



March/April 2009

North Star News

President's Message



March is Purchasing Month

When we celebrate Purchasing Month, we are acknowledging “an elite group of professionals that have made a difference in governmental efficiency and effectiveness.” (National Institute of Governmental Purchasing—web site, www.nigp.org)

Education –Susan M. Groth, CPPB

At our recent board meeting Sue was pleased to announce that we are able to hold the NIGP Introduction to Procurement Seminar on March 11-13. We met the minimum required registrations. This includes one individual coming from Alaska's North Slope region.

We still have openings for the following two seminars:

April 16-17 Performance Based Request for Proposals
6040 28TH Ave South, Minneapolis MN

June 3-5 Legal Aspects of Public Procurement
6040 28TH Ave South, Minneapolis MN

Awards –Larry Bruckner" <lbruckner@mplspha.org>

A reminder to all members it is time to consider members for awards this year for:

- Distinguished Member of the Year
- Best Practices Award
- Professional Purchasing Buyer/Manager of the Year Award
- Richard M. Slivik, Jr., Award

Web link to additional information on awards: <http://www.mnnigp.org/membersonly.htm>

“Hennepin County busts the myth that green products cost more”

This is project I am connected with at Hennepin County it was recently mentioned in the Minnesota Pollution Control Agency's February “Buying Green” Newsletter. <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0> Interestingly we have had very little resist to this change by our internal users. This leads me to a closing request to you as a member of this chapter.


Consider planning on attending our MN-NIGP Fall Conference: The theme for this year's conference is “It isn't Easy Being Green”

Michael Scanlan
President

Please contact Mike Scanlan if you'd like a color copy of the Governor's March is Purchasing Month Proclamation.

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Treasurer's Report



As of 2/20/09

Checking:
\$12,414.61

CD:
\$8,802.27

MN NIGP Board Minutes..... December 12, 2008

LOCATION: Metropolitan Airports Commission 6040 28 th Ave Minneapolis, MN 55450			
Meeting called by		Vice President, Mike Scanlan called the meeting to order at 12:40 pm	
Note taker		Chris Marquette, Secretary	
Attendees		Rose Hanson, Chris Marquette, Susan Groth, Cheryl Groettum, Larry Bruckner, Mary Pittelko, Andrea Bolstad, Mike Scanlan, Andy Doran, Excused: Jerri DesJarlait, Bob Ledebuhr	
Committee Report	Discussion	Person responsible	Action
Secretary Report	Chris Marquette handed out October Board meeting minutes.	Chris Marquette	Motion to approve minutes: 1 st : Sue Groth 2 nd : Cheryl Groettum Approved
Treasurers Report	Rose Hanson presented the MN-NIGP Treasurer's Report Date 12/12/08. Checking Account Balance: 11/14/08 \$9,881.16 Income 11/15/08-12/12/08: \$781.02 Expenses 11/15/08-12/12/08: <u>\$276.59</u> Ending Balance for checking Account: \$10,385.59 Certificate of Deposit: \$8,671.96 Total: \$18,586.45 There will be additional year end expenses such as award plaques. No income, other than interest, expected for the rest of the year.	Rose Hanson	Motion to approve the Treasurer's report: 1 st : Andrea Bolstad 2 nd : Mary Pittelko Approved
Membership	Received two new members giving the Chapter a total of 122 members which is the same as we had last year despite all of the	Cheryl Groettum	
Governance	Mary handed out the proposed student changes in the Chapter's By-Laws which would allow students to join the Chapter at no cost, per Mike Scanlan's motion which was approved at the August Board meeting. This policy mirrors National's policy. Andrea made a motion to approve this change to the Chapter's By-Laws with an amendment to the language. The Board agreed that the language should be amended to state that the student membership must be renewed annually. Mary handed out 2008 Governor's Proclamation that made March Public Procurement month. Mary has contacted the Governor's office to get information for 2009. Mary handed out Roberts Rules on how to conduct Board or Committee meetings. Mary will type up a procedure specific to our Board.	Mary Pittelko	Motion to approve Student Membership By-Law change with amended language: 1 st : Andrea Bolstad 2 nd : Rose Hanson Approved
Education	Next year's seminar schedule is "Intro to Public Procurement" on March 11, 12 and 13 with instructor Bill Davison, "Performance Based Request for Proposals" on April 16-17 and "Legal Aspects of Public Purchasing" on June 3, 4 and 5. All will be held at the Metropolitan Airports Commission. Susan has worked with Barb Paul to update the Chapter's website with next year's seminars. There was some discussion about giving members a discount if they attend multiple seminars within a calendar year.	Susan Groth	
Program	January's Chapter meeting will be on the 23 rd at MAC. Bernie Kopicshke will do a presentation on WSCA contracts. Board discussed the results of Mike's survey regarding Chapter meetings. Based on the results, Rose made a motion to change the Chapter meetings from bi-monthly to quarterly. There was an amendment to this motion that the quarterly Chapter meetings offer more training hours thus causing the meeting schedule to go past lunch hour. Chapter will provide lunch to the attendees who decide to stay for the after lunch portion of the meeting.	Mike Scanlan	Motion to change Chapter meetings from bi-monthly to quarterly with amendment: 1 st : Rose Hanson 2 nd : Andrea Bolstad Approved
Nominations	Larry received two nominations for the Distinguished Member award. Both nominees are current Board members. According to the Awards Program, Board members are not eligible for this award. Larry received one nomination for the Richard M Slivick Jr award. Mary Pittelko made a motion to accept this nomination. Board went into executive session to discuss remaining awards. Came out of session at 1:45 to continue meeting.	Larry Bruckner	Motion to accept Richard M Slivick Jr award nominee: 1 st : Mary Pittelko 2 nd : Mike Scanlan Approved Con't on last page

Treasurer's Report/Proposed Budget.....by Andy Doran

As of 2/20/09

Checking Account Balance (02/18/09)	\$11,541.19
Income (01/13/09 - 02/12/09)	\$2,205.00
Expenses (01/13/09 - 02/12/09)	\$1,331.58
Ending Balance	\$12,414.61
Certificate of Deposit	\$8,802.27
Total	\$21,216.88

MN-NIGP 2009 Budget Year		2009	2009	2009 Year	2009 Year
Account	Description	Budgeted	Budgeted	to Date	to Date
		Income	Expenses	Income	Expenses
91100	Membership	6,000.00		2,795.00	
91200	Interest	60.00		7.44	
91300	Seminars	1,800.00		0.00	
91400	Fall Conference	10,000.00		0.00	
91450	Fund Raiser	0.00		0.00	
91500	Miscellaneous	0.00		0.00	
92100	Chapter Meetings		1,000.00		560.36
92110	Speaker Fees		1,000.00		0.00
92120	Guest Meals		50.00		0.00
92200	Board Meetings		500.00		0.00
92250	National Forum		725.00		0.00
92300	Seminars		260.00		0.00
92400	Newsletter/Directory		1,500.00		0.00
92450	Website		210.00		0.00
92500	Postage		100.00		0.00
92550	Office Supplies		125.00		0.00
92600	Nat'l Dues/Insurance		750.00		0.00
92700	Awards		350.00		271.22
92750	Educational Reimbursement		700.00		0.00
92800	Fall Conference		12,000.00		500.00
92850	Donations		0.00		0.00
92870	Fund Raiser		0.00		0.00
92900	Miscellaneous		250.00		0.00
	Totals	17,860.00	19,520.00	2,802.44	1,331.58
			(1,660.00)		1,470.86



2009 Board Members



Front, left to right: Susan Groth, Andrea Bolstad, Rose Hanson (vice president). Back Row, left to right: Bob Ledebuhr, Larry Bruckner, Andy Doran (treasurer), Chris Marquette (secretary) and Mike Scanlan (president). See back page for contact information.

Chapter Meetings Change

The survey results showed a desire by our membership to change our Chapter Meetings. The Board believes our members want more education/training opportunities and credits, but held during fewer chapter meetings. Based on the survey results, the board is proposing a change to our schedule. We propose holding four (4) Chapter Meetings instead of six (6). One will be held during the fall conference. The new schedule for 2009 is:

January, May and November for Chapter meetings and Fall Conference in September

the format of the meetings will change beginning at the May meeting:

8:30-9:00 Registration, Networking, Refreshments

9:00-9:30 Business Meeting

9:30-12:30 Program/Training (3 credit hours)

12:30 Box Lunch provide for those attending afternoon tour or additional training.

1:00-? Tour/Additional Training.

Wanted: Fall Conference Speakers

The Fall Conference Committee is seeking members who would be willing to briefly share their knowledge/experience on their agencies' innovative projects regarding "going green" (reduce, reuse or recycle) for this year's fall conference. Examples of projects include energy saving projects, cost-effective methods of going green, energy efficient changes in public housing. Please contact Rose Hanson, if interested in presenting a topic at the "Green Roundtable"!



"It isn't Easy Being Green"



MN NIGP 2009 Schedule



Date	Board Meeting	General Meeting	Seminar	Training/Program Sessions	Location
March 11-13			X	Intro to Public Procurement	MAC
April 24	X				MAC
April 16-17			X	Performance Based Request for Proposals	MAC
May 15		X		TBD	Duluth
June 12	X				MAC
June 3-5			X	Legal Aspects to Public Procurement	MAC
August 7	X				MAC
August 22-26				Annual Forum	St. Louis, Missouri
Sept 17-18				Fall Conference Theme: "Its Not Easy Being Green"	Holiday Inn Elk River, MN
Oct 16	X				MAC
Nov 13		X		TBD	TBD
Dec 11	X				MAC

March is Purchasing Month

Take a proactive position to further the awareness of public procurement and materials management to government officials, the general public, business and corporate leaders, academia and the media by proclaiming March as the month to recognize the purchasing profession.

"Unlike other resources, time cannot be bought or sold, borrowed or stolen, stocked up or saved, manufactured, reproduced, or modified. All we can do is make use of it." ~ Jean-Louis Servan-Schreiber

Buyer of the Year Award



Marianne Sobek was awarded the MN NIGP 2008 Buyer of the Year at the January 2009 chapter meeting.

In the past few years, Marianne has served primarily as the key purchasing person in a 90 million dollar 3rd burner upgrade to the Olmsted County Waste-to-Energy project. This incorporated the County's first Construction Manager at Risk (CM@R) contract, as well as her other responsibilities. This large project involved working with a large number of individuals, including those outside of the scope of most other projects. While working on the 3rd burner project, Marianne continues to grow professionally through the guidance and direction of many legal and construction professionals; and shares new information with staff in the purchasing department. This past year she also continued working on other projects, including but not limited to working on the new Public Works Service Center and Salt Storage Building. She not only represents our Purchasing Department in the most professional way in her meetings with the vendors, but brings appropriate information to our Board of Commissioners in a way where they too can make appropriate decisions. Her efforts and time has not allowed Marianne to participate in educational sessions as much as she's wanted this year; however she has lead chapter sessions during past fall conferences, particularly in the area of Procurement in Construction Projects, including the use of AIA documents. In 2003, Marianne received **Honorable Mention NIGP's Presidential Award of Excellence** for "Improving the Bid Process for Construction Projects". Marianne serves as a mentor to all of us in our Purchasing department, with the development of new ideas and procedures to streamline our work processes. This past year, she was solely instrumental in outsourcing our on-line bid/proposal documents processes. Now we can place our documents on-line through Franz Reprographics, saving Olmsted County dollars, our staff valuable time and minimal paper usage due to this electronic process. Because of her professional dedication and value of high ethics and integrity end-users do not hesitate to contact Marianne with any purchasing situation, knowing that it will be handled promptly and accurately. In the immediate future lies many opportunities in the area of "best-value" processes, which Marianne will lead and maintain an active role.

Richard M Slivik Award

This years Recipient..... Barb Paul, Olmsted County

- Has dedicated herself to the Chapter by; Serving as Vice President, President and board member, Chapter Newsletter Editor, Web Master, and Fall Conference Committee member Has dedicated herself to the Purchasing Profession by; Completing many IT projects for Olmsted County. Used her computer skills to enhance internal procedures. Instrumental in creating a re-use for the county's surplus obsolete election equipment...
- Has dedicated herself to her Community by; Serving the Cub and Boy Scouts for 20+ years; Attending the Faith United Methodist Church and serving in a variety of ways; Education Chairperson, Youth leader and organized a Gospel Fest to benefit a Children's Home in Biloxi Mississippi and winter coats for Rushford MN flood victims; Salvation Army Bell Ringer, and
- Has dedicated herself to her family by; raising three sons and thoroughly enjoying all her grandchildren.

Barb received this award in honor of Richard M. Slivik who served as a Purchasing Agent from 1972 until his death in 1999. Richard was the Central Services Director of Washington County, Stillwater, Mn. was also Acquisitions Manager for the State of Minnesota. He held the certifications of CPPO and CPM. He served as President of NIGP-MN chapter of 1988 and received the MN NIGP "Manager of the Year" in 1990, 1996 and 1997. Richard also served on the Stillwater Charter Commission from 1991-1998, was a member of the Sierra Club, the American Civil Liberties Union, and Amnesty International. He also served in the US Army Reserves from 1968-1974.





MN NIGP PRESENTS:

Performance Based Requests for Proposals

April 16-17, 2009

Metro Airports Commission

6040 28th Ave South Minneapolis MN

Instructor: John Miller, CPPO

Performance based contracting is one of the hottest topics in public procurement, The Federal Government Office of Management and Budget (OMB) established a goal of making 20% of all eligible service contract dollars over \$25,000 performance based in fiscal year 2002. A recent PricewaterhouseCoopers study indicates that state and local governments are quickly embracing performance based service contracting. As governments move toward performance contracting, most public procurement organization are not trained or equipped to effectively compete these contracts. This course will provide the requisite skills and tools procurement professionals need to successfully manage this new procurement methodology. Classroom activities will incorporate case studies to evaluate the effectiveness and application of the process.

This advanced level course is intended for those Procurement Officials, Managers, Department Heads and anyone else who may be interested in learning how to utilize this process for the benefit their jurisdiction

OUTLINE

Day One:

Introductions and Course Overview
Defining Performance Based Contracting
The Expanded Systems Model
Performance Based Statements of Work (SOW)
Performance Measurements
Case Study Applications

Day Two:

Review
Performance Requirements & Standards
Incentives and Penalties
Monitoring/Quality Assurance
RFP Performance Contracting Models
Performance Contracting Best Practices

*This outline may be modified slightly at the course instructor's discretion.

Registration Fee: National Members: \$360; Non-Members \$500.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

To Register Online please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

MN NIGP Seminar Coordinator: Susan Groth, CPPB; Phone: 651.201.2451 or email: susan.groth@state.mn.us

For questions regarding registration, please contact Patrice Freeman at the NIGP national office, email: registrationinfo@nigp.org or call: 1.800.367.6447 ext. 276.



MN NIGP PRESENTS:

LEGAL ASPECTS OF PUBLIC PROCUREMENT

June 3 - 5, 2009

Metro Airports Commission

6040 28th Ave South, Minneapolis MN

Instructor: Jennie E. Readey, CPPO, CPPB

This course will provide a foundation of the principles and general concepts of the law as it applies to public procurement. Course content will address issues such as the UCC, the Model Procurement Code, Sale of Goods Act and the legal implications surrounding solicitations, contracting and post award issues. Attention will be given to the ethical issues facing the profession relevant to the law. Taught by procurement professional, not an attorney, this course will focus on actual procurement situations with actual procurement implications.

Individuals who want to increase their understanding of both the capability and limitation of the law on government procedures will benefit from the course content. In addition, this course will be beneficial to all those who work alongside those in the public sector and must operate under the guidelines of procurement law for the successful acquisition of products and services.

OUTLINE

Day One: Pre-test

- *History and Anti-trust
 - Judicial Structure
- *Types of Law
 - Law of Agency
 - Types of Authority
 - Model Procurement Code
- *Contract Component

Day Two:

- * UCC
- *Legal Content
 - Bids
 - Solicitation
 - Competition
 - Sealed Bidding
 - Mistakes, Protests & Disputes
- *Debarment & Suspension

Day Three:

- *Negotiations
- *Software Contracts
- *License Agreements
- *Legal Options
- *Ethics
- *Pre-test

Registration Fee: National Members: \$575; Non-Members \$750.

To Register Visit: www.nigp.org **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

✦ **To Register Online** please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

✦ **MN NIGP Seminar Coordinator:** Susan Groth, CPPB; Phone: 651.201.2451 or email: susan.groth@state.mn.us



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**MINNESOTA CHAPTER
OF THE NATIONAL INSTITUTE OF
GOVERNMENTAL PURCHASING**

**INVOICE/APPLICATION
2009
(January 1, 2009 – December 31, 2009)**

Dues: Individual - \$60 Agency - \$60 (per individual for first four; \$25 per individual thereafter)

Name of Applicant: _____ Certification _____

Certificate No. _____ Original Issue Date: _____ Expiration Date: _____

Name of Agency: _____ Position/Title: _____

Name of Department: _____ Address of Agency: _____

City: _____ State: _____ Zip Code (9 digit) _____

Phone Number: _____ Fax Number: _____

Email Address: _____ Internet Address: _____

Type of Application: New-Individual Renewal-Individual New-Agency Renewal-Agency

Member Status: MN Chapter Member since _____ National Member since _____

National Membership Number _____

**Contact Andy Doran at 651-201-2438
for additional information**

Make checks payable to Minnesota Chapter of NIGP
Return printed application form and check to:

Minnesota Chapter NIGP
Andy Doran, MN NIGP Treasurer
State of Minnesota
Room 112
50 Sherburne Ave.
St. Paul, MN 55155

MN-Chapter Federal Tax ID Number (TIN) is: 41-1981156

Membership applications were due January 31, 2009



NorthStar News
151 4th St. SE
Rochester, MN 55904

MN NIGP

We're on the Web:
www.mnnigp.org

The service we render to others is really the rent we pay for our room on this earth. It is obvious that man is himself a traveler; that the purpose of this world is not "to have and to hold" but "to give and serve." There can be no other meaning.

Sir Wilfred T. Grenfell

March is Purchasing Month



STATE of MINNESOTA

WHEREAS: The purchasing, acquisition, procurement, and materials management professions play a significant role in the quality, efficiency, and profitability of American businesses and government; and

WHEREAS: Professionals in the purchasing, acquisitions, procurement, and materials management fields are employed in the private and public sectors, as well as in profit and non-profit organizations; and

WHEREAS: Purchasing, acquisitions, procurement, and materials management professionals engage in or have direct responsibility for functions that include the purchasing of goods and services, the execution, implementation, and administration of contracts; the development of forecasts and procurement strategies; the supervision of the flow and storage of materials; and the development of working relationships with suppliers and other clientele; and

WHEREAS: Purchasing professionals help ensure the efficient use of taxpayer dollars by providing efficient service and maintaining high ethical standards; and

WHEREAS: Local, state, and federal purchasing professionals manage and monitor goods and services worth billions of dollars each year, directly influencing the national and international economies; and

WHEREAS: Purchasing and procurement operations differ greatly in size, ranging from departments of one to organizations composed of thousands of employees; and

WHEREAS: The Minnesota Chapter of the National Institute of Governmental Purchasing has joined with other associations from around the globe to sponsor activities and special events that aim to educate and inform the general public about the influential role of purchasing.

Now, THEREFORE, I, TIM PAWLENTY, Governor of Minnesota, do hereby proclaim the month of March, 2009, as:

PURCHASING MONTH

In the State of Minnesota.



Mark Ritchie
SECRETARY OF STATE

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 27th day of February in the year of our Lord two thousand and nine, and of the State the one hundred fiftieth.

Tim Pawlenty
GOVERNOR

Board of Directors

President

Mike Scanlan, CPPO
Hennepin County
A2205 Government Center
Mpls, MN 55422-3706
612-348-4469

Vice President

Rose Hanson, CPPB
City of Red Wing
229 Tyler Rd. N.
Red Wing, MN 55066-1826
651-385-3674

Secretary

Chris Marquette
MN Dept. of Health
625 N. Robert St.
St. Paul, MN 55155
651-201-4639

Treasurer

Andy Doran, CPPB
50 Sherburne Avenue, #112
St. Paul, MN 55155-1490
651-201-2438

Past President

Jerri DesJarlait
MN Dept. of Health
1645 Energy Park Drive
St. Paul, MN 55108
651-917-4861

Board Members

Andrea Bolstad
Metro Airports Commission
6040 28th Ave. S.
Mpls., MN 55450-2799
612-726-8163

Larry Bruckner
Minneapolis Housing
1001 Washington Ave N.
Mpls, MN 55401-1043
612-342-1469

Susan Groth, CPPB
State of Minnesota
50 Sherburne Avenue, #112
St. Paul, MN 55155-1490
651-201-2451

Bob Ledebuhr
Rochester Public Utilities
4000 East River Rd NE
Rochester, MN 55906-2813
507-280-1674

MN NIGP Board Minutes.....con't from pg. 3

Fall Conference:

Theme: It's Not Easy Being Green." – inspired by Kermit the Frog. Location: Holiday Inn – Elk River
Date: September 17-18, 2009 Reported by Rose Hanson

New Business: Chapter's 2009 schedule was set. Dates, locations, topics and speakers will be published on the website and the Newsletter.

2009 Board members chose committee assignments:

Governance Committee: Andrea Bolstad Nominations Committee: Larry Bruckner
Education Committee: Susan Groth Membership Committee: Bob Ledebuhr

Budget Discussion:

Rose presented a proposed budget for 2009. After discussion, Susan made a motion to accept budget with changes. Rose will have the proposed budget published in the Newsletter, the membership will vote on it at our January meeting.

A big Thank You to Mary Pittelko and Cheryl Groettum for all their hard work and dedication to our Chapter. We wish them well as they leave the Board.

Chapter's 2009 schedule was set. Dates, locations, topics and speakers will be published on the website and the Newsletter.

Motion to accept 2009 proposed budget with changes: 1st: Susan Groth 2nd: Mary Pittelko Approved:
Meeting Adjourned: 4:05 PM 1st: Mary Pittelko 2nd: Larry Bruckner Approved Motion to Adjourn:

"Try not to become a person of success, but rather try to become a person of value."
Albert Einstein