



The Fine Print

The Newsletter of the Maryland Public Purchasing Association, Inc.
May/June 2005

PRESIDENT'S MESSAGE **Stephen J. Ports, CPPB**

Where were you on March 11, 1980 when MPPA was born? We still have a good number of active members who spent that day handing out cigars (it was still legal to smoke back then). We will be celebrating our 25th year of service in the State of Maryland at the next General Membership Meeting on May 21, 2005 from 4-9 PM. The festivities will be held in Ellicott City in Howard County, close to the location of the first official meeting. More details are available on the MPPA web site. I hope you make plans to join us for this special event.

When I first joined MPPA in 1999 we were preparing for the 2000 Forum and our 20th anniversary. I cannot understate the importance of MPPA to my development in public purchasing. Never afraid to ask questions, I come back from every meeting with at least one tidbit of information that I can use the next week at work. There is no need to reinvent the wheel, come to the MPPA meetings with your questions ready and get the information and support you need to be a better buyer!

I would like to thank Teresa Lemon of Howard County for spearheading the committee for the celebration event. It's a lot of work for an all-volunteer group and I know I speak for all the membership when I say "Thanks". There is still opportunity to help with the event if you have a few hours to spare. Give Teresa a call at 410-313-6372.

And finally, a comment about money: MPPA has some and would like to give it away to any member who would like to take a training seminar but whose jurisdiction's budget makes it impossible. Give Pam Jones a call at Montgomery County Procurement 240-777-9911 for an application. See you on the 21st!

**May 2005 MPPA General Membership
Meeting and 25th Anniversary Celebration**

Saturday, May 21, 2005 4:00 - 9:00 P.M.

4:00 – 5:00 – Hors d'oeuvres

5:00 – 6:00 – Presentations

6:00 – 7:00 – Dinner

7:00 – MPPA History Presentation

7:00 – 9:00 - Dancing

AT

THE LODGE

2832 NINE MILE CIRCLE

CATONSVILLE, MD 21228

Note: The Governor is to attend and the First Lady has been invited.

\$30.00 per person

Entertainment by

BIG CAM AND THE LIFTERS

(A local 50/60'S band)

EVENING ATTIRE (Semi-formal)

HOT AND COLD BUFFET

CASH BAR

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 *** LAST CALL *******

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>.

I will place last calls to those too shy to self-nominate or needing a nudge. J

New Certification

CONGRATULATIONS to the following individuals:

New CPPB/CPPO (January/February 2005) report from NIGP)

Michelle Frierson, CPPB, Procurement Officer, Maryland Department of General Services (January)

Mr. Robert W. Rucker , Jr., CPPO, CPPB, Director, Office of Contract Policy Mgmt & Procurement, Maryland Department of Health & Mental Hygiene (January)
Re-Certified CPPB/CPPO (January/February 2005) report from NIGP
George Dietsch, CPPO (**Lifetime**), Assistant Chief of Purchasing, Howard County Purchasing (January)
John Kenny, CPPB, Senior Buyer, Univ. of MD, Baltimore (February)
Dual Re-Certifications CPPB/CPPO (January/February 2005) report from NIGP
Jacqueline Schonowski, CPPO, CPPB, Chief, Architectural/Engineering & Consultant Services, MD Aviation Administration (February)

MEMBERSHIP

Darla H. Herbold, CPPO

MPPA warmly welcomes the following professional purchasing practitioners who were accepted into membership on April 13, 2005, by the MPPA Executive Board:

Harold E. Good, CPPO

Director of Purchasing
Frederick County, Maryland
12 East Church Street
Frederick, MD 21701
Phone: (301) 694-1047
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Paul G. Cataldo

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La'Kesha K. Johnson

Buyer I
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Anna M. Lansaw

Procurement Officer
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Cindy Schuerholz
Credit Card Administrator
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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
**May 4, 5, 6, 2005	Contract Administration	CCC
June 16, 2005	The Diversity Advantage	WSSC
**July 6, 7, 8 2005	Introduction to Public Procurement	CCC
**August 3, 4, 5, 2005	Legal Aspects of Purchasing	CCC
**September 14, 15, 16 2005	Planning, Scheduling and Requirement Analysis	CCC
September 26, 27, 2005	Alternative Dispute Resolution	CCC
October 5, 6, 2005	Project Management for Workgroups	CCC
October 7, 2005	Adding Value to the Procurement Process	CCC
November 2, 3, 2005	Contracting for Services	CCC

November 4, 2005	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

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

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

JOB OPPORTUNITY

Open to All Qualified Applicants

RECRUITMENT:

Procurement Analyst I, Budget & Management (Skilled)
(\$38,007 – \$58,596)
Procurement Analyst II, Budget & Management (Skilled)
(\$43,205 – \$66,774)

ANNOUNCEMENT NUMBER: 05-4568-001

Submit only one application titled "Procurement Analyst, Budget & Management" to be considered for either or both levels. (List both the title and announcement number on your application.)

LIMITATION ON SELECTION: Must be available to work in the Annapolis area.

CLOSING DATE: April 29, 2005

IMPORTANT APPLICATION INSTRUCTIONS:

For consideration, both of the following materials must be submitted together by April 29, 2005. **IMPORTANT: Incomplete application packets will not be processed.**

- (1) Completed and signed Maryland State Employment Application (MS-100). Resumes may be submitted in addition to the application.
- (2) Completed Supplemental Application. You may obtain this Supplemental Application from our website (www.dbm.maryland.gov) or by visiting the Maryland State Employment Center, 300 W. Preston St. Baltimore, MD 21201. This Supplemental Application is also available by calling our Application Control Unit at 410-767-4850 or toll free: 800-705-3493.

The Department of Budget and Management is recruiting for Procurement Analyst I or II, depending on the education and experience of the candidate. The position is located in Annapolis, MD.

NATURE OF WORK: This position will ensure appropriate and consistent statewide interpretation of and compliance with State procurement laws, regulations and procedures. Duties will include but are not limited to reviewing, analyzing and approving the content and format of procurement submissions; preparing Board of Public Works agenda items to formally request BPW approval as required for certain procurements; providing guidance, direction and instruction to personnel of State agencies concerning procurements and the proper preparation and submission of procurement documents. This position will also be conducting statewide and DBM departmental procurements.

MINIMUM QUALIFICATIONS:

(I level): A bachelor's degree from an accredited college or university and two years of professional experience conducting procurements which included activities such as advertising procurement opportunity, distributing specifications to vendors, conducting vendor conferences, receiving and securing bids or proposals, coordinating evaluation committees, conducting vendor debriefings, responding to protests regarding proposed awards and monitoring contract performance.

Note: Additional experience as defined above may be substituted on a year for year basis for the required education.

(II level): A bachelor's degree from an accredited college or university and four years of professional experience conducting procurements which included activities such as advertising procurement opportunity, distributing specifications to vendors, conducting vendor conferences, receiving and securing bids or proposals, coordinating evaluation committees, conducting vendor debriefings, responding to protests regarding proposed awards and monitoring contract performance.

Notes: 1. Additional experience as defined above may be substituted on a year for year basis for the required education. 2. One year of experience in ensuring appropriate and consistent enterprise-wide interpretation of and compliance with enterprise level procurement laws, regulations, policies and procedures may be substituted for the required general procurement experience.

SELECTION PROCESS: Applicants who meet the minimum qualifications will progress to the next phase of the evaluation. It is essential that complete and accurate information is provided on the application and Supplemental Application. Successful candidates will be placed on an employment list in one of three categories: Best Qualified, Better Qualified and Qualified, based

on a scoring of the information submitted. The employment list, which is effective one year, will be used by DBM to select employees.

TO APPLY: Please submit your completed state application (MS100) and Supplemental Application to: Department of Budget and Management, OPSB Recruitment & Examination Division, Room 501, 301 W. Preston St., Baltimore, MD 21201; ATTN: Barry Jones. All applications must be received or postmarked by the closing date.