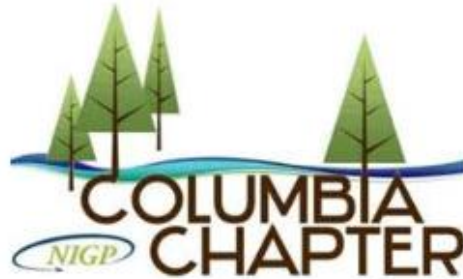
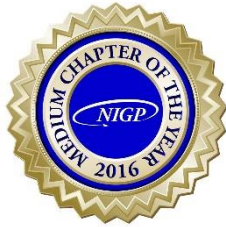


COLUMBIA CHAPTER NEWS - NOVEMBER 2018



General Meeting – November 1, 2018

Panel Discussion: “Software Selection and Implementation”

Facilitator: *Brian Smith*, Multnomah County

Panelists: *Barry Zimmerman* and *Tony Dornbusch*, Multnomah County; *Camber Schlag*, Marion County; *Suzi Fulcher*, Washington County.

The Columbia Chapter conducted a panel discussion on November 1st, 2018 and had a great turnout.

Thank you to our facilitator and panelists for taking the time to participate and provide insight through lessons learned on the process of software selection and implementation.

OUR MISSION		CHAPTER MENTORSHIP PROGRAM	
To promote the public procurement profession and efficient public procurement while maintaining the public trust by providing educational opportunities, networking, and technical support to its members.		The Mentorship Program is a volunteer program, coordinated by the Chapter Mentoring Committee, pairing experienced procurement professionals (mentors) with members who are looking to develop themselves professionally (mentees). For more information, please contact Emmanuel Amunga (Mentorship Program Chair) @ Emmanuel.Amunga@portlandoregon.gov	
OUR BOARD		WELCOME TO OUR NEW MEMBERS	
Denice Henshaw , President Christy Tran , Vice President Elvis Carter , Secretary Diane Seaton , Immediate Past President Anthony Blackmon , Treasurer Kathi Braeme-Burr , Pro-D Director Emmanuel Amunga , Membership Director Suzi Fulcher , Meeting and Logistics Director Annie Teav , ICP Director		Cyrus Lynch Contract Specialist Senior, Multnomah County Purchasing Brandon Niles Contract Analyst, Portland Public Schools Christine Gartland Contract Administrator, Portland Public Schools Aidan Gronauer Manager-Equity in Public Purchasing, Portland Public Schools Debra Watkins Pcard Accountant, Portland Public Schools Jim Harley Strategic Sourcing Program Coordinator, City of Portland Adriana Lucas Procurement Assistant, City of Portland Kitty Kong Senior Administrative Specialist, Washington County	
UPCOMING EVENTS		SIGN UP FOR NIGP MEMBERSHIP	
Holiday Luncheon - December 6, 2018 Board Meeting - December 19, 2018		VIEW AGENCY MEMBER BENEFITS VIEW INDIVIDUAL MEMBER BENEFITS Join NIGP – Choose the Membership that is right for you!	
Q & A PAGE – ASK A QUESTION			
Visit the Chapter’s Q&A page where you can post questions, share your insights, strategies and innovations as well as help answer question posted by other Chapter members. Check it out: http://columbiachapternigp.org/dwqa-ask-question/			
BOARD ELECTION			
Thank you for submitting your vote for the 2019 Board Election. Newly Elected Officer/Directors to be introduced and sworn in at the Holiday Luncheon.			

PROPOSED BUDGET FOR 2019 AND REVISED BYLAWS (PLEASE REVIEW)

The Columbia Chapter Board met for our Annual Board Retreat on November 14, 2018 to transition our new Board members and go over plans for 2019. Some items included updating the Chapter Committees with new members, reviewing the Strategic Plan, Proposed Budget for 2019, Revised Bylaws, and the 2018 SOAR Analysis.

2019 BUDGET

The Chapter would like to ask for your review of the “Proposed Budget for 2019” and the “Revised Bylaws”. Members will be asked to vote on these 2 items at the Holiday Luncheon on December 6, 2018.

Please navigate to the link below to access the items for review.
They can also be found as attachments in the email.

BYLAWS



<http://columbiachapternigp.org/members/meetingminutesreports/>

CHAPTER HOLIDAY LUNCHEON (REQUESTING DONATIONS)

The Holiday Luncheon is coming up in a few weeks.

Please RVSP by Monday, December 3, 2018 to secure your spot.

This is a plated lunch and we will need a head count of all attendees.

Requesting Donations for the “Silent Auction” and “Wine? or Whine? Auction”

The Columbia Chapter is requesting donations for the “Silent Auction” and the “Wine and Whine Auction”. These activities, in addition to being entertaining, help to fund the Scholarship Program.

Please email Kristin or Christy and provide your agency name, item being donated (wine/auction item theme name) and name of person or agency donating the item(s).

Kristin Shorey, 503.988.9808, Kristin.Shorey@multco.us or **Christy Tran**, 503.988.7997, Christy.Tran@multco.us

Your participation is what makes this event successful!

Toy and Food Drive

We are also accepting toys for the Sunshine Division and collecting food donations for the Oregon Food Bank. Please bring your donations along and our Chapter volunteers will deliver them after the luncheon.

HOLIDAY LUNCHEON AGENDA



2018 HOLIDAY LUNCHEON

DATE & TIME:

December 6, 2018
11:30 am - 1:30 pm

LOCATION:

Portland City Grill
111 SW 5th Ave.
Portland, OR 97204

Silent Auction Bidding: 11:30am – 1:14pm
50/50 Raffle Purchases (**CASH ONLY**) : 11:30 – 1:19pm

- 11:30 Welcome and Introductions – Denice Henshaw
- 11:45 The Columbia Chapter Board – Brian Smith
 - Swearing in of Newly Elected Board Members
 - Introducing the Chapter Board
- 12:00 Lunch is served
- 12:30 Chapter Announcements
 - MOY/BOY Call for Nominations – Christy Tran
 - All Day Workshop Announcement – Elvis Carter
 - Vote on the 2019 Budget – Anthony Blackmon
 - Updated By-Laws – Denice Henshaw
 - Scholarship Program – Denice Henshaw
- 12:45 Mystery Box Auction – Christy Tran
- 1:00 Wine or Whine Auction – Ken Scholes
- 1:15 50/50 Raffle Drawing – Elvis Carter
- 1:20 Announcement of Silent Auction Winners – Denice Henshaw
- 1:30 **Adjourn*** – Denice Henshaw



HOLIDAY LUNCHEON FLYER

Happy Holidays *Come and Celebrate at Columbia Chapter's* *December General Meeting*



Mark your calendars and be sure to join us for some networking, a little friendly competition, and Chapter business.

When is it? Thursday, December 06, 2018, 11:30 to 2:00

Where is it? Portland City Grill 111 SW 5th Ave. Portland OR 97204

The silent auction is always a lot of fun, and not a bad place to pick up some Christmas gifts, but we need your help to make it successful. Donations from vendors and members make this event a success. Past silent auction items have included gift cards, holiday décor items, cookies, and tools.

Back this year, Wine? or Whine? A mystery bottle auction. Bagged bottles will be auctioned off to the highest bidder. You could get a nice Pinot Gris, Pinot Noir, Two Buck Chuck or flavored cooking oil. All bottles will be on display prior to being bagged and auctioned. Again, member donations will help to make this event a success.



Mystery Box – Five pretty boxes will be auctioned off to the highest bidder, but only one box contains the \$100 jackpot.

These activities, in addition to being entertaining help to fund the Scholarship Program. If you or your agencies have any items or baskets to donate, please contact Christy Tran at Christy.tran@multco.us.

As always the Chapter will be accepting donations of new unwrapped toys for the Sunshine Division and we will be collecting food donations to help out the Oregon Food Bank.

Here is your holiday to do list, be sure to check it twice:

- ☐ Mark your Calendar for December 6th
- ☐ Let Christy know if you have a silent auction or wine donation
- ☐ RSVP via the Chapter website starting November 1st
- ☐ Get a toy for the Sunshine Division
- ☐ And/Or get food items for the Oregon Food Bank



Hope to see you there!

CHARITY EVENT



RONALD MCDONALD "MEALS FROM THE HEART" PROGRAM

The holidays are just around the corner and what a better way to start the season then to volunteer your invaluable time to provide a warm, home-cooked meal to comfort a family staying at the Ronald McDonald House.

The Columbia Chapter is seeking volunteers for ~~Sunday, November 18~~ and Sunday, December 2.

There is a maximum of 4 people per group/per day. Each group brings the groceries and plans the menu. The opportunity is from 4pm – 7pm. Meal prep is from 4pm to 6pm and dinner is served at 6pm, with clean up by 7pm. The location is at the West House on [2115 SW River Pkwy, Portland, OR 97201](#).

If you are interested in participating or if you have question, please contact:
Denice Henshaw @ 503.415.6268 or Denice.Henshaw@portofportland.com

If you do not have the time to participate but would like to contribute, we are accepting money donations that will go towards purchasing grocery to prepare the meals. Donations received in excess will be donated to Ronald McDonald House charities.



DONATE



VOLUNTEER



UPCOMING CLASS

Contract Administration in the Public Sector 01/29/2019 Wilsonville, OR

Register Now

Format: **Face-to-Face Course**

Accreditation: **Accredited**

Start Date: 01/29/2019

Location: Wilsonville, OR

Instructor: Bill Davison

Institute Member: Early Fee : 690.00

Non-Member: Early Fee : 890.00

EMPLOYMENT OPPORTUNITIES

IT Contract Specialist – Senior – Marion County

Develops, coordinates, and processes contracts ensuring legal, policy, and procedural compliance. Audits contractor compliance through site audits and review of required reports. Monitors contract budgets, cost center allocations, and special contract conditions. Perform financial duties related to the receiving and reporting of contract funds. Performs other duties as assigned.

Salary Range: \$24.68 – \$33.10 hourly.

Closing Date: Open until filled

For more information please click [here](#).

Chief Procurement Officer University of Oregon

The Chief Procurement Officer reports directly to the Vice President and General Counsel (VPGC), who reports directly to the President. Purchasing and Contracting Services (PCS), a department within the VPGC's management portfolio, serves as the central coordination point for conducting procurement activity, negotiating contracts, and making purchases on behalf of the University of Oregon. As such, the Chief Procurement Officer is the primary contracting and procurement officer for the University of Oregon.

Closing Date: Open until filled

Click [HERE](#) to view more details about this opportunity or apply.

Contracts Administrative Officer/Risk Manager – Southern Oregon University

As part of the division of Finance and Administration, the Contracts Administrative Officer reports to the Director of the Service Center and is responsible for ensuring efficient and complete execution of contract administration duties. This position administers, extends, negotiates and terminates standard and nonstandard contracts. The Contract Administrative Officer also conducts proposal preparation, contract negotiation, contract administration, and customer contact activities to provide for proper contract acquisition and fulfillment in accordance with policies, legal requirements, and customer specifications. The position will provide oversight of the contract management process, as well as, develop specific standards for bidding, submission and document management. This position provides technical assistance with the preparation of solicitations, review of vendor-initiating agreements, vendor negotiation, finalization of contracts and contract amendments. The position is responsible for coordinating the legal review of contracts with general counsel, develops and reviews related policies and procedures, and implements systems for tracking and reporting contract activity.

Closing Date: Open until filled

Click [HERE](#) to view more details about this opportunity or apply.

Buyer/Capital Construction Contracts Specialist (2 openings) – Portland Community College

PCC is looking for 2 temporary Buyer/Capital Construction Contracts Specialists who under the direction of Procurement management, develops written specifications for Invitations to Bid Formal Solicitation Documents and writes standard contracts or agreements utilizing models or templates. These are temporary Bond positions and end at the end of the bond, June 30, 2022.

Closing Date: Open until filled

Click [HERE](#) to view more details about this opportunity or apply.

Contract Officer – Portland State University

Portland State University's Office of Contracting and Procurement Services (CAPS) is seeking a procurement professional to work in its Goods and Services group as a contract officer. CAPS is responsible for all University agreements except those relating to Banking, Sponsored Projects, Intellectual Property, Settlements and Real Estate. Goods and Services handles over 2,500 contracts per year. CAPS also develops Requests for Proposal (RFP), Invitations to Bid (ITB), and Requests for Quotes (RFQ) on behalf of specific departments or to establish campus-wide contracts. The Goods and Services group handles over 60 solicitations per year. This position is one of three contract officer positions handling the goods and services contracts and solicitations.

Link: <https://jobs.hrc.pdx.edu/postings/search>

Senior Purchasing Agent – Beaverton School District

The Beaverton School District is seeking a collaborative, dedicated, and customer service oriented team member to join the Purchasing Department. The Sr. Purchasing Agent researches, evaluates, and issues Purchase Orders and Contracts for services, supplies and equipment; manages the solicitation process from posting through evaluation and award; and ensures compliance with Public Procurement statutes, rules, and Board policy. Check out the posting for a more complete list of duties. The District offers great benefits, free parking, and is conveniently located within walking distance to MAX.

This position provides purchasing and contracting support for both general District operations and the Capital Construction Bond program.

Follow the link below for more information and to submit an application.

<https://www.beaverton.k12.or.us/depts/hr/applicants/Pages/Openings.aspx?AppliTrackPostingSearch=title%3Apurchasing%20&AppliTrackZipRadius=5&AppliTrackLayoutMode=detail>

Contract Analyst – City of Hillsboro

Join our fun, flexible, innovative and collaborative team!

Hillsboro has exciting projects in the works, such as bringing affordable high-speed internet access to Hillsboro residents and businesses, a new community center at 53rd Avenue, and development of parks and more in South Hillsboro. All of these initiatives need contracts to support them. That's where you come in.

The Contract Analyst works with all City departments and many different personnel, assisting in contract negotiations, reviewing vendor contracts, providing related advice to City staff, creating templates for a wide variety of agreements, conducting trainings, and writing instruction manuals.

You will be an integral member in the small but mighty Purchasing division of the Finance department and will also work closely with the City Recorder's office, filing and tracking documents in the City's electronic records management system and partnering on finalization of documents for City Manager signature.

Closing Date: November 27, 2018 (Extended)

Click [HERE](#) to view more details about this opportunity or apply.

Currently Recruiting for:

Contract Analyst - Finance

HP# 2019-48



Compensation

Salary: \$67,099 to \$88,298 annually.
Starting salary is \$67,099 - \$81,636 (depending upon qualifications).
Full-time exempt position with benefits.

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Your work will include:



- Reviewing and negotiating Contracts;
- Creating and updating City contract templates;
- Drafting intergovernmental agreements
- Delivering training, both one-on-one and in formal group settings;
- Creating training tools and manuals;
- Approving and filing contracts using City financial software (Tyler Technology: Munis) and our electronic records management system (currently HPRM).

Hiring a workforce that reflects the diverse community we serve is essential to delivering exceptional City services and programs. The City of Hillsboro is committed to creating and supporting an inclusive and welcoming environment for all employees to thrive. We value, respect, and empower employees as unique individuals with authentic voices and diverse ideas.

Benefits

For a complete list of the City's extensive Benefit Package please visit Hillsboro-Oregon.gov/Benefits.



To Apply

Please visit our website Hillsboro-Oregon.gov/Jobs to apply online.
This position is open until 5:00 pm, Tuesday, November 27, 2018.



Human Resources Department Phone: 503-681-6455 Fax: 503-615-3459 Web: Hillsboro-Oregon.gov/Jobs

QUICK LINKS - LET'S KEEP IN TOUCH

