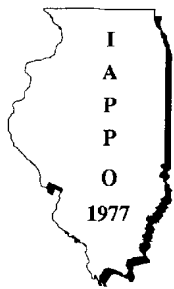


News and Views

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

Chapter of the National Institute of Governmental Purchasing, Inc.



PRESIDENT'S MESSAGE Fall, 2008

By Catherine Link, CPPB

Wow!!! The summer sure went by fast. A wonderful time was had by all who attended the NIGP Conference in Charlotte, NC. We are looking

forward to the 2009 Conference in St. Louis. Cindy Anderson from CMS, is especially looking forward to the conference as she was the lucky winner of her registration paid by IAPPO to attend the NIGP conference in St. Louis. Cindy won this opportunity at the Fall IAPPO Conference in Palatine. The Fall Conference also provided an election to the Board. Our new Board members starting in 2009 are Debby Thompson, CPPB, from DuPage County and re-elected Cindy Krebs, CPPB, from CMS. Welcome to the Board!!! I would also like to take this time to personally thank Ray Restarski from Winnetka for all his time, well served, on the Board. Ray chose not to run for re-election. Thank you, RAY! (Ray still will be in charge of the Entertainment and Golf Committee). I also want to thank the Reverse Vendor Fair Chairperson, Marcia Amos, CPPB, CPM, for spearheading a very successful vendor fair. The chapter received over \$25,000 in revenue which will help offset future training costs. Also recognized at the Fall Conference was Gil Rabin, C.P.M. CPPB CPP, who received a plaque in honor of his dedication to IAPPO and to the reverse vendor fair. Congratulations Marcia and Gil!!

With the 2008 year winding down, let's all vow to make 2009 a banner year for IAPPO. I would like all of us to bring at least one person into the chapter as a new member. When the membership grows, we all grow, as we can learn from the new members.

Take care and have a safe and healthy holiday season.

3 AREAS OF PUBLIC PROCUREMENT

There are three distinct areas of procurement in the public sector. This paper has the process broken down as such for simplicity. As a purchase moves from the inception stage on through to receipt and vouchering it goes through three phases: pre-procurement, procurement and then post-procurement. Pre-procurement includes the processes involved up front. This typically consists of certifying vendors, producing a catalog of items available, locating valid and reliable sources, training staff and refining the approval process. The next phase, the purchase (or procurement or contracting) takes into account the actual acquisition of the product and the related practices. This would be the purchase order creation, valuation of the actual purchase itself and ensuring delivery timeliness as an example. The final stage is post-procurement; involving product delivery per contract terms, contract monitoring, quality of delivered product, supply source constancy and vendor maintenance. Measurement of all of these steps are equally important and a well-rounded assessment of the processes reflects a valuable purchasing unit willing to take steps necessary to build worth. The process is a continuous one with each step building and refining the next.

Understanding the processes is important but honing these processes to make them better is paramount for purchasing, especially in today's business world where resting on your laurels no longer ensures permanence. Many entities search for ways to cut costs and some states have outsourced entire purchasing departments seeking this goal. In order to ascertain where

we would like to take our organization we must first evaluate where we are. Measuring performance is the key to improvement. Many organizations, in both the private and public sector, have incorporated 6-sigma in enhancing performance measures. The underlying theme to this methodology is measurement. Every structure has its weaknesses and strengths. Whereas one may have a great record of supporting minority, female or small business enterprise ventures, it may also be one that takes an excessively long time to pay invoices. Another may be an entity known for having the most well trained staff but has a history of contracting with under qualified vendors who delay shipments. Measuring performance is the key to enhancing nearly all procurement-related duties.

Measurement in the pre-procurement arena would include ascertaining the following factors:

- Certifying/registration vendors
- Catalog of items/item availability
- Sources (reliable and valid)
- Requisition process (internal)
- Approval process (internal)
- Staff value (trained, competency)

During the actual procurement transaction, several issues should be evaluated to ascertain whether the process is functioning at its optimum level or not. These factors would include:

- PO creation process
- RFP process (timeliness)
- Value of purchase (TCO)
- Freight/shipping
- Speed of delivery

Upon the completion of any contractual transaction staff should glean from the process an evaluation of:

- Contract monitoring
- Quality of item
- Supply source constancy
- Vendor maintenance

Five factors that are the underlying core to assessing the overall procurement process are:

- Quality
- Cost
- Timeliness
- Service
- Continuity of supply

The goal of assessment is to reduce these processes to the smallest basic unit to allow distinct objective measuring.

Congratulations to new CPPBs and CPPOs—
 Demetrius Knowles, CPPB, Chicago Public Schools
 Doris Williams, CPPB, Chicago Public Schools
 Altha S. Riley, CPPB, City of Chicago

IAPPO would like to officially recognize Illinois Procurement Officials who have recently completed all qualifications to earn their CPPB and CPPO designations.

MARK YOUR CALENDARS

**IAPPO 2009 SPRING CONFERENCE
& TRAINING SESSION**

ILLINOIS ASSOCIATION OF PUBLIC
 PROCURMENT OFFICIALS
 2009 SPRING TRAINING CONFERENCE
 NIGP "ETHICS" SEMINAR—MAY 7, 2009
 IAPPO BUSINESS MEETING, CMS,
 PROCUREMENT LEGISLATION—MAY 8, 2009
 CHATEAU HOTEL & CONFERENCE CENTER
 BLOOMINGTON, ILLINOIS

IAPPO is offering its chapter members a one-day NIGP seminar, "Ethics—A Survival Kit for Procurement," at almost half the price that is normally charged by NIGP for a one-day seminar. IAPPO is subsidizing the balance of the fee for its members.

IAPPO Chapter Members	\$85
First-Timer IAPPO Chapter Members	\$75
Retired/Lifetime IAPPO Chapter Members	\$45
Nonmembers	\$125

The "Ethics" one-day seminar will be held in conjunction with IAPPO's 2009 spring conference at the Chateau Hotel & Conference Center in Bloomington, Illinois. In addition to the Thursday class, the chapter will meet on Friday, May 8, from 8

a.m. to noon for a chapter business meeting, a CMS update of current contracts, discussion of current legislation affecting procurement, and another session of interest to purchasing officials.

In order to participate in the NIGP "Ethics" seminar, you need to register before April 15, 2009. We won't have an "Ethics" textbook for you if your registration is not received before April 15. Registration forms will be available soon on www.iappo.org and via email. The Chateau Hotel & Conference Center has held its low \$69 per night rate for us, so plan to take advantage of this low-cost training opportunity. You won't find a better value in today's economy.

To learn more about the "Ethics" seminar, go to <http://www.nigp.org/educate/outline/ETH.htm>. NIGP has posted the seminar on its website also.

Your \$85 registration fee will cover the following:

- One-day NIGP "Ethics" seminar on May 7
- Lunch on Thursday, May 7
- Continental breakfasts on May 7 and May 8
- Procurement sessions on Friday morning, May 8

Questions? Contact Patti Huth, CPPO, CPPB, IAPPO Education and Professional Development, at 630.357.8601 or phuth7@comcast.net.

IAPPO 2008 Reverse Vendor Fair by Gil Rabin, C.P.M. CPPB CPP

The 2008 IAPPO Reverse Vendor Fair, on Wednesday, September 17, 2008, in Palatine, IL was very successful.

Over 40 government agencies hosted exhibit tables to distribute information on "How to Do Business with Their Agency" and speak one-on-one to vendors. Also, representatives of government agencies had the opportunity to visit with other agencies to network, ask questions and exchange business cards. Some participant agencies from the 2007 and 2008 Reverse Vendor Fairs have become IAPPO members after participating in the Reverse Vendor Fair and seeing what a great resource IAPPO is for educational, training and networking.

Over 120 vendors attended the Reverse Vendor Fair to visit with government agencies and see what 'Current Bidding Opportunities' there were with these agencies. Despite record area rainfall and flooding a week earlier, the weather was perfect for the Reverse Vendor Fair and over 20 vendors registered and paid admission on the morning of the

Reverse Vendor Fair!

This was an excellent opportunity and a great value for all of these vendors to personally attend and contact over 40 government agencies in one large room, instead of spending weeks or months calling for appointments and traveling to office meetings.

Many agency representatives and vendors had positive comments on the Reverse Vendor Fair, the delicious complimentary lunch, the convenient free parking and the expertly designed programs that were not only filled with information about all the agencies attending but very well designed to have ample room for note-taking as vendor representatives walked around the room.

A big IAPPO 'Thank You' to all the hard working members of the IAPPO Reverse Vendor Fair Committee for distributing IAPPO RVF flyers at trade shows, giving RVF pamphlets to their own agency's vendors, making phone calls to vendors, sending e-mails, advertising the RVF on the radio and in newspapers, handling registrations and keeping accurate track of incoming payments. Great job!

MEMBER SPOTLIGHT

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

This issue features: **Cindy Anderson, CPPB, and Michael Knauer, CPPB.**

Full Name: Cindy Sue Linderman Anderson (No - not Cynthia! I was named after a song Eddie Fisher recorded in the 50s called Cindy, Oh Cindy)

Education: I attended grade school through high school in Clinton, Illinois. I then went to EIU for 2 years, transferred to ISU and then quit after one semester. (Wish I hadn't done that!) I think the fact that I never finished was one reason that getting my CPPB meant so much to me.

Employed by: State of Illinois Department of Central Management Services, Bureau of Strategic Sourcing and Procurement - we lovingly call it BOSSAP.

How long: I started working at Central Management Services (it was called Department of Administrative Services then) in 1979 as a clerical/buyer assistant for 10 years. Then I went to work as a Procurement Technician for the Illinois Commerce Commission for 10 years and then came back to where I started from and took a Buyer position here at CMS. In

December I will have been back for 10 years - so I'm on my 30th year working for the State! Yikes!

Hobbies: I used to have actual hobbies of my own such as partying, playing the piano, bowling, volleyball, etc. Now my hobbies are basically anything my 15-yr-old son Mark is doing. I cook for his church youth group of 50 kids every 3rd Sunday (egad!) and I also teach 2-4 year olds in Sunday school every week (whew!). That takes up all the spare time I don't have! Ha!

Favorite Color: I've always been fond of the color lavender.

Favorite Food: I'd have to say cheeseburgers or pizza (how boring!)

Favorite Song: Fat Man in the Bathtub by Little Feat or Take It to the Limit by the Eagles (these are songs from my partying days)

Favorite Animal: Cats - I have two - a black cat named Sabrina and a gray cat named Blue.

Favorite Sports Team: I've been a Cubs fan since 1968. Believe it or not, my second favorite team is the Cardinals. My license plate is CUBNALS. (Husband and son are both Cards fans).

Words of Wisdom: I guess I would have to say: Try not to judge people or situations too quickly. I say that because I've struggled with this my whole life. I always think I have everything all figured out in 5 minutes, but I've found that too many times things aren't always as they seemed at first. Man! That didn't sound so dumb in my head, but oh well.

Full Name: Michael D. Knauer

Education: Associates in Applied Science, Business Management Lincoln Land Community College.

Employed by: Illinois Department of Corrections.

How long: 8 ½ years at Corrections, 25 ½ years total State of Illinois service.

Hobbies: Golf, Golf, Golf.

Favorite Color: Blue

Favorite Food: Pizza

Favorite Song: "Goodbye Time" by Blake Shelton

Favorite Animal: German Shepherd

Favorite Sports Team: Cardinals

Words of Wisdom: Let Honesty, Integrity and Hard Work lead you to success in both your personal and professional lives.

NIGP Educational Corner

NIGP's 64th Annual Forum and Products Exposition

"Gateway to Excellence."

When is the Forum?

August 22-26, 2009

Where?

St. Louis, Missouri

Who should attend?

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

How can I register?

Watch the NIGP Website for registration information

www.nigp.org

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

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

Senate Bill 2422 - New Vehicle Warrantees Extended to Fire Department Purchases

Amends the New Vehicle Buyer Protection Act to include vehicles purchased by a fire department, fire protection district or township fire department in the definition of "vehicle" and includes a fire department, fire protection district or township fire department in the definition of "consumer".

Public Act 95-0802: Effective January 1, 2009

Senate Bill 2399 Use of Genetic Information

Applies the Genetic Information Privacy Act to local governments. Provides that an employer shall not directly or indirectly do any of the following:

- (1) Solicit, request, require or purchase genetic information or administer a genetic test to a person as a condition of employment, pre-employment application or licensure;
- (2) Affect the terms, conditions or privileges of employment, pre-employment application or licensure or terminate the employment licensure of any person because of genetic information;
- (3) Limit, segregate or classify employees in any way that would deprive employment opportunities or otherwise adversely affect the employment status of the employee because of genetic information or;
- (4) Retaliate in any manner against any person alleging in a violation of this Act.
- (5) Preempts home rule.

Public Act 95-0927: Effective January 1, 2009

Ethics Corner – by Marcia Amos, CPPB, C.P.M., Village of Lisle

TO ACCEPT OR NOT TO ACCEPT

The NIPG Code of Ethics states “members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.” Many of us are faced with having to say “no thank you” to the numerous lunch or dinner

offers that are received. Something as innocent as lunch can appear to be looked at as showing partiality if seen by a competitor having lunch at the same place.

During the holiday season following are a few things to keep in mind when deciding to accept a gift from a vendor:

- Evaluate the intent of the gift offering and question if accepting it would be legal and not viewed by others as being unethical.
- Gifts exceeding the value as established in your Purchasing Policy should be donated to a church or charity.
- If an employee has received a gift and that gift is perishable (fruit or cheese basket) with approval, it may be shared with office staff.

I trust each of us will adhere to NIGP’s Code of Ethics by upholding the ethical principals of conduct, as well as specific ethical standards.

“Winter is an etching, spring a watercolor, summer an oil painting and autumn a mosaic of them all.” ~Stanley Horowitz

Purchasing Events November to December, 2008

NOVEMBER

28 MAPP Round Table
 Location: TBD
 Check MAPP Website at
<http://www.mapp-nigp.org/events.html>

DECEMBER

5 MAPP Business Luncheon
 Location: TBD
 Check MAPP Website at
<http://www.mapp-nigp.org/events.html>

Articles of Interest

Making A Difference - The Gut To Do It!

By Steve Gilliland

The Bhagavad-Gita - the ancient Indian Yogic text - says that it is better to live your own destiny imperfectly than to live an imitation of somebody else's life with perfection. I first read this when my life was in turmoil. Compared to my brother's existence, to his home and his good marriage and to his children, I was looking pretty unstable. I was divorced, contemplating bankruptcy for a second time, and sleeping on an air mattress in an empty apartment. It wasn't until I acknowledged my condition was entirely my own doing before I did something about it. More importantly, it was only when I forgave myself for these dreadful decisions that I was able to move forward. Within months I was reading the biographies of successful people including Henry Ford, John D. Rockefeller, Cyrus McCormick Sr., Oprah Winfrey, and Martin Luther King Jr. John D. Rockefeller said, "I do not think that there is any other quality as essential to success of any kind as the quality of perseverance." But it was something Martin Luther King, Jr. said that gave me a perspective I needed to believe in myself after all my imperfections and mistakes.

"Everybody can be great, because anybody can serve. You don't have to have a college degree to serve. You don't have to make your subject and verb agree to serve. You only need a heart full of grace. A soul generated by love." His words made me realize I could make a difference regardless of my circumstances. I began to make incremental steps towards my personal and professional goals. My philosophy was that anything was better than nothing. I also set in motion a long-term outlook on how I wanted my life to be. The major challenge was to prevent anyone from discouraging me and my dreams. The key would be to follow my gut and not my heart or my head. My gut always spoke first and usually gave me the answer. My heart on the other hand is emotion based while my head is analytical and fear based. They usually argued until I either made the wrong decision or no decision. Different people are moved by different things but your gut will tell you how to make a difference. What moves you? What is your gut telling you? Successful people don't just sit around and think (head) about what they could do or get excited (heart) about all the possibilities. They do it. And discontinue equating success with money. Success isn't something you acquire. Success is using every ounce of perseverance to venture into uncharted territories. It is overcoming the fear of the unknown and creating your own way forward. It is finding your way out of the rut and the blueprint of just surviving. What keeps you deep in a rut is not seeing alternatives. Without realizing you have alternatives, you have no vision to guide you when a choice must

be made. Without all your options, you have no destination to move toward and no reason to alter your course. You stay where you are because you simply cannot determine any new direction. So again I ask - what moves you? What is your gut telling you? Does the prospect of changing frighten you? Change brings with it the possibility of failure, rejection, disappointment, and pain as well as the chance that getting what you think you want, will not solve your problems after all. In my former condition, I blamed everyone else for my problems and the fear of failing one more time kept holding me back. My gut was telling me I was creative, inspiring and had a lot to offer. My heart was hurting while my head was telling me I couldn't afford to fail again. Fear causes you to sacrifice probable gain so you can avoid possible pain. Fear is a powerful and quick teacher. Its lessons are learned on the gut level - and rarely forgotten. There are no slow learners where fear is the teacher. Think of the young child who learns "no" to touch a hot stove. The very first time he touches the stove he gets the message - and he does not have to think long and hard about it. He gets burned and immediately decides that he does not want to feel pain like that again. So, he stops touching hot stoves. Throughout your lifetime you learn similar lessons in the same way. You learn to fear, and avoid much more than physical pain, however. You have been hurt before. You have been disappointed, rejected, embarrassed, or belittled. You have lost things you cherished and failed to get what you wanted. When you remember these experiences, they stimulate all sorts of painful, negative emotions (heart based). The thought of feeling these emotions again frightens you, and you begin to avoid any situation or circumstance that presents the possibility of disappointment, rejection or embarrassment. As a result, your fears and avoidance behaviors limit the number and kind of risks you are willing to take. To rid yourself of fear (head based) and make a difference, you must face your fears by acknowledging them and then confronting them. You must take a good long look at your fears and see how they limit you. Then you will be able to take steps to counteract those fears, control your anxiety, and move forward once again. Taken the journey toward achievement by discovering the cornerstone for total and lasting success: Making a Difference. Listen to your gut and do it!

For more information on
Steve Gilliland contact:
sherry@stevegilliland.com or 866-445-5452

**2009 GREEN PROCUREMENT
EXPOSITION AND CONFERENCE**

Once again IAPPO will be sponsoring the 2009 Green Procurement Exposition & Conference - Midwest, on June 3 & 4, 2009, at Navy Pier in Chicago. We were very pleased with our inaugural event last year and appreciated the help, guidance and participation you and your organizations provided.

We created a new agenda for the 2009 show that includes two morning general sessions, a speaker luncheon, a welcome reception and more naturally integrated educational opportunities woven between the exhibit hall hours. I think you'll find our new schedule more traditional in nature and more conducive to social networking in a relaxed atmosphere. Please take a moment to go to www.thegreenexposition.com and see what the new schedule looks like.

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Newsletter Co-Editor: Debby Thompson, CPPB

FUTURE NEWSLETTER ARTICLES

Please submit any articles for the next newsletter by December 15, 2008. You may submit articles to Catherine Link via email at
celink@co.mchenry.il.us

CHANGES IN MEMBERSHIP

If you have anything that changes your membership, such as address, email, phone number, etc., please email Patti Huth at
phuth7@comcast.net

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