



The Fine Print

The Newsletter of the Maryland Public Purchasing Association, Inc.

March / April 2005

PRESIDENT'S MESSAGE

Stephen J. Ports, CPPB

This is a new beginning, a time for rejoicing for MPPA's 25 years of service to Maryland governments. It is a time to celebrate our accomplishments, to build on our strengths, and to assess opportunities for further growth both individually and as an organization. As your incoming President, I am excited by the opportunities we have before us.

I'd like to thank George Dietsch, CPPO, for his leadership as President in 2004. Under his term: MPPA updated our bylaws to bring us into the 21st Century, we are in the process of setting up an account to accept P-Cards for payments of dues, seminars, and meetings, and last (but not least) we discovered that a crab feast in late September is a sweet deal! Thanks, George!

Goals and dreams provide the energy to move every organization forward. Some goals can be realistically achieved within a given time frame, but dreams may take forever to realize. My dreams for MPPA are relatively modest. The first is for MPPA to have active members from every county, every school system, every town and city, every state and federal agency located within the state of Maryland. The second is for all MPPA members to be certified, with CPPB, CPPO or CPM behind their name. My third dream is for MPPA to be the best Association in NIGP, the "Gold Standard" to which all other Associations aspire.

Goals I'd like to see adopted are much more realistic. I'd like to see more members involved in running MPPA. Somehow we reached the point where most committees consist of only the Chairperson. I see the same people volunteering over and over for assignments until they burn out, and then we rarely see them again. If we can find a way to spread the workload, we will all benefit from our combined breadth of knowledge. This will keep us all fresh and eager for new opportunities to serve MPPA. Specifically, I'd like to see a Co-chair for such major committees as Education, Facilities, Membership, and Program. The Treasurer's position probably has the most responsibility and is the most time-consuming. We may want to create an Assistant Treasurer (non-Board) position to collect and record payments and make deposits. This would free the Treasurer to concentrate on the budget, analysis, and the reports to the Board and the membership that are required in the Bylaws.

We should consider expanding our efforts in offering subsidies for professional training for those members who express the desire but whose organizations have limited financial resources. Perhaps we could consider investing a good portion of the MPPA's reserves to create

an income stream for this purpose. We may also look into the possibility of applying for grants for training purposes.

Cooperative purchasing could be at ten times the current participation level if we can: work out a system for dividing the responsibilities, create more generic specifications, accommodate jurisdictional differences in specification requirements, and gain a firm commitment from jurisdictional leadership for such cooperative efforts. Harry Bain should be the busiest Chairperson in MPPA instead of semi-retired. Harry is a tireless champion of the cooperative purchasing concept. He should be receiving a larger measure of support from our membership. Let's add Cooperative Purchasing to the list of committees that need a co-chair.

Finally, we must work to reinforce a positive image for our profession. Too often the agencies for whom we toil view Purchasing as a "bottleneck," more of a hindrance than a helpful collaborator, and appear to go out of their way to avoid dealing with us. We tend to externalize the problem as a lack of available resources, a lack of cooperation from the user agency, inadequate specifications, etc. We need to stop being reactive and take a proactive approach to resolving these issues. We live in an America with a victim mentality. When things go wrong we tend to look around for someone else to blame instead of taking responsibility for what happens in our lives. Certifications and training and attending forums will not be effective unless you can command the respect, support, and cooperation of the agencies for which you are purchasing. We will not obtain it by making excuses. I realize that this may be too simplistic an approach, but hopefully it will get us moving in the right direction.

The status quo can be maintained with little effort. Moving forward will take time and commitment from many more volunteers. Let's all look around and see what we as individuals can do to make MPPA more effective as we move into our 26th year.

March 2005 MPPA General Membership

Meeting and Support Staff Appreciation Luncheon

Due to the MPPA 25th Anniversary Celebration to be held in May, support staff appreciation day has been moved to the March general membership luncheon meeting. Come one.... come all !!! Bring your support staff to show them how much you appreciate all that they do (and they do)!

WHEN: **Thursday, March 10, 2005**
11:30 A.M. TO 3:30 P.M. (Lunch at 12 Noon)

WHERE: **Snyder's Willow Grove**
841 North Hammonds Ferry Road
Linthicum, MD 21090

COST: **\$20.00 – With Advance Reservation**
\$22.00 – At the Door

SPEAKER: **PHIL MONETTI**
TOPIC: "BREAK FREE FROM YOUR SELF LIMITING BELIEFS" ...and Live Life to the Fullest!

Please come with a goal in mind that you want to achieve or a problem you want to solve, as this presentation promises to be an inspirational message of your individual power to make life-altering changes. Expect to laugh – but be prepared to be inspired!

Phil Monetti has devoted the past thirty years to sales, customer service and management training, public speaking, and business development. He passionately communicates his message via radio, television and in person. He has conducted more than 2000 speaking engagements and training sessions for companies ranging from small business to Fortune 500.

The number of attendee's must be guaranteed a week before the meeting. Please notify Facilities Chairperson, Patricia Tarpley by either telephone at 410-767-8329 or e-mail at ptarpley1@mtamaryland.com , or fax at 410-333-4810 if you plan to attend.

Menu will consist of these items: Buffet Style with two entrees, Hot Roast Beef and Shrimp Creole over Rice. Included are sliced ham and turkey with American cheese, scalloped potatoes, pasta salad, Cole slaw, pickles, bread and rolls, dessert, coffee, hot tea and iced tea.

Please contact Pat Tarpley if you require any special dietary needs.

RECOGNITION REPORT

Pam Jones, CPPB, MBA, CPM

Please remember, if you'd like to forward information to be published (e.g., recent certification, promotion, etc.), please contact Pam Jones at pam.jones@montgomerycountymd.gov or Tom Savoie at thomas.savoie@montgomerycountymd.gov.

AWARDS: REMINDER ***Don't Miss This Opportunity*******

If you are interested in nominating yourself or someone else deserving for the *Buyer or Manager of the Year Awards*, an application for candidacy will need to be submitted. Applications will be due sometime in March to my attention for submission to the Board. I will begin placing calls to those too shy to self-nominate or needing a nudge. J Please review the criteria, directions, and entry forms on NIGP's website at: <http://www.nigp.org/chapter/AwardProgram.pdf>.

In Memoriam

1. **Ruby Bain**, loving sister of **Harry Bain**, passed away on December 27, 2004.
2. **Marie Britt**, loving sister of **Ella Pierce** passed away over the summer.
3. **Dick Conway** who recently passed away at his home in Florida. Dick was a charter member of MPPA.

The MPPA family sends condolences to the families and friends and our thoughts and prayers continue to be with you and your family.

New Certification

CONGRATULATIONS to the following individuals:

New CPPB/CPPO (November/December 2004) report from NIGP)

1. William Davis, CPPB, Administrator III, Maryland Department of General Services (November)

2. Egziakulu Tamrat, CPPB, Agency Procurement Specialist, Maryland Department of Health & Mental Hygiene (November)
3. Rebecca Zimmerman, CPPB, Buyer, Anne Arundel County (November)
4. Walter Johnson, CPPB, Agency Specialist Procurement Officer II, MD Dept of General Services (December)
5. Robert W. Rucker, Jr., CPPO, CPPB, Director, Office of Contract Policy Mgmt & Procurement, MD Dept of Health & Mental Hygiene (December)

Re-Certified CPPB/CPPO (November/December 2004) report from NIGP)

1. Diana Cox, CPPB, Assistant Purchasing Agent, Anne Arundel County (November)
2. Margie Hepner, CPPB, Chief, Procurement and Materials Management Section, Maryland Aviation Administration (November)
3. Mary Raley, CPPB, Purchasing Agent, St. Mary's County Metropolitan Commission (November)
4. Patricia Tarpley, CPPB, Chief, Professional, and IT Contracts, Maryland Dept of Transportation (November)
5. Irene Hoffman, CPPO, Chief of Procurement, Maryland Environmental Services (November)

Dual Re-Certifications CPPB/CPPO (November/December 2004) report from NIGP)--N/A

Retirements:

The retirement of **Nancy Smith**, Buyer III, after 32 years of service with Anne Arundel County, Maryland. Nancy is now employed on a part-time basis with the Anne Arundel County Board of Education.

Promotions:

Rebecca Zimmerman has been promoted from a Buyer II to a Buyer III. Rebecca is now the Buyer for the Facilities Management Division, Recreation & Parks Department and Personnel Department for Anne Arundel County, Maryland.

Baltimore City Community College
VACANCY ANNOUNCEMENT

Position: Procurement Specialist

Qualifications:

Bachelors degree required in related field. Purchasing certification preferred. Five-years experience in the preparation of Requests for Proposals and bids for large procurements. Experience in preparations of contract documents through Maryland Department of Budget and Management (DBM) and Maryland Department of General Services (DGS) preferred. Proven ability to pay close attention to detail. Excellent writing skills and grammar required. Experience with Microsoft Office programs required. Experience with the Financial

Management Information System (FMIS) preferred. Excellent interpersonal skills and organizational skills required. Knowledge of office procedures and protocol.

Responsibilities:

Prepare and process all large procurements for services for the College and provide technical assistance regarding purchasing procedures and regulations. Prepare specifications, selection of procurement method, ensure compliance with procurement regulations and procedures set forth by Department of Budget and Management, Department of General Services and the College. Advertise bids and proposals, conduct pre-bid meetings, and attend Board of Public Works (BPW) meetings. Serve as principle contact for vendors and resolve contractor performance issues. Generate monthly reports and contract schedules.

Salary: Commensurate with experience. This is a full-time PIN Position.

Filing Procedure: Respond to Ad. No. **F5-076**. Qualified Applicants should forward a letter of interest, resume, and the names and telephone numbers of three business or professional references via e-mail to: hr@bccc.edu. Please include the Position Title and Ad Number in the subject line.

Closing Date: Open until filled

Application Materials may also be sent to:
Office of Human Resources
Baltimore City Community College
2901 Liberty Heights Avenue
Baltimore, Maryland 21215

BCCC is an [Equal Opportunity/ADA/Affirmative Action employer](#).

MEMBERSHIP

Darla H. Herbold, CPPO

MPPA warmly welcomes the following professional purchasing practitioners who were accepted into membership in February by the MPPA Executive Board:

Tammy S. Conrad

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EDUCATION COMMITTEE

Rich Shelton

If anyone would like to have us look into a class they would like to attend that isn't on the schedule, they can call Mary or myself at 410-386-2181. When Montgomery College confirms a date for the certification test and review classes in 2005, the membership will be advised.

SEMINARS 2005

Date	Seminar	Location
**March 16, 17, 18	Sourcing the Public Sector	CCC
**April 13, 14, 15	Developing and Managing RFP's in the Public Sector	CCC
April 21, 2005 (Tentative)	Purchasing Management and the Relentless Pursuit of Excellence	WSSC
**May 4, 5, 6	Contract Administration	CCC
June 16	The Diversity Advantage	WSSC

**July 6, 7, 8	Introduction to Public Procurement	CCC
**August 3, 4, 5	Legal Aspects of Purchasing	CCC
**September 14, 15, 16	Planning, Scheduling and Requirement Analysis	CCC
September 26, 27	Alternative Dispute Resolution	CCC
October 5, 6	Project Management for Workgroups	CCC
October 7	Adding Value to the Procurement Process	CCC
November 2, 3	Contracting for Services	CCC
November 4	Fixed Assets Management	CCC
November 2005 (Tentative)	CPPO & CPPB Review	MC

PROPOSED SCHEDULE 2006

March 1, 2, 3, 2006	Sourcing the Public Sector	CCC
April 5, 6, 7, 2006	Developing and Managing RFP's in the Public Sector	CCC
May 3, 4, 5, 2006	Contract Administration	CCC

KEY - LOCATION

<i>Carroll Community College, Westminster MD</i>	<i>(CCC)</i>
<i>Montgomery College</i>	<i>(MC)</i>
<i>Washington Suburban Sanitary Commission</i>	<i>(WSSC)</i>

*Note: ** THE SIX FOUNDATION COURSES
The specialty track classes won't be available until late fall 2005 or early 2006.*