



## **The Fine Print**

The Newsletter of the Maryland Public Purchasing Association, Inc.  
March/April 2006

### **PRESIDENT'S MESSAGE-**

Mark A. Pemberton, CPPB, C.P.M.

I would like to thank everyone who attended the Annual Installation of Officers & Directors program, on Saturday, January 28, 2006. Please join with me in welcoming this year's Officers, Directors and Board members. Their efforts and the time they provide to the Association are truly appreciated. It is amazing to me that given the levels of our current workloads, dedicated professionals still find time to volunteer, actively participate and have a meaningful impact upon the MPPA.

In the event that you are unaware, the Association lost a true friend with the recent passing of Warren K. Wright on February 11, 2006, at the age of 69. Warren was the MPPA president in 1987 and recipient of the distinguished Zemansky Award in 1991. For the 10 years prior to his retirement last year, Warren served as the Procurement Advisor to the Maryland Board of Public Works, the State's highest procurement authority. Those of us who have been in this business for some time surely knew Warren and will certainly miss him. In lieu of flowers, the MPPA has sent a donation in Warren's name to the Calvert Hospice, located in Prince Frederick.

On the business side, MPPA has signed a contract with the New Linear Group, Inc. to provide a new web site created specially for NIGP Chapters. We are a couple of months away from conversion so the Board will continue to provide the membership updates on this exciting initiative. And if you want to see a proposal and potential contract get full review and scrubbing, just turn it over to the MPPA Board! I appreciate the Board's diligence and thoroughness on this beneficial investment. The membership will be pleased with the full capabilities of the forthcoming system.

As always, thanks to Rich Shelton and his Staff for their continued efforts in providing the MPPA training program. The 2006 schedule is available on the web. I have heard nothing but positive information concerning the classes and the arrangements. Reward yourself by signing up for some continuing education and take advantage of what MPPA does best, which is providing these opportunities.

I hope to see you all at the meeting on March 9<sup>th</sup> in Millersville. If you have any suggestions as to how MPPA can better serve you, please let me know.

Following somewhat of a tradition established by prior Presidents, I leave you with a quote:

“May the light always find you on a dreary day,  
When you need to be home, may you find a way.  
May you always have courage to take a chance,  
And never find frogs in your underpants”  
Middle-aged Scandinavian

### **MARCH 2006 MPPA GENERAL MEMBERSHIP MEETING**

- WHEN:** **Thursday, March 9, 2006**  
11:30 A.M. TO 3:30 P.M. (Lunch at 12:15 P.M.)
- WHERE:** Hellas Restaurant and Lounge in Millersville, Maryland  
For directions or further information, please go to the MPPA web site at [www.mppaince.org](http://www.mppaince.org).
- COST:** \$23.00 - Payment may be forwarded directly to the Treasurer, Donita Hood, 3833 Arbutus Avenue, Gwynn Oak, MD 21207 or pay at the door.
- R.S.V.P:** Notify Facilities Chairperson Brain Snyder by telephone at 410-263-7944, email at [BDS@annapolis.gov](mailto:BDS@annapolis.gov) or fax at 410-263-8120. Brian needs a count of attendees by Thursday (03/02/06).
- SPEAKER/  
WORKSHOP:** **Gerald L. Perrins, Jr. (Jerry)**  
**USING CPI/PPI FOR ESCALATING CONTRACT COSTS**

Jerry is the Regional Economist and Branch Chief, U.S. Department of Labor/Bureau of Labor Statistics (BLS). He is responsible for planning and directing the operations of the Division of Economic Analysis and Information for the Philadelphia Regional Office. He provides analysis and publication of data that is critical to the many and varied applications of economic data in government and private industry (such as the Federal Reserve Board, Council of Economic Advisers, and Congressional committees) and the media. He plans, organizes, develops, and writes regional economic reports of substantial depth and complexity. This encompasses a wide range of socioeconomic data in which any or all BLS programs (Employment, National Compensation Survey, Census of Fatal Occupation Injuries, and Occupational Safety and Health programs) and that of other agencies producing relevant data (Bureau of the Census, Bureau of Economic Analysis, etc.) is utilized. His division is responsible for creating new releases or improving the written analysis presented in new release products for Employment, National Compensation Survey, Census of Fatal Occupation Injuries, and Occupational Safety and Health programs. Jerry has a B.A. in Economics, with an M.B.A. with a concentration in Statistics.

## **RECOGNITION REPORT**

Pam Jones, CPPB, MBA, CPM

### **Announcements**

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

### **Congratulations:**

Mark Pemberton, CPPB, C.P.M. and President of MPPA will be leaving MDOT and will be assuming the position of Procurement Advisor to the Board of Public Works in Annapolis on March 15, 2006. Many of you know that this is the position previously held by Warren Wright. Mark, your MPPA purchasing colleagues are mighty proud of you! Best wishes in your new position!



### **Awards:** **Calling All MPPA Procurement Professionals**



Reminder—the recipients of the *Zemansky and Distinguished Service Awards* were announced and presented with their awards at the Installation of Officers and Directors Reception in January.

Please begin gathering your documentation if you are interested in being considered for the *Buyer or Manager of the Year Awards*. If you are interested **in nominating yourself or someone else deserving**, an application for candidacy will need to be submitted. Applications will be due sometime in March to my attention for submission to the Board. To get started, you can review the criteria, directions, and entry forms on NIGP's website at <http://www.nigp.org/awards/Individual.htm>; look on the right table for the links to Buyer of the Year and Manager of the Year.

### **Educational Aide**

The Stanley D. Zemansky Scholarship Program Application Procedure has been redesigned. The new procedure captures the required information in an application format. We hope this will make applying for the scholarship more user-friendly and encourage more eligible MPPA members to apply. **The new instruction and application have been uploaded to the MPPA website.**

The Board has approved a new educational tool to benefit its membership. MPPA has established educational aide to reimburse eligible MPPA members that pass their certification exam, and whose agencies do not pay for their certification exam, the cost of the exam fee. We hope this will encourage and aid more members in becoming certified in the Profession. This educational aide will be effective as of January 1, 2006; **please visit the MPPA website to view the instructions and application.**

### **Get Well**

We send well wishes to Cindy Sennett who is recovering from a recent surgery. You may email her at [csennett4@msn.com](mailto:csennett4@msn.com). Cindy, we wish you a speedy recovery!

## **In Memoriam**

As you may have heard, our dear friend and colleague, **Warren Wright**, recently passed away. Our thoughts and prayers go to his family during this difficult time. To our early members, Warren is known for his dedication and extensive work in helping found MPPA and gaining charter by NIGP effective 1980. Most recently, he was serving as the MPPA Public Affairs Chairman.

In lieu of flowers, a donation was sent in Warren's memory, on behalf of MPPA, Inc., per the family's wishes.

MPPA member and Procurement Specialist II for Montgomery County, Maryland, for the past 4 years, **William (Bill) Beaupain**, CPPB, MA, passed away on February 16, 2006, unexpectedly. Our prayers are with his friends, family and co-workers. Flowers were sent to the family with deepest sympathy for their loss. Bill will be missed.

Bill was a Minister before joining the Office of Procurement and led an interesting life. He is survived by Rene, his wife of 37 ½ years, and his three sons; Micheal J. Beaupain and wife Bethany of China, Matthew S. Beaupain and wife Justine of Philadelphia, Pa., and David R. Beaupain and wife Dawn of Rockville, Md.; his two loving grandchildren, Sinead Alexandra and Aiden William Beaupain; and his sister, Darcel Lynn Resto of Tampa, Fla.

## **New Certification/Recertification**

If you have re-certification information, CPM, or other certification information you would like to share or recognize, please let me know.

**CONGRATULATIONS** to the following individuals:

### **New CPPB/CPPO (report from NIGP)**

1. **Dom Amanze, CPPO, MCIPS, C.P.M, CPPB**, National Consultant / Principal Lecturer, Kano State Polytechnic, School of Management Studies (New CPPO/December 2005)
2. **Paul Cataldo, CPPO**, Independent Consultant (New CPPO/January 2006)
3. **Linda McGill, CPPB**, Procurement Specialist II, Maryland Aviation Administration (New CPPB/January 2006)
4. **Janet Regester, CPPB**, Procurement Supervisor, Maryland Department of Health & Mental Hygiene (New CPPB/January 2006)

## **Retirement**

1. James Scrivnor and John (Jack) Davis, City of Baltimore, are retiring in February.
2. Anelo Trotta, City of Baltimore, is retiring in mid March.

We wish you all the best in your new endeavors.

## **MEMBERSHIP**

Darla H. Herbold, CPPO

MPPA warmly welcomes the following professional purchasing practitioners who were accepted into membership on January 4, 2006 at a Special Meeting of the MPPA Executive Board:

### **Vic H. Dodson**

Director for Purchasing  
Harford Community College  
401 Thomas Run Road  
Bel Air, MD 21015  
Phone: (410) 836-4416  
Fax: (410) 836-4392  
Email: [vdodson@harford.edu](mailto:vdodson@harford.edu)

### **Trudy M. Liller**

Procurement Associate III  
Maryland Aviation Administration  
991 Corporate Drive  
Linthicum, MD 21090  
Phone : (410) 859-7376  
Fax : (410) 859-5440  
Email : [tliller@bwiairport.com](mailto:tliller@bwiairport.com)

There were no potential new members presented to the Board at its February 8 meeting. I am taking the liberty of enlisting all current members of MPPA as volunteers to the Membership Committee. Please encourage individuals in your agency or department involved in procurement or material management to become members of MPPA if they are not already. You may direct them to MPPA's web site ([www.mppainc.org](http://www.mppainc.org)) to complete an application form. The application fee is a reasonable \$40.

Below is a table showing the number of new members over the last five years. On average, we recruit 35.8 new members each year.

<b>Calendar Year</b>	<b>Feb.</b>	<b>Apr.</b>	<b>June</b>	<b>Aug.</b>	<b>Oct.</b>	<b>Dec.</b>	<b>Total</b>
2001	3	12	3	1	3	1	<b>23</b>
2002	0	14	12	0	13	8	<b>47</b>
2003	5	13	0	6	4	5	<b>33</b>
2004	6	4	3	2	21	4	<b>40</b>
2005	5	4	9	7	9	2	<b>36</b>

**ANNE ARUNDEL COUNTY**  
Department of Human Resources  
Heritage Complex, 2660 Riva Road, First Floor  
Annapolis, MD 21401  
(410) 222-7595

<http://www.aacounty.org/Personnel/Index.cfm>

**Invites Applications for the Position of:**

**BUYER II**  
**Central Services**  
**Announcement # 00285**

*An Equal Opportunity Employer*

**SALARY**

\$17.16 - \$26.31 Hourly    \$35,686.00 - \$54,734.00 Annually

**POSTED DATE:** 02/22/06

**FINAL CLOSING DATE:** 03/13/06

**THE POSITION**

This posting will be used to fill vacancies in the Purchasing Division of the Department of Central Services. This is technical work in large scale purchasing of a wide variety of supplies, materials, and equipment.

**NATURE AND VARIETY OF WORK**

Work involves being responsible for the economical purchasing of large quantities of complex items. Work requires familiarity with specifications and quality of items purchased. Work includes frequent contact with county departments and officials and frequent contact with vendor salesmen and shipping representatives. While supervision is not ordinarily an aspect of this work, coordination may be required over purchases being handled by more than one staff member. Work is performed independently within established policies, procedures, and purchasing regulations, and is reviewed by superiors through conferences and reports.

**MINIMUM QUALIFICATIONS**

Graduation from high school, supplemented by completion of college-level courses in business administration; and one (1) or more years experience in the purchasing of a variety of supplies, materials, and equipment. The completion of college level-courses in business administration may be substituted with one (1) or more purchasing certifications preferably: Certified Public Procurement Buyer (CPPB) through the National Institute of Government Purchasing, Certified Public Procurement Officer (CPPO) and/or Certified Purchasing Manager (CPM) through the Institute of Supply Management.

APPLICATIONS MAY BE OBTAINED AND FILED

ONLINE AT:

<http://www.aacounty.org/Personnel/Index.cfm>

OR

Heritage Complex, 2660 Riva Road, First Floor  
Annapolis, MD 21401

Announcement Number 00285

BUYER II

JO

**Buyer II Supplemental Questionnaire**

\* 1 The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation may result in failure or disqualification for this position. This means you will

be ineligible for further consideration in this recruitment process. Please check "yes" to show that you have read and understand this statement.

Yes    No

\* 2 Do you possess a high school degree or G.E.D.?

Yes    No

\* 3 Do you possess college level courses in business administration? Please name some of the courses you have taken in the field of business administration that relate to this position.

\* 4 Do you possess one (2) or more years experience in the purchasing of a variety of supplies, materials, and equipment? If "yes", please detail this experience to include position, responsibilities, employer and length of employment.

\* 5 Do you have experience in governmental purchasing? If "yes", please indicate the length of experience, position held, responsibilities, employer and length of employment.

\* 6 Do you possess any purchasing certifications such as Certified Public Procurement Buyer (CPPB) through the National Institute of Government Purchasing, Certified Public Procurement Officer (CPPO) and/or Certified Purchasing Manager (CPM) through the Institute of Supply Management. Please detail any and all purchasing certifications that you possess.

**ANNE ARUNDEL COUNTY**

Department of Human Resources  
Heritage Complex, 2660 Riva Road, First Floor  
Annapolis, MD 21401  
(410) 222-7595

<http://www.aacounty.org/Personnel/Index.cfm>

**Invites Applications for the Position of:  
MANAGEMENT ASSISTANT II (PURCHASING)  
Central Services  
Announcement # 00263**

*An Equal Opportunity Employer*

**SALARY**

\$21.96 - \$35.39 Hourly    \$45,680.00 - \$73,614.00 Annually

**POSTED DATE:** 02/08/06

**FINAL CLOSING DATE:** 02/27/06

**THE POSITION**

This posting will be used to fill a Management Assistant II position in the Purchasing Division in the Department of Central Services. This is advanced level professional administrative work in areas such as budgeting, procurement, training, records management, contract administration, office automation and general office management. Contacts include primarily managers and employees both within and outside the department/agency to which an employee is assigned for the purpose of resolving administrative problems, providing recommendations and agreeing on courses of action. These contacts are generally of a cooperative nature requiring collaboration of effort.

This position serves as the Procurement Card Administrator and is responsible for the overall administration of the county's \$10 million program with over 600 active card holders; serves as the liaison between the county and the bank provided.

This position oversees the Records Retention and Records Management Program for the county. This involves the coordination of the county's record retention schedules with county departments and the State Archivist. Assistance is provided in record storage, retrieval and retention between our contractor of records and county departments.

This position serves as the Training Coordinator by coordinating training opportunities and schedules for employees in the Department of Central Services with the Department of Personnel.

This position coordinates and provides support for budget for the Purchasing Divisions with direction from the Purchasing Agent.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major course work in public or business administration or a related field; and two (2) or more years management experience

related to or in support of the performance of purchasing office functions (preferably governmental purchasing), such as the management of programs such as procurement, records retention, employee development/training and budget.

APPLICATIONS MAY BE OBTAINED AND  
FILED ONLINE AT:

<http://www.aacounty.org/Personnel/Index.cfm>

OR

Heritage Complex, 2660 Riva Road, First Floor  
Annapolis, MD 21401

Announcement Number 00263  
MANAGEMENT ASSISTANT II (PURCHASING)  
JO

### Management Assistant II (Purchasing) Supplemental Questionnaire

- \* 1 The supplemental questions are a very important first step in our screening process. Therefore, you are required to complete these questions so that we may initially determine your eligibility for this position. A lack of detail and explanation may result in failure or disqualification for this position. This means you will be ineligible for further consideration in this recruitment process. Please check "yes" to show that you have read and understand this statement.  
Yes    No
- \* 2 Have you graduated from an accredited four-year college or university with major course work in public or business administration or a related field? If "yes", please detail your degree and field of study.
- \* 3 Do you have two (2) or more years "management" experience related to, or in support of the performance of purchasing office functions, preferably governmental purchasing? If "yes", please detail this experience to include the position(s) held, responsibilities performed, employer(s) and length of employment.
- \* 4 This position serves as the Procurement Card Administrator and is responsible for the overall administration of the county's \$10 million program with over 600 active card holders, and acts as the liaison between the county and the bank provided. Please describe in detail, any and all experience that you have attained that makes you qualified to perform this function.
- \* 5 This position serves as a records retention coordinator, coordinating records retention schedules with county departments and the State Archivist. Also, provides assistance in record storage retrieval and retention between our contractor and county departments. Please describe in detail any and all experience you may have that qualifies you to perform this function.
- \* 6 This position serves as a Training Coordinator by coordinating with the Office of Personnel the training opportunities and schedules for employees requiring training. Please describe in detail

any and all experience you may have that qualifies you to perform this function.

- \* 7 This position performs the function of Budget support and coordinates the Purchasingg . Division's budget with direction from the Purchasing Agent. Please describe in detail the experience/qualifications that you have attained that qualify you to perform this function.

**DATES OF FUTURE ISSUES:** May, July, September, and November 2006

**DEADLINE DATES FOR PUBLICATION SUBMITTALS:**

Friday, April 21, 2006

Friday, June 23, 2006

Friday, August 18, 2006

Friday, October 20, 2006

Please send all contributions to:

**THE FINE PRINT**

c/o Karen R. Luther, CPPO – Purchasing Agent (Editor)

Washington County Purchasing Department

100 West Washington Street, Room 320

Hagerstown, MD 21740-4748

240-313-2334

[kluther@washco-md.net](mailto:kluther@washco-md.net) or

[kluther@myactv.net](mailto:kluther@myactv.net)