KPPA Conference in cooperation with the KPPA Board of Directors and Membership

Chair: Carolyn Turner CarolynL.Turner@ky.gov

Conference Workshops: The committee is responsible for researching workshops of interest to the state government membership, local government and school board membership and locating speakers for the Annual Forum. Recommendation for workshops and speakers are presented to the KPPA President

Chair: Joan Graham JoanE.Graham@ky.gov

Vendor Recruitment: The committee is responsible for recruiting vendors for participation in Vendor Exposition and enlisting corporate sponsorship for networking and special events during the Annual Forum

Chair: Carolyn Turner CarolynL.Turner@ky.gov

Registration: The committee is responsible for establishment and staffing of the registration desk during the registration period at the Annual Forum

Chair: Amy Richardson Amy.Richardson@ky.gov

Diversity: Diversity is valuing and respecting individual strengths, viewpoints and contributions. KPPA views diversity as a positive asset for the Association's growth and success

Chair: Stephanie Williams StephanieR.Williams@ky.gov

Education and Professional Development: Plan and coordinate all NIGP seminars based on training needs of membership. Work with NIGP to obtain appropriate literature for distribution to membership; establish dates and locations for training

Chair: Ben McCray Ben.McCray@ky.gov

Newsletter/Internet Produce and publish the chapter newsletter quarterly. Actively solicit articles from membership and serve as liaison for members who have written or located pre-written articles on governmental purchasing or related issues. Monitor and ensure that current information is maintained on KPPA web site. Submit and direct information to KPPA Webmaster

Co Chair: Nancy Sherrow NancyE.Sherrow@ky.gov

Co Chair: Amy Richardson Amy.Richardson@ky.gov

Nominating: Develops procedures for Board of Directors and Officer elections at the Annual Forum. Procedures should be easily understood and professionally presented during the business meeting held at the forum. The committee assimilates a slate of officers and Board of Directors for nomination during business meeting of each annual forum

Chair: Hiren Desai Hiren.Desai@ky.gov

Audit: Perform annual audit of the association's account within the first three months of the calendar year.

Chair: Audrey Patterson Audrey.Patterson@ky.gov

Policy: Prepare and maintain a policy handbook delineating policies that have been enacted by the Board of Directors

Chair: Hiren Desai Hiren.Desai@ky.gov

Budget: Prepare an annual budget for the association and present it to the Board of Directors for approval at the first board meeting of the calendar year. Monitor expenditures and work with the Treasurer and Board members to ensure that the organization operates within the prepared budget.

Chair: Gary Freeland GaryW.Freeland@ky.gov

WINTER STORM OF 2009

(By Amy Richardson, Finance OPS)

Kentucky residents suffered severe damages to their homes and property as a result of the January 2009 winter storm. Hundreds of thousands lost power causing many to leave their homes and seek shelter elsewhere.

President Obama approved a Federal Emergency Declaration for Kentucky which allowed the Federal Emergency Management Agency (FEMA) to immediately initiate crucial resources throughout the State.

Several members of the Finance and Administration Cabinet's Office of Procurement Services (OPS) were on hand at the Emergency Operations Center (EOC) on Boone National Guard Center (BNGC) to assist in the effort. OPS staff worked side-by-side with members of the Kentucky Emergency Management (KYEM) and the Kentucky National Guard (KYNG) in providing essential relief to a critical infrastructure while ensuring protection and safety of life to the Kentuckians impacted by the storm.

OPS management (Don Speer, Rose Caudle, and Greg Hughes) oversaw the procurements and assisted with timely contract approvals. Mike Gustafson and Richard Mize, OPS buyers, provided contracting assistance while Tracy Gritton and Shelby Luby, OPS support staff, processed vendor payments.

Mike Gustafson, who was tasked with obtaining lodging for KYNG troops that were activated during the storm stated, "The experience was interesting, it actually reminded me of my days in the military".

The main objective of OPS staff was to facilitate emergency purchases of supplies and services (specifically food, water, and heating fuel) necessary for rescue and road clearing operations.

NIGP JOINS FORCES WITH RPN

NIGP resolves to use federal GSA schedules to advance green purchasing
January 27, 2009
Source: NIGP

The National Institute of Governmental Purchasing has adopted a resolution urging the federal government to grant state and local governments access to green products available through GSA schedules.

For Further information go to:

http://www.responsiblepurchasing.org/news/news_detail.php?config%5br311%5d%5binstance_uid%5d=204

TAKING THE PLUNGE

Not many people would give-up a Saturday to jump into 35-degree water, but several KPPA members of the Finance and Administration Cabinet's Division of Engineering and Contract Administration did just that on Saturday, February 21, 2009.



Kristi Sharp with son Logan before the plunge.

Kristi Sharp, CPPB;
Amanda Greer, CPPB;
Jennifer Linton, CPPB;
Kelly Hawkins, CPPB;
and Tracey Norris joined a team of their fellow state workers from the Division of Engineering and Contract Administration at the Texas Roadhouse in Lexington for the Special Olympics Annual Polar Bear Plunge.

The team dressed as hardhat-clad bumblebees dubbed themselves the "DECA Worker Bees" and received an award for raising the most donations at the Lexington plunge.

The "DECA Worker Bees" team raised an excess of \$8,500 for the charity, which sponsors year-round sports training and athletic competitions for children and adults with disabilities.



The "DECA Worker Bees"



Kristi Sharp, left, Tracey Norris and Nickie Tincher plunge for a worthwhile cause.

NIGP RESPONSE TO PHILLIP ELLIOTT



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March 5, 2009

Mr. Philip Elliott
Associated Press Writer

I write to you today in response to your March 4, 2009 article entitled **Obama seeks major change in federal contracting**. I am the Chief Executive Officer for the National Institute for Governmental Purchasing (NIGP). The Institute is a not-for-profit charitable association established in 1944 and is the largest organization dedicated solely to public procurement officials in the United States and Canada. Our members represent over 16,400 public procurement officials employed by more than 2,500 public entities.

Since his inauguration as our 44th President, Mr. Obama has spoken repeatedly on the value of transparency and credibility in public contracting. Yesterday's comments focused once again on this issue when the President targeted "no-bid contracts" and pledged to change the federal public procurement laws to ensure greater competition for government contracts.

The Institute fully agrees with the President's commitment to a new set of standards for awarding all public contracts; whether they occur at the federal, state or local level. As an education-focused Institute, NIGP has consistently taught and demonstrated the value of policies and practices which encourage maximum competition in bid solicitations for government business. The competitive bid process is, by nature, designed to discourage favoritism in the purchase of products or services on the basis of personal and brand preferences and has therefore, been the preferred and most effective means for obtaining products and services at the most favorable prices.

Although the President's memo instructed Peter Orszag, director of the White House Office of Management and Budget, to work with Cabinet and agency officials to draft new contracting rules by the end of September, those rules have long been in place at the state and local levels. Applying principles that NIGP has fostered throughout its sixty-five year existence will maximize transparency and accountability at the federal level. Accordingly, the Institute would be honored to assist Mr. Orszag in identifying and implementing these processes at the Federal level.

Respectfully,



Rick Grimm, CPPO, CPPB
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If there is any KPPA Member, you are interested in learning more about please email your suggestions to [Nancy Sherrow](#)

PERSONALITY OF THE QUARTER

By Nancy Sherrow (Education Cabinet)

Below is a brief introduction of the KPPA 2009 Officers

President: Joey Beatty

Where do you work and what is your job title?

City of Owensboro, Purchasing Manager

Why did you accept nomination for the office?

The reason I accepted the nomination for the office of KPPA President is because I enjoy the organization and would like to help in every way possible. I knew going into it that it would be a challenge, but because everyone involved with KPPA is great to work with, I felt good about it.

Has KPPA helped you in your work environment and if so how?

Through KPPA I have made friends with many state government purchasers who I can now contact with any questions on state procurement laws and assistance with state contract pricing.

Vice President: Carolyn Turner

Where do you work and what is your job title?

Finance & Administration, Division of Engineering & Contract Administration, Internal Policy Analyst III

Why did you decide to accept the nomination for your office?

I have been on the Board of Directors for 3 years now and served as Secretary for 2 years of that 1st term. I have loved chairing committees, etc., and I'm just trying to make a difference. I really like to constantly try and improve on our procedures and events.

Has KPPA helped you in your work environment and if so how?

It has definitely helped. When I first came to DECA, none of the others I work with were certified or that involved in KPPA, now we are 100% certified buyers and have been a 100% certified agency through UPPCC for the past two years. Everyone over here is involved in various committees with KPPA that have truly made a difference in the past few years. We all get very involved and passionate with the committees and have a lot of fun doing this.

Secretary: Ben McCray

Where do you work and what is your job title?

Currently an IPA III in the Transportation Cabinet

Why did you decide to accept the nomination for your office?

I was very excited to be nominated and elected to the Board in 2008 and to be nominated as an officer for 2009. Since beginning work for state government in 1978, I have had the opportunity to meet and work with many KPPA members. While most employees are not receiving the credit they deserve, I know that within KPPA are very dedicated employees. I accepted the nomination to serve the organization and try to help it prosper. With the current budget situation, there are challenges ahead but with the great people, we have in our membership we will continue to move forward.

Has KPPA helped you in your work environment and if so how?

The contacts established with KPPA members have been very helpful in providing answers to questions and assistance whenever needed. The NIGP website has also often provided valuable information. These items address the work environment, but to me it is just as important that KPPA is an organization with people that can focus on serious issues yet are also friendly and truly fun to be with

Treasurer: Gary FreelandWhere do you work and what is your job title?

Education Professional Standards Board Deputy Executive Director

Why did you decide to accept the nomination for your office?

I felt that I was maybe the most qualified person on the board to fill the position as Treasurer when I accepted the position. In addition to having 10 years of experience in government purchasing, I have 35 years of experience in accounting, budgeting and financial management. I have a bachelor's degree in Accounting and a master's degree in Business Administration. I also felt I wanted to have the opportunity to implement improvements in processes that KPPA uses for conference and seminar registrations, as well as, provide better financial reporting and direction for the use of KPPA funds.

Has KPPA helped you in your work environment and if so how?

KPPA has helped me in many ways. The KPPA / NIGP seminars that I have attended throughout the years have provided very pertinent and helpful training to implement policies and controls for my agency's procurement activities. It has provided a forum to engage myself and my employees in professional development. I have made professional contacts through KPPA that I can call upon for advice and technical assistance. Serving on the Board of Directors of KPPA has been a very rewarding experience for me from many standpoints. I have developed some very good friendships with other board members and with members of KPPA. I look forward to attending the board meetings and participating in KPPA activities because I know I will be surrounded by fun-loving, dedicated people who want to make a difference for the people in our profession. KPPA has opened doors into the community and throughout Kentucky state government that have enhanced my position and career development. I would encourage anyone that is interested in advancing their career in government purchasing to seek an active roll in KPPA and to become a board member.

MEMBERS IN MOTION

Titus and **Christy Riner** welcomed baby girl **Nita Pearl Riner** into the world on March 10, 2009. Christy is with the Kentucky Department of Corrections, Administrative Services/Fiscal Branch.

Cassandra Weiss joined the Office of Procurement Services, Professional Services Contracts on November 16, 2008.

Bonnie Bumpous joined the Office of Procurement Services, Division of Goods and Services on December 16, 2008.

Sarah Smith has moved from the Cabinet for Health & Family Services, Office of Contract Oversight to the Transportation Cabinet, Division of Purchases as the new Assistant Director.

Kathy Robinson with Office of Procurement Services, Professional Services Contracts welcomed a new granddaughter **Sadie Mae Robinson** on December 26, 2008.

Kay Morris-Ryan retired from the Office of Procurement Services December 31, 2008.

If you know of a KPPA member who has recently received an award, certification, promotion, transferred, retired or have other general good news to share please contact [Amy Richardson](#)

We want to recognize all accomplishments of our members!

For additional information on training events please check the website calendars for [KPPA](#) and [NIGP](#)

Dates to Remember

April

April 10 – Good Friday Half Day State Holiday
April 30 – Deadline for [NIGP Early Bird Registration](#)

May

May 10 – Mother’s Day
May 26 – Memorial Day State Holiday

June

June 14 – Flag Day
June 21 – Father’s Day

Look for email announcements and on the [KPPA Calendar](#) for additional KPPA sponsored training dates as they become available.

About Our Organization



The Kentucky Public Procurement Association (KPPA) was established in May of 1985 as the statewide chapter affiliate of the [National Institute of Governmental Purchasing](#) and chartered in October of 1990.

Membership Eligibility:

Kentucky Public Procurement Association (KPPA) membership is open to all public officials (elected and non-elected), agents, officers and employees of the Commonwealth of Kentucky and its political subdivision, school districts, and city and county governments.

No membership dues are assessed, as established by KPPA by-laws.

The Purpose of KPPA is to:

- Promote and encourage professional development and competence through continuing education, seminars and training of public officials;
- Promote cooperation and understanding among public agencies and officials;
- Provide a professional forum for the exchange of ideas, research, and experiences among public procurement officials;
- Support and promote continuing improvements in the field of public procurement;
- Support the principles and concepts of effective competition, increased public confidence and equitable treatment of all persons involved in public procurement, and;
- Support ongoing improvements in public procurement through seminars and technical workshops;

To contribute information, make suggestions on content, or provide comments please contact the KPPA Newsletter Committee members.

[Nancy Sherrow](#)
[Amy Richardson](#)

[Felicia Biggerstaff](#)
[Valerie Blade-Thomas](#)
[Kathy Burke](#)

[Lynne McCroskey](#)
[Sylvia Weber](#)

We're on the Web!
See us at:
<http://kppanigp.org>
