

News and Views

**A Publication of the Illinois Association of
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Chapter of the National Institute of Governmental Purchasing, Inc.



PRESIDENT'S FAREWELL MESSAGE - Fall 2007

By Larry Widmer, CPPB

It has been a privilege to serve IAPPO as your President for the past two years. I am very thankful to you for allowing me to serve. It was a pleasure to work for you and with you to advance IAPPO as an organization and our progress over the last two years makes me proud. A special thank you to Vice-President Cathy Link, all Officers and Executive Board members and to all the committee members who have served with me for the past two years.

I have sought to make IAPPO more creative, more effective and more prominent. We have worked well together and because of this IAPPO is flourishing. Some of our key activities include holding our first ever Reverse Vendor Fair this fall, continue to hold NIGP sponsored training events, awarding yearly scholarships and holding both a spring and fall training conference each year. We can also take pride in our increased membership.

Every decision I have made as IAPPO President, I enthusiastically made with the intention to give our members more opportunities to learn and grow within our organization. I firmly believe that IAPPO is a stronger organization and I leave our new incoming President Cathy Link in a good place.

Now that I have discussed what we have accomplished I want to leave you with a couple of thoughts for IAPPO's future. It is my opinion that IAPPO must continue to hold successful Vendor Fairs. The monetary success leaves IAPPO on the "right track" for continued training opportunities.

Second, IAPPO must maintain our high standards and professionalism at conferences and training events. Conducting these events in a professional manner has made IAPPO the prestigious organization it is today and our membership expects it.

Lastly, IAPPO will not continue its success unless we continue to increase the volunteers dedicating their time to all the various committees. If you have not volunteered yet, why not today?

I wish the entire IAPPO membership my very best and especially the in-coming President, Cathy Link, and her Officers and Executive Board in meeting all the aforementioned challenges and in keeping IAPPO growing.

I am leaving the presidency more optimistic about IAPPO than my first day as President. As of January 1, 2008 I will no longer be your president but I will continue to participate with the same dedication I had every day that I served.

Fellow members, thank you for all your support over the past two years!

2007 Fall Training Conference Report by Larry Widmer

The Fall Training Conference was held at the Itasca Holiday Inn on October 11 & 12. IAPPO celebrated its 30th Anniversary and Keith Glatz, on behalf of NIGP President Ed Grant, presented IAPPO with a certificate honoring the Chapter's 30 years of service to the profession.

Congratulations to Patti Huth, CPPB, CPPO who was presented with the Spirit of NIGP Award and her Leadership Excellence Award at the IAPPO

30th Anniversary Dinner. Both awards are well deserved and were announced at the NIGP Annual Forum in Hartford, Connecticut which unfortunately, Patti was unable to attend.

The keynote speaker for the conference was Steve Gilliland, Performance Plus Professional Services presented “Mum’s the Word”. Fred Marks, CPPO, VCO, Retired Director of Materials Management for Northern Virginia Community College presented a session on Professionalism. Ray Burnett, CPPO, Commissioner of Purchases & Supplies, Kansas City, MO presented a session on Credibility through Certification. A presentation was also given by Obenauf Auction Services that included information on how to stay informed on the latest auction laws, trends in marketing, pricing and advertising methods. Finally, a session was held on Joint Purchasing Opportunities and Purchasing Cooperatives by the National Joint Purchasing Alliance, U.S. Communities and National Joint Powers Alliance. On the evening of the 11th, the 30th Anniversary Banquet – Halloween Spooktacular was held.

A special thank you to the Fall Training Conference Committee:

- Cathy Link
- Darcie Garza
- Ken Bailey
- Joan Morange
- Ray Restarski
- Larry Widmer

IAPPO Officer and Board Member Elections/Results

At the Fall Conference the following election results were recorded:

- Cathy Link – President, McHenry County
- Holly Knoll – Vice-President, Village of Glendale Heights
- Tyrone Tipitino – Treasurer, DuPage County
- Joan Morange – Secretary, DuPage County

- Marcia Amos – Board member, Village of Lisle
- Daina Denye – Board member, City of Elgin

Congratulations to everyone and I wish all of you good luck!

Additionally, I would like to thank Theresa Dobersztyn, Cindy Krebs and Darcie Garza for their endless dedication, active participation and lasting contribution to IAPPO for which all of you deserve our membership’s utmost thanks.

It has been a real privilege for me to work with you in not only making a difference, but also, personally, the friendships I have been able to make, with you.

IAPPO 2007 Reverse Vendor Fair by Larry Widmer

On October 10, 2007 the Illinois Association of Public Purchasing Officials (IAPPO) held its first ever Reverse Vendor Fair (RVF) at the Holiday Inn, 860 West Irving Park Road, in Itasca. At the RVF various government agencies set up and populated booths, offered information about their respective agencies and how to do business with them.

The fair was highly successful and was enjoyed by both participating government agencies and vendors alike.

I want to thank the following agencies for your committed participation:

- City of Naperville
- DuPage County Forest Preserve District
- U.S. Small Business Administration (Chicago)
- DuPage County Procurement Division
- Service Corps of Retired Executives (SCORE)
- Public Building Commission of Chicago
- DeKalb County
- County of McHenry Procurement
- Illinois Department of Corrections
- County of McHenry Division of Transportation
- Northwest Municipal Conference
- City Colleges of Chicago
- Village of Winnetka
- Chicago Public Schools
- Metropolitan Water Reclamation District of Greater Chicago
- U.S. Post Office/Chicago
- U.S. Post Office/Chicago Business Development
- U.S. Post Office/Northern Division
- College of Lake County
- Illinois Tollway Authority
- Chicago State University
- Regional Transportation Authority (Chicago)
- City of Elgin

Village of Itasca
 Department of Homeland Security/FEMA
 Chicago Park District
 Davenport Iowa Schools
 U.S. General Services Administration (Chicago)
 Cook County/Contract Processing
 Springfield Public Schools
 Illinois Department of Employment Services
 City of Springfield
 Central Management Services (CMS) – Bureau of
 Strategic Sourcing
 METRA
 City of Chicago – Dept. Procurement Services
 City of Chicago
 Central Management Services – Sell to Illinois
 U.S. Department of Labor – Bureau of Statistics
 Cook County-MBE/WBE Compliance Division
 Village of Schuamburg
 Chicago Housing Authority

Over 100 vendors and approximately 200 of their personnel received a government agency directory and went table to table with the government agencies staffing booths, allowing potential suppliers to meet purchasing staff to discuss projects in both general and specific terms.

A special IAPPO thank you to the Reverse Vendor Fair Committee who all did an excellent job! The members are as follows:

Gil Rabin
 Ray Restarski
 Theresa Dobersztyn
 Chris Rossman
 Larry Widmer

**Environmental Corner – by Larry Widmer,
 CPPB, Northwest Municipal Conference
 GovPro.com
 By Josh Cable**

All-electric Police Cruiser Unveiled in Connellsville, Pa.

Officials from Connellsville, Pa.—a city of 9,146 people nestled in the Appalachian Mountains about an hour southeast of Pittsburgh—claim that the city's police department is the first in the nation to have an all-electric police car.

Unveiled in August, the vehicle runs for eight hours on a two-hour charge from a 240-volt outlet. The batteries are expected to last five years, the city said,

and maintenance is required only for brakes, rotors and tires.

“We're a small department in a small town. To have something like this is pretty exciting,” Acting Police Chief Ed McSheffrey told *GovPro.com*. “It's an amazing vehicle. You can barely hear it run.”

According to city officials, the electric police cruiser runs like a “slot car,” as there's no lag when the driver presses the accelerator.

“The speeds are comparable to a gasoline vehicle—if not faster,” McSheffrey said. “So we're looking forward to experimenting with it.”

For the time being, McSheffrey noted that the electric police cruiser is on “limited duty” to allow the company that designed it—Coherent Systems International Corp.—to monitor its [performance](#).

“It's not going to be the first car on the road,” McSheffrey said. “It's in a testing phase.”

Idea first was pitched in 2005

In 2005, a friend of the police department approached now-retired Police Chief Steve Cooper with the idea of donating a city police vehicle as an electric prototype. With Connellsville [City Council's](#) blessing, the police department donated a 2000 Chevy Impala to Coherent Systems International, based in Doylestown, Pa.

The company removed the Impala's combustion engine to convert the vehicle to all-electric operation. The city of Connellsville unveiled the electric police cruiser in an Aug. 23 press conference.

“The ride was so smooth, with an odd feeling as the car quickly accelerated without the noise from the engine,” Councilman David McIntire said after riding in the electric police car during its unveiling.

The all-electric vehicle has some limitations. McSheffrey noted that the cruiser cannot operate in heavy rain or standing water, because water could damage its electrical components.

Still, the electric car's potential benefits could outweigh its drawbacks. Normally, the city spends about \$3 to \$5 per day to operate a traditional gasoline-powered cruiser. The expected cost to operate the all-electric prototype is about 35 cents per day.

“With the price of gasoline right now, it just kills a small town like us,” McSheffrey said.

Clean Energy Portfolio Requirement

As a result of the passage of Public Act 95-481, the State of Illinois has adopted a clean energy portfolio requirement. This means that as of January 1, 2008 the state’s electric utilities will be required to purchase a percentage of the power they buy from renewable energy sources. The electric utilities will also be required to include energy efficiency programs in their portfolios.

Public Act 95-481 further requires that municipalities be a significant source of renewable energy and energy efficiency in a utility’s portfolio. Ten percent of its renewable energy and energy efficiency sources must be purchased from local governments.

**NIGP On-line Course:
How to Process and Evaluate Bids**

Duration: 8 hours
You will have 90 days to complete the course. The 90 days begins at the time of log-on registration. Information is provided via email.

Contact hours: 8

Re-Certification points: 1

CEU Units: 0.8

Registration Fees: Members: \$160.00
Non-Members: \$285.00

Registration: [Register Online –NIGP.org](http://www.nigp.org)

**Print and Fax/Mail
Registration Form**

Target Audience: Anyone in a public or nonprofit organization who buys goods

or services or construction works.

Prerequisites: None

Learning Objectives: By the completing this course, participants will be able to:

- ▶ List the procedures that one should follow to process sealed bids correctly,
- ▶ Identify and resolve mistakes in bids,
- ▶ Determine a bidder's responsibility, and
- ▶ Recognize how to award a contract.

The course will provide a substantial amount of detailed information about Bidding procedures.

Difficulty Level: Nuts and Bolts Fundamentals.

Course Organization: This course is presented in a conversational question and answer format. The questions are asked by a student who has no experience in processing and evaluating bids but needs to learn how in order to do his or her job better. The instructor answers the questions, occasionally gives short lectures, and helps the student learn the material by having him or her apply it in a series of exercises. The student assesses his or her mastery of the course material at the end of the course by completing an open-book quiz.

Students may solicit information from a subject

matter expert via email any time during the course.

In order to receive contact hours for the course, you must complete the course within the 90 days and score 70 or above on the open book quiz at the end of the course.

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

**Public Act 095-0307
SB0511 Enrolled
An Act concerning Information Technology Access**

Section 1: Short Title. This Act may be cited as the Information Technology Accessibility Act.

Section 5. Findings; policy.

(a) The Legislature finds that:

- (1) The advent of the information age throughout the United States and around the world resulted in dramatic increases in the importance of information technology in employment, education, and the receipt of services.
- (2) While information technology is increasingly being used as a means of providing information, communications, and services, the State is not consistently or cost-effectively ensuring that these technologies are accessible to individuals with disabilities.
- (3) The lack of accessible information technology can prevent individuals with disabilities from participating on equal terms in crucial areas of life, such as education and employment.

(4) Techniques and products exist that can ensure that information technology can be made accessible to individuals with disabilities in consistent and cost-effective manners.

(5) By proactively addressing accessibility in its information technology development and procurement processes, the State can cost-effectively ensure that its information technology will be accessible to individuals with disabilities.

(b) It is the policy of the State of Illinois that information technology developed, purchased or provided by the State is accessible to individuals with disabilities.

Section 10. Definitions. As used in this Act:

“Accessibility” means the ability to receive, use, and manipulate data and operate controls included in electronic and information technology in a manner equivalent to that of individuals who do not have disabilities.

“Electronic and information technology” means electronic information, software, systems and equipment used in the creation, manipulation, storage, display or transmission of data, including internet and intranet systems, software applications, operating systems, video and multimedia, telecommunications products, kiosks, information transaction machines, copiers, printers, and desktop and portable computers.

“Individuals with disabilities” means individuals with impairments that limit their ability to use information technology. This includes, but is not limited to, individuals with low vision, blindness, hardness of hearing, deafness, limited use of their hands, no use of their hands or other similar impairments.

“State entity” means the executive, legislative, and judicial branches of State of Illinois, including its departments, divisions, agencies, constitutional offices, public bodies, and public universities. The term does not include units of local government, school districts or community colleges.

Section 15. Development of standards. Not later than six months after the effective date of this Act, the Department of Human Services shall develop and publish accessibility standards for electronic and

information technology for State entities. The Secretary of Human Services shall convene a working group of appropriate State entity representatives, stakeholders, and other appropriate individuals and officials to advise and assist the Department in this process. The standards shall address, at a minimum, the following:

- (1) functional performance criteria and technical requirements for accessibility;
- (2) recommendations for procurement processes to ensure compliance with accessibility standards; and
- (3) recommendations for planning, reporting, monitoring, and enforcement of the accessibility standards by State entities.

Section 20. Implementation of standards. Not later than six months after the development and publication of accessibility standards by the Department of Human Services, the Director of Central Management Services and each State entity shall review the standards and make revisions to existing procurement or development rules, policies, and procedures under their control to incorporate the standards. The accessibility standards shall apply to electronic and information technology developed or procured by a State entity or to substantial modifications made to electronic and information technology by a State entity, after the Department of Central Management Services and other State entities incorporate the accessibility standards into their procurement policies and procedures. The accessibility standards shall not require (i) the installation of specific accessibility-related software or peripheral devices at a workstation of an employee who is not an individual with a disability or (ii) equipment made available for access at a location where the electronic and information technology is not customarily available to the public.

Section 25. Review and amendment of standards. The Department of Human Services shall, at a minimum, review the accessibility standards every three years after the date of initial publication and, as appropriate, amend the standards to reflect technological advances or changes in electronic and information technology. The Secretary of Human Services may convene a working group of appropriate State entity representatives, stakeholders, and other appropriate individuals and officials to advise and assist in the process of reviewing and amending the standards. Within six

months after the publication by the Department of Human Services of amendments to the standards, the Director of Central Management Services and other State entities shall review the amended standards and make the necessary changes to their existing procurement policies and procedures to incorporate amendments to the accessibility standards into their procurement policies and procedures. The amended accessibility standards shall apply to electronic and information technology developed or procured by a State entity or to substantial modifications made to electronic and information technology by a State entity, after the Department of Central Management Services and other State entities incorporate the amended accessibility standards into their procurement policies and procedures.

Section 99. Effective date. This Act takes effect upon becoming law.

Effective Date: 8/20/2007

Ethics Corner – by Cathy Link, CPPB, County of McHenry

Developing Code of Ethics

There are various methodologies to use to develop a code of ethics. No matter the road map you use to adopt one, a key is ownership in its development and ultimate buy-in of the final product. A key for ideas can be presented that are not ethics related but more policy oriented. The group must be kept on task and good facilitation requires educated input.

Discuss the need for an Ethics policy-Buy-in to the need for a policy is essential for support begins at the top of any organization.

Establish a date for the meeting-It was felt that time needed to allow for notification and preparation.

Establish ground rules for discussion-Have two: (1) all topics were open for discussion, and, (2) group consensus would drive additional discussion. As it pertains to the first rule, the only exception was the topic had to be ethics and not policy related. As it pertains to the second rule, if the group did not feel a topic was focused on the task at hand, it was not discussed. This helped to establish a group that was self-regulating and focused on the task at hand.

Research and have examples of Codes available for distribution-This too helps focus and examples are a

powerful tool. The bottom line here is a number of organizations have developed excellent codes of ethics. Take advantage of their expertise and take advantage if language someone else has developed works you can use.

*Charge the group with the responsibility of continuing the discussion off site-*You can spend a great deal of time on code development. Use the initial meeting to discuss those items that could make up a code. Send the group home with instructions to continue a dialog and to return with a draft code.

*Receive group input and offer feedback-*The group reported its findings back to the facilitator via email. This was done to save time. The document represented the group's collective thoughts on a code. The facilitator reserved the right to edit for content as a means of ensuring the group remained on task for a code and not a policy. This involved some give and take and a few back and forth emails, in order to move to the next phase.

*Use the additional input to finalize a policy-*The comments received were incorporated into the draft document and once again distributed to the group for consensus of applicability. A series of emails and telephone conversations led once again to group consensus on a final document.

Summary:

Not every process is applicable in every situation. However, one aspect of the process described here is essential--ownership. Whatever you can do to create ownership will help in the subsequent adoption of your code.

Mark Your Calendars!

MAPP Round Table/Guest Speaker, Village of Oak Brook – November 30

MAPP Holiday Business Luncheon & Appointment of Executive Board Members, Millrose Restaurant, South Barrington – December 7

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