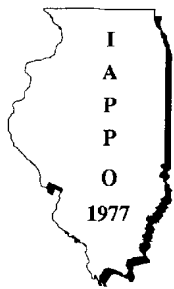


# News and Views

**A Publication of the Illinois Association of  
Public Procurement Officials, Inc.**

**Chapter of the National Institute of Governmental Purchasing, Inc.**



## **PRESIDENT'S MESSAGE Spring 2008**

**By Catherine Link, CPPB**

It was with much hesitation that I called this edition, the "SPRING" edition because I know we all feel that Spring will never get here.

Spring is traditionally a time of re-birth, new growth and beginning of life. I would encourage all of you to take inventory of your professionalism and your professional education and develop a plan to become re-born, grow and take on a new beginning. IAPPO is constantly looking for ways to better serve its members. It would be exciting to have some reborn purchasing professionals step up and volunteer on a committee, volunteer to be an IAPPO conference speaker, assist the Reverse Vendor Fair Committee or just bring a co-worker to an IAPPO event.

Remember, this is YOUR chapter and it can only be as successful as to what you are willing to put into it. Please contact me with any and all ideas to revitalize our chapter and our meetings. It is an exciting time and we have our SPRING conference to look forward to. I hope to see you all there!

I leave you all with the top 30 Quotes about SPRING

1. "Is it so small a thing To have enjoy'd the sun, To have lived light in the spring, To have loved, to have thought, to have done..."  
-- **Matthew Arnold**
2. "In the spring, at the end of the day, you should smell like dirt."  
-- **Margaret Atwood**

3. "Spring being a tough act to follow, God created June."  
-- **Al Bernstein**
4. "An optimist is the human personification of spring."  
-- **Susan J. Bissonette**
5. "Can words describe the fragrance of the very breath of spring?"  
-- **Neltje Blanchan**
6. "Autumn arrives in early morning, but spring at the close of a winter day."  
-- **Elizabeth Bowen**
7. "If we had no winter, the spring would not be so pleasant; if we did not sometimes taste of adversity, prosperity would not be so welcome."  
-- **Anne Bradstreet**
8. "Happiness is like a sunbeam, which the least shadow intercepts, while adversity is often as the rain of spring."  
-- **Chinese Proverb**
9. "When spring comes the grass grows by itself."  
-- **Tao Te Ching**
10. "Sweet springtime is my time is your time is our time for springtime is love time and viva sweet love."  
-- **e.e. cummings**
11. "A little Madness in the spring is wholesome even for the King."  
-- **Emily Dickinson**
12. "We are reformers in the spring and summer, but in autumn we stand by the old. Reformers in the

- morning, and conservers at night."  
-- **Ralph Waldo Emerson**
13. "Oh, give us pleasure in the flowers today; And give us not to think so far away As the uncertain harvest; keep us here All simply in the springing of the year."  
-- **Robert Frost**
14. "Spring sprang suddenly onto the land."  
-- **Jean Giono**
15. "Science has never drummed up quite as effective a tranquilizing agent as a sunny spring day."  
-- **W. Earl Hall**
16. "I stuck my head out the window this morning and spring kissed me bang in the face."  
-- **Langston Hughes**
17. "Winter is on my head, but eternal spring is in my heart."  
-- **Victor Hugo**
18. "Spring shows what God can do with a drab and dirty world."  
-- **Virgil A. Kraft**
19. "Spring is when you feel like whistling even with a shoe full of slush."  
-- **Doug Larson**
20. "One swallow does not make a summer, but one skein of geese, cleaving the murk of March thaw, is the spring."  
-- **Aldo Leopold**
21. "If spring came but once a century instead of once a year, or burst forth with the sound of an earthquake and not in silence, what wonder and expectation there would be in all hearts to behold the miraculous change. "  
-- **Henry Wadsworth Longfellow**
22. "Indoors or out, no one relaxes in March, that month of wind and taxes, the wind will presently disappear, the taxes last us all the year."  
-- **Ogden Nash**
23. "The difference between a gun and a tree is a difference of tempo. The tree explodes every spring. "  
-- **Ezra Pound**
24. "Spring has returned. The earth is like a child that knows poems. "  
-- **Rainer Maria Rilke**
25. "Spring is when life's alive in everything."  
-- **Christina Rossetti**
26. "If I had my life to live over, I would start barefoot earlier in the spring and stay that way later in the fall."  
-- **Nadine Stair**
27. "The world's favorite season is the spring. All things seem possible in May."  
-- **Edwin Way Teale**
28. "Spring An experience in immortality."  
-- **Henry David Thoreau**
29. "Spring is a true reconstructionist."  
-- **Henry Timrod**
30. "Spring is a heart full of hope and a shoe full of rain."  
-- **Unknown**

**Congratulations to new CPPB's—Patricia Hernandez, Chicago Public Schools; Nanzi Flores, Chicago Public Schools; Lee R Sautler, Chicago Public Schools; Jacqueline Daly, Chicago Public Schools.**

IAPPO would like to officially recognize members of the organization who have recently completed all qualifications to earn their CPPB designations:

**Patricia Hernandez, CPPB**, has a Bachelor's degree in Business Administration from UIC. She has worked at CPS for 9.5 years, 6.5 of those in Purchasing. Her title is Contract Administrator for the Department of Procurement and Contracts. She handles issues that are mostly construction related,

including all the capital bids for CPS. Patricia has done the pre-qualifications pools for General Contractors, Architects of Records/Engineers, and also the solicitations for student information system (IMPACT) and web-based HR system (Peoplesoft).

**If you see Patricia or any of the other new CPPB's, be sure to give them a hearty congratulations!!**

**IAPPO Committee Openings**

IAPPO currently has several committee openings. The Standing Committees include: Budget, Education and Professional Development, Legislative Review, Nominating, and Membership. Special Committees include: By-Laws, Conferences, Reverse Vendor Fair, and Entertainment (also known as "golf"). If you are interested,

**IAPPO 2008 Spring Conference  
MARK YOUR CALENDARS**

The IAPPO 2008 Spring Conference will be held on **May 8 & 9, 2008, at The Chateau Bloomington**, 1601 Jumer Drive in Bloomington, IL 61704 • Phone: 309-662-2020. Guest Rooms will be \$69.00 single, \$79.00 double + 12% State & City tax. There will be interesting topics and exciting speakers for this conference. More details will follow at a later date.

**MEMBER SPOTLIGHT**

**Features two members of IAPPO and what you may or may not know about them**

This issue features: Ken Bailey, Board Member of IAPPO and

Full Name: *Ken Bailey*

Education: *BA Business Administration University of Illinois, Springfield*

Employed by: *City of Springfield*

How long: *19 years*

Hobbies: *Watching hockey and football, traveling, listening to music, camping, reading, and motorcycles.*

Favorite Color: *Blue*

Favorite Food: *Italian*

Favorite Song: *A House Is Not a Home by Luther Vandross*

Favorite Animal: *Dog*

Favorite Sports Team: *St. Louis Blues and New England Patriots*

Words of Wisdom: *Do unto others as you would have them do unto you.*

\*\*\*\*\*

Full Name: *Holly B. Knoll*

Education: *Bachelor's of Science in Management and Business, National Louis University Certificate in Purchasing Management, DePaul University Associates of Applied Science Management, College of Dupage Associates of Applied Science Marketing, College of Dupage.*

Employed by: *Village of Glendale Heights*

How long: *Returned in 2006, with a total length of employment of 22 years*

Hobbies: *Passion for drawing, gardening, and fitness. I also am ranked in indoor rowing for speed and distance category for 5,000 meters against woman across US, Canada, Europe, and New Zealand of 393 of 1,000.*

Favorite Color: *Purple*

Favorite Food: *Not really a food, but anything chocolate.*

Favorite Song: *Somewhere Over the Rainbow.*

Favorite Animal: *My standard Poodles including Roxy and Cody, and my wonderful singing and talking parrots Salsa and Rumba. Of course Salsa can sing the first few words of Somewhere over the Rainbow. My special Dad also taught Salsa to say Hello Beautiful. So when I am home all alone I may just hear someone saying hello beautiful which is just wonderful.*

Favorite Sports Team: *Okay it has to be the Cubs*

Words of Wisdom: *Never wish you could change your past, but use your failures and successes to be the best you can be today.*

## IAPPO GREEN EXPOSITION

A Green Procurement Exposition & Conference is being held on June 4 & 5 in Chicago, IL, at Navy Pier, for a gathering of the best and brightest in procurement, purchasing, supply, and environmentally preferred products (EPP). Suppliers and Vendors from throughout the country will be gathered to display the latest in green products and services available to business and government. A Green Trade Show Conference will feature a 2-day educational track with sessions to enhance professional practices, facilitate cooperative buying, and highlight energy management and industry trends.

The Exhibition includes 215 booths, and more than nine hours of dedicated exhibit time over two days. Attendees will get a chance to view, discuss and learn about the products and services being offered. More than 1,000 attendees are expected for this premiere show dedicated to gathering Procurement, Purchasing and Supply Chain Managers and EPP products/services under one roof. All registration, housing and informational materials are available through their website at [thegreenexposition.com](http://thegreenexposition.com). Procurement Officers, Facilities Managers, and Purchasing Agents from the following are encouraged to attend:

- \* Business and Industry
- \* Facilities, Building and Construction Managers
- \* Hospitals, Museums, Park Districts, Schools, Universities and the Hospitality Industry
- \* Recyclers, Recycling Security and Waste Management
- \* Federal, State, County and Municipal Officials

Attendees will meet suppliers, vendors, speakers and consultants of eco-friendly, sustainable green products and services who can meet their needs, both now and in the future, whether by mandate or because smart environmental choices are good for all of us. Current supporters of the Exposition include; IAPPO, the City of Chicago, Lt. Governor's office, and the Chicago Chapter of IFMA, National Association of Purchasing Managers (NAPM) and ICLEI - Local Government for Sustainability.

For more information please visit:  
[www.thegreenexposition.com](http://www.thegreenexposition.com)

Article submitted by Larry Widmer, CPPB

## NIGP Educational Corner

### NIGP Annual Forum and Products Exposition Information



Online Registration to the 63rd Annual Forum and Products Exposition is now available. Register before April 30th 2008 as an early bird registrant and receive a \$50 discount.

#### When is the Forum?

July 26-30, 2008

#### Where?

Charlotte, North Carolina

#### Who should attend?

Anyone involved in the purchasing of goods and services for the public sector.

#### How can I register?

Delegate Registration--You can register online by using your NIGP PIN and password and receive an immediate confirmation. A print/fax form is also available as an alternative option.

#### Housing Registration

New this year – NIGP has enhanced its housing registration process. You will be able to reserve housing online directly with the hotel of your choice! No waiting for confirmation on your assigned hotel! Limited blocks are available at each hotel so [reserve your room today!](#)

#### Why should you attend?

The NIGP Annual Forum and Products Exposition is the largest North American educational conference **exclusively** for individuals in Public Purchasing! This is a once-a-year opportunity to engage in professional development and to discover new products and services in the Products Expo. Get your share of new ideas, innovative techniques and network with your peers to find out what they are doing to meet the demands placed on them by their customers and constituencies.

#### Questions?

Call 1-800-FOR-NIGP x227 or x242 or email us at

[forum@nigp.org](mailto:forum@nigp.org)

**IAPPO EDUCATION AND PROFESSIONAL DEVELOPMENT SEGMENT  
BY HOLLY KNOLL, CPPO, CPPB, CPM**

**Testing your Knowledge**

*The principal reason for using an economic adjustment clause in a contract calling for delivery at some later date is:*

- Uncontrollability of costs.
- Uncertainty of future costs.
- Lack of cost history.
- Absence of cost saving incentives.

*A peak in the business cycle is said to be signaled when many:*

- Leading indicators turn down
- Lagging indicators turn up
- Lagging indicators remain unchanged
- Leading indicators turn up

*The weighted point plan can be effectively used in:*

- Determining reorder points
- Evaluating vendors
- Performing value analysis
- Performing Price Analysis

*The most important step in successful negotiations is:*

- Price analysis
- Proper Planning
- Face to Face Discussions
- None of the above

*Which of the following is NOT a necessary element of forming a contract?:*

- Establishing what will be given in exchange for services rendered.
- Defining the terms and time of contracted services to be performed.
- Affirming that all involved parties have the capacity to enter into the contract.
- Determining the penalties to be incurred for breach of contract.

*Which of the following types of contracts is intended to encourage the contractor to effectively manage*

*contract costs to the mutual benefit of both parties to the contract?*

- Cost plus fixed fee
- Fixed price incentive
- Cost sharing
- Cost plus a percentage of costs

*To be most effective, purchasing must:*

- Be completely centralized
- Delegate unwanted responsibilities to using agencies
- Establish a combination of centralized and decentralized operations
- Be a strong advocate for decentralized purchasing

*Sources that provide useful indicators of future economic conditions include which of the following:*

- Business Week
- Survey of Businesses
- The United State Department of Labor
- All of the above

*In preparing information from a basic plan to a strategic plan for a high value purchase the following would be used:*

- The market and the competition
- Past performance and current problems and opportunities
- Contingencies and the strengths and weaknesses of a firm
- Environmental, socio economic and political factors.

- 1 and 4
- 2 and 3
- 1, 2 and 3
- 1, 2, 3, and 4

Answers:

- B
- A
- B
- B
- D
- B
- C
- D
- D

**Legislative Committee Review by Larry Widmer, CPPB & Rick Hughes, CPA JD, Co-Chairs**

Exciting information will be reported to the membership at the SPRING IAPPO Conference in Bloomington!!!

**Ethics Corner – by Marcia Amos, CPPB, CPM, Village of Lisle**

**BEING HELD RESPONSIBLE**

As purchasing professions we have an obligation to be responsible to our employers and stakeholders by:

- Procuring the **right** materials or services
- In the **right** way
- For delivery at the **right** time to the **right** place
- From the **right** source
- With the **right** service
- At the **right** price.

Each of us was hired because we were able to communicate our understanding of the purchasing process. To ensure that we are viewed as being responsible in our positions, we must be mindful of the purchasing policies as established in your Purchasing Manual. Become knowledgeable about what is also included in your General Terms and Conditions.

According to NIGP’s *Code of Ethics*, following are guidelines to being Responsible to Your Employer:

- Follow the lawful instructions or laws of the employer.
- Understand the authority granted by the employer.
- Avoid activities, which would compromise or give the perception of compromising the best interest of the employer.
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- Obtain the maximum benefit for funds spent as agents for the employer.

Nothing is constant, things are always changing. Members of IAPPO are an excellent resource and a great way to network.

**Purchasing Events from April to June, 2008**

**APRIL**

- 15-17 NIGP Class-  
“Developing/Managing RFP’s”  
University of Illinois-Chicago
- 22-24 NIGP Class-  
“Developing/Managing RFP’s”  
University of Illinois-Chicago
- 25 MAPP Round Table  
Location: Elgin, IL  
(Check MAPP Website)

**MAY**

- 8&9 IAPPO Spring Conference  
Bloomington, IL
- 13-16 3<sup>rd</sup> Annual Midwest Prevailing  
Wage Conference  
Rosemont, IL

**JUNE**

- 4&5 Green Exposition  
Navy Pier-Chicago, IL
- 6 MAPP Round Table  
Location: TBD  
(Check MAPP Website)
- 19-20 NIGP Class  
“Effective Contract Writing”  
University of IL-Chicago
- 26-27 NIGP Class  
(same as June 19-20)  
University of IL-Chicago

**Articles of Interest**

**Budget Woes**

First, there has been a marked increase in the amount of time for vendors to be paid. This is not due to any individual’s reduction in work but merely a result of decreased cash flow. For months, decreased tax revenue has influenced the time from voucher creation to release of payment. It’s not uncommon for a vendor to refuse to do business with a government entity for slow-pay. This makes the role of the purchasing professional take on a markedly different role. It is one thing to cultivate relationships with vendors in good times and

establish a good working association. Now, however, buyers find themselves mollifying vendors hoping they can get through one more month before possibly being cut off for slow payment.

Second, during times of tight budgets there seems to be an increased emphasis on making the case for purchases. In-depth justifications are a stipulation for an increasing number of procurements. The principal behind this business approach is sensible but with fewer people available to write these draft procurement business cases, edit them, circulate them, push them through the approval process and track them through their completion the job becomes mind-numbing; especially when combined with those tasks required for daily business functioning. This may be part of the cause for the fact that many of the contracts that were centrally let and awarded for use by many subordinate agencies within this State are not being renewed or awarded.

Third, and most importantly, staff reduction has resulted in many changes in procurement as well as all areas of government. Fewer workers are doing more, if not as much, work on a daily basis. A recent article in *Governing* magazine (July 2005) discussed many States' push toward reducing middle management positions.

This third point is the one that breeds greater concern. Whereas there is no decrease in the public realm for the need for purchasing supplies; with fewer staff, increased business justification and stress in vendor associations something has to give. When one scrutinizes the processes of public procurement, formulating the result of the aforementioned issues (and some not brought up), fundamental change has the potential to occur.

Many will witness an increase in reliance upon front-line staff, frequently buyers, making decisions previously made by management. With management's focus being on managing the dollars, justifying purchases and placating vendors there is less time to weigh in on daily functioning. If a second opinion is requested before a decision is made on a pricing arrangement, feedback on a set of specifications or help with figuring the total cost of ownership it may not be there. This revolution is putting much more responsibility on front-line staff. Where a simple contract release order was previously used to procure commodities it now is an in-depth solicitation process. Training becomes paramount. This is another reason that money spent

on the procurement resource is well spent and the returns, although immeasurable, amount to a level of public trust if nothing else.

Article Submitted by: *Steve Farris, CPPB*  
*Assistant Purchasing Manager*  
*State of Illinois Healthcare & Family Services*

## Featured Article

**A mind-leader is the meeting of the minds and harmony between the voices inside your head which is where we find happiness and contentment.**

If only Joe Friday, the no-nonsense officer from television's *Dragnet* series, could be the voice inside our heads, reminding us to focus on the facts. Instead, the voice inside our heads sometimes is more like George Costanza, the paranoid, oversensitive, and over reactive character from television's *Seinfeld* series. Some days it is as if a tornado is happening in our head. There are thoughts soaring around everywhere, your boss to please, family to think about, friends to consider, bills to pay, schedules to keep and on and on and on. We've all had those days. Intellectually we know we can't change or control the circumstances of the day, but shouldn't we be able to be in command of those voices in our head, direct what they say and do, both to and for us?

Managing the voices in your head is not easy. Getting them to concur and work with you instead of against you can be out-and-out exasperating. Last year after speaking at an event, the meeting planner mailed me the evaluation summary from the participants. 98% of the attendees ranked me 5 (out of 5), while one person scored my presentation a 1. To be a mind-leader, you have to consider how much someone else's opinion of you is a result of his or her own "stuff." Maybe that one participant evaluated me badly because I reminded her of an ex-boyfriend. Whatever the motive, certainly that is her stuff, or issue, not mine.

Regrettably, much of what is said in our head is based on assumption, supposition, or downright bogus information. For example; someone doesn't reply to my email so they must not want to talk to me. Or, maybe the person is just as busy as I am and

hasn't been able to see the virtual bottom of their overflowing inbox in weeks. Someone walks right by me in the grocery store and didn't say hello. They must be mad at me. What did I do? Do they not like me anymore? Or, maybe the person had a sick child at home and was running by the grocery store for ginger ale and saltine crackers and their pressing need had them single-focused and rushing to the checkout line.

But our internal voices tell us otherwise, don't they? Next time your internal voice jumps to an emotional conclusion, ask yourself, "What else could it mean?" And listen for Joe Friday's voice and not George Costanza's. If you are tired, fatigued or stressed out about work or your personal life, all of these conditions can lead to a distorted perception of reality. They can also lead to more harsh reactions and high sensitivity. Have you ever over reacted only to realize later that what you reacted to really wasn't so bad after all, which then led you to somber damage control? You must pay attention to what is going on in your life and manage the emotions of your mind.

Becoming a mind-leader is not effortless. Most of us know what to do, but struggle with doing it consistently. Yes, just as the bad habits take practice to get rid of, the good habits take time to form and take hold, and remember that those voices in your head have been talking to you habitually for years. Spend time paying attention to how you react to things and determine how you want to react and how you'd like to respond differently. Get good at looking at the facts in situations that have an emotional attachment (baggage) for you; these are the ones most likely attached to habitual, but not necessarily accurate thinking.

A neighbor, friend, or family member who pays no attention to you is all right. By exercising effective internal voice management, you come to the conclusion that they are dealing with their "stuff." It isn't about you or something you've done; it is about them and their present circumstances. Monitor how much you care about what other people think. If someone doesn't like you, or support you, that is okay. We tell others that we can't make everyone happy and that we won't please all the people all the time, yet why is it that when it comes down to the business of managing our own internal voices, we conveniently delete the message?

Be careful not to fall into a dialogue with yourself that may have no basis in truth or accuracy. Just because something may have been a part of your past, it shouldn't get in the way of your present internal mind management. The next time someone doesn't respond or react to you the exact way you thought they should, be cautious not to assume or over react. The next time something happens that triggers a habitual thought process, look at the facts (the complete picture), and blunder on the side of reasonable doubt instead of assuming guiltiness because of your past circumstances.

A mind-leader is the meeting of the minds and harmony between the voices inside your head which is where we find happiness and contentment. The extent to which you can pilot your own voices will determine your ability to focus on what is truly important and make an enormous difference in your individual and professional life.

*Article by best-selling author and professional speaker Steve Gilliland*

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## NEWS TO KNOW:

### FUTURE NEWSLETTER ARTICLES

Please submit any articles for the next newsletter by June 15, 2008. You may submit articles to Catherine Link via email at

[celink@co.mchenry.il.us](mailto:celink@co.mchenry.il.us)

***IAPPO Officers and Executive Board***

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**CHANGES IN MEMBERSHIP**

**If you have anything that changes your membership, such as address, email, phone number, etc., please email Joan Morange, Secretary, at**

[jmorange@dupageco.org](mailto:jmorange@dupageco.org)

**This way we make sure you are receiving all IAPPO correspondence in a timely fashion. Thank you!**