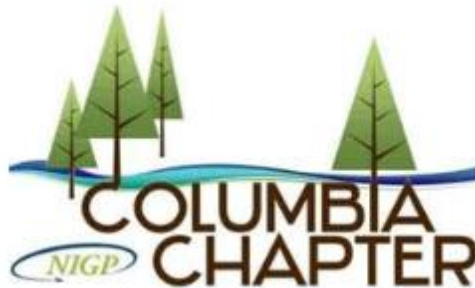


COLUMBIA CHAPTER NEWS – OCTOBER 2019



Kendal Foose, CPPB, Sr. IT Procurement Specialist, Port of Portland

"Buyer's Guide to the Digital Landscape, Public IT Procurement & Contracting"

OUR MISSION

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.

MENTORSHIP PROGRAM

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

Christy Tran, CPPB
President

Elvis Carter
Vice President

Nick Ioanna
Secretary

Denice Henshaw, CPPB
Immediate Past President

Anthony Blackmon, OPBC
Treasurer

Kathi Braeme-Burr, CPPB, OPBC
Pro-D Director

Emmanuel Amunga
Membership Director

Julie Hoffman, CPPB
Meeting and Logistics Director

Annie Teav
ICP Director

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/>



SIGN UP FOR NIGP MEMBERSHIP



[VIEW AGENCY MEMBER BENEFITS](#)

[VIEW INDIVIDUAL MEMBER BENEFITS](#)

[Join NIGP Choose the Membership that is right for you!](#)

NSITE FOR AREA 8 CHAPTER MEMBERS

If you are also an NIGP member, this is for you! [NSite](#) now has a blog for Area 8 Members!! Log into NSite and join the group!



PRESENTERS NEEDED FOR COLUMBIA CHAPTER MEETINGS!!

The Columbia Chapter is looking for speakers for our General Meetings and the All Day Workshop in 2020. This is a great opportunity to share your procurement knowledge and earn scholarship points at the same time.

If this is something you would be interested, we would love to hear from you!

Please contact:

Nick Ioanna, Board Secretary, @ 503 846-3585 or nick_ioanna@co.washington.or.us

NEW CHAPTER MEMBERS



Mark Ariza – City of Portland

DeEtte Wolfe – City of Portland

Mackenzey Ryan Dennis – City of Portland

MEMBERSHIP RENEWALS

Invoicing Error:

There was an error with our quick books invoicing. If you received an invoice from us showing 2018 with a \$0.00 balance, please disregard. We are fixing the issue and will be sending out the correct invoice for your 2020 membership shortly.

Our apologies for any inconvenience this may have caused.

For the 2020 Membership, we accept the following forms of payment:

- Credit card
- Bank transfer
- Check payments

Questions:

Please contact Emmanuel Amunga, Membership Director,
@ Emmanuel.Amunga@portlandoregon.gov

Thank you!



**If you haven't already, please cast for your vote for the next
Board Secretary and ICP Director.**



Elections ends Friday, November 8, 2019.

**Announcement of New Board Members and the 2019 Board Installation
will take place on December 5, 2019 @ the Holiday Luncheon.**

HOLIDAY LUNCHEON

Columbia Chapter Holiday Luncheon

Thursday, December 5th

Portland City Grill

[Registration is now open for the Holiday Luncheon](#)
[CLICK HERE TO REGISTER!!](#)

Please Note: REGISTRATION IS REQUIRED.

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

In addition to auction items provided by the Chapter each year, We also request for donations from the membership, member agencies and their suppliers. Proceeds from the auction help maximize scholarship opportunities for our membership.

What can I help with?

Gift Basket or Individual Items Donation for the "Silent Auction"

Please email Christy with the basket/item name, your name, agency and who is donating

Wine donation for the "Whine or Wine Auction"

Please email Christy if you would like to donate wine

Items donated by your vendors

Please complete and send the "2019 Donation Request Letter" (located in the email) to your vendor community. When your vendors respond with their donations, please email Christy with the basket/item name, vendor name and your name/agency.

Thank you in advance for your help in making this a successful event!

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 05, 2019, 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 collecting food donations.

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

- ☐ Mark your Calendar for December 5th
- ☐ Let Christy know if you have a silent auction or wine donation
- ☐ RSVP via the Chapter website starting November 1st
- ☐ Bring a toy for donation
- ☐ And/or a canned food items for donation



Hope to see you there!

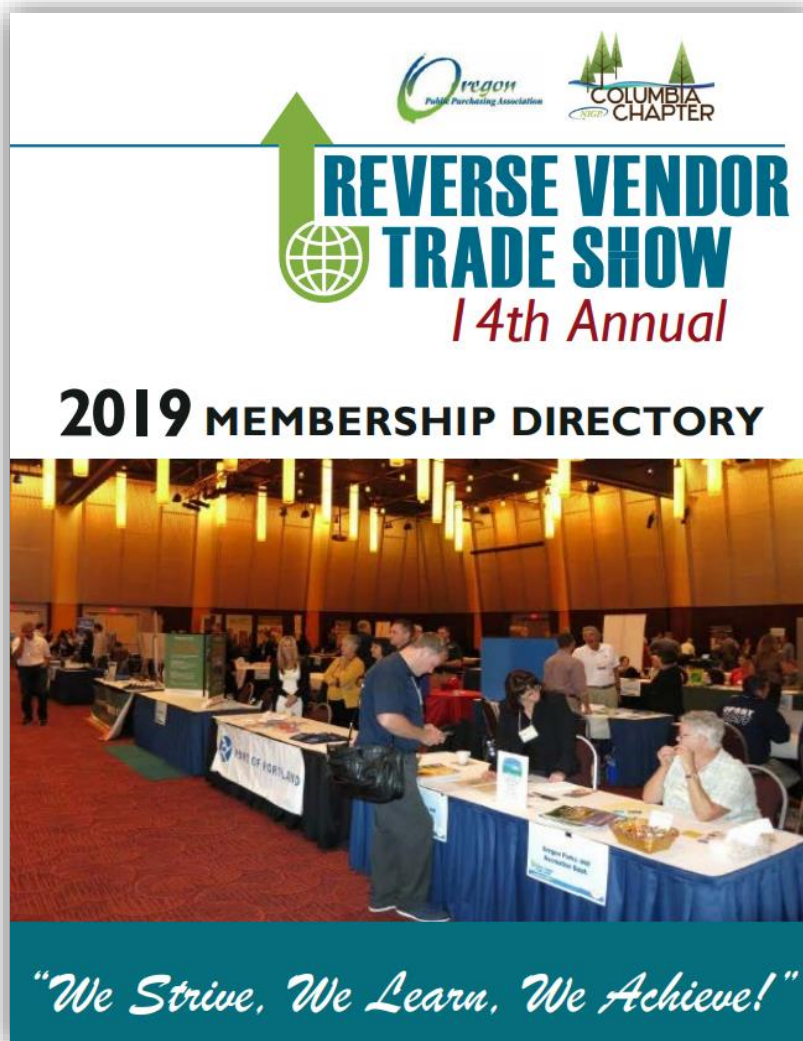
14th ANNUAL REVERSE VENDOR TRADE SHOW

We had another successful event this year thanks to all our volunteers who helped with coordinating the event as well as our day of volunteers.

Thank you to members from both Chapters who took the time out of their busy day to come out and set up booths. *We had 41 agencies and 158 agency members!*

Last but not least, thank you to our sponsors and vendors who attended the event. *We sold 28 sponsorship packages and had a total of 298 vendor registrations!*

What a great turn out! This wouldn't have been possible without you all!



RVTS STEERING COMMITTEE

DIANE SEATON - EVENT COORDINATOR

ANTHONY BLACKMON - REGISTRATION CHAIR

CHRISTY TRAN - MARKETING & OUTREACH CHAIR

LYNN FAULKENBERRY - SPONSORSHIP CHAIR

DESTINEE STRICKLAND - DIRECTORY CHAIR

2019 REVERSE VENDOR TRADE – SHOW VOLUNTEERS –

NICKI ALMIROL-ROBBINS
City of Portland

ELAINE BAKER
City of Hillsboro

RACHEL BEANE
City of Portland

ANTHONY BLACKMON
Multnomah County

KATHI BRAEME-BURR
Multnomah County

JON DEVEAUX
Metro

LYNN FAULKENBERRY
Multnomah County

LEE FLEMING
Multnomah County

KENDALL FOOSE
Port of Portland

DONNELL FOWLER
OR Dept of Transportation

ANNA HATHORNE
Multnomah County

NAMEUN HOUSE
OR Dept of Transportation

NICK IOANNA
Washington County

KALISKA KING
OR Dept of Admin Services

DEBRA LINDSAY
Multnomah County

ERIKA LOPEZ
City of Hillsboro

JAMES MOERING
City of Portland

TESSA PAUL
Multnomah County

MAHN SAECHAO
City of Portland

EMILIE SCHULHOFF
Multnomah County

DIANE SEATON
City of Portland

SHIRLEY SMITH
OR Dept of Admin Services

DESTINEE STRICKLAND
City of Portland

CHRISTY TRAN
Multnomah County

MELODY WAIGHT
OR Dept of Fish & Wildlife

ERIC WICKS
Tualatin Valley Fire & Rescue

STACEY WIDICK
Multnomah County

PATRICK WYBERT
Multnomah County

DENICE HENSHAW
Port of Portland



Thank you RVTS Sponsors!

OUR SPONSORS

PLATINUM SPONSORS

COPYTRONIX

BUSINESS TRIBUNE

GOLD SPONSORS

STAPLES

GRAYBAR

NORTHWEST TREE SPECIALISTS

COMMERCIAL BUSINESS FURNITURE

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BRONZE SPONSORS

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LAVO TRANSLATIONS INC

PERISCOPE HOLDINGS

LANGUAGELINE SOLUTIONS

OMNIA PARTNERS/NATIONAL IPA,
US COMMUNITIES

ION WAVE TECHNOLOGIES, INC

OFFICE DEPOT

INDIGOVISION

NOBLE SUPPLY

ALLPLAY SYSTEMS

MATTRESS WORLD NORTHWEST

ADVANCED REPORTING LLC

MATERIALS TESTING & INSPECTION

ACS PROFESSIONAL STAFFING

RAFFLE DRAWING WINNERS!

Donated by the Columbia Chapter of NIGP and the Oregon Public Purchasing Association (OPPA)

Winners of the bronze sponsorship to the 15th Annual Reverse Vendor Trade Show:

- Logic Intelligence
- Pearl Buck Center

Winners of the \$200 vouchers towards any NIGP sponsored class



Lisa Tran, DEQ



Valentine Hellman, City of Portland

Winners of the free registration to the 2020 OPPA spring conference



Nick Ioanna, Washington County



Destinee Strickland, City of Portland



For more pictures, visit us on Facebook @ Columbia Chapter of NIGP!

***Thank you for your presentation!
It was very well received!***

Presentor: Kendall Foose, CPPB, Sr. IT Procurement Specialist, Port of Portland

"Buyer's Guide to the Digital Landscape, Public IT Procurement & Contracting"

Has technology started to creep into the procurements and contracts on your desk?

Have you started to wonder where you can go to get some basic understanding of what you may want to add or tweak to and in your solicitation or contracting process when IT is part of the project?

This presentation will demystify terms like the "cloud" and discuss how the cloud can be used by government. Kendall will share with you, as an attendee, tips on soliciting and evaluating cloud software. If you have found yourself apprehensive about contracting for IT software then you will for sure not want to miss the opportunity to learn more about general IT contract forms and elements. Whether you are curious about how to manage a proposer's request for exceptions to your agency's standard IT contracts or what to do when you must use IT vendor authored contracts, after this presentation you will feel more knowledgeable so you can take the lead on these situation when they arise in your agency.



CHAPTER COMMITTEES AND PROGRAMS

The most valuable contribution you can make to an organization is your time and commitment. An organization is only as strong as those members who support its goals. Through our committees, we continue to serve our members by promoting the public procurement profession. We encourage you to take the time to review the committees listed below and let us know if you could help.

To join, contact the Committee/Program Chair person below or the [Chapter President](#).

Welcome to our New Committee Chairs!!

Tessa Paul, Marketing Committee Chair (as of 07/01/19)

Anthony Blackmon, Social Committee Chair (as of 10/01/19)

Audit Committee

The Audit Committee shall consist of not less than two members appointed by the President. The audit shall be performed no later than July 30 of each year. At least two of the members serving on the committee shall also be members of the Board. This committee shall report its findings to the membership at the next meeting of the members. This report will give a statement of accounts based upon actual expenses incurred and income received for the prior year.

Suzi Fulcher, Chair

suzi_fulcher@co.washington.or.us

Members: Emmanuel Amunga, Kelly Davis, Bethany Demello, Patrick Wybert, and Annie Teav.

Board Nominating Committee

The Board Nominating Committee shall consist of not less than three members appointed by the President. At least two of the members serving on the committee shall also be members of the Board. The Chair of the committee shall be appointed by the President.

- The committee shall receive and evaluate recommendations from the members regarding individuals suggested for candidacy for a position as a regular director or director-at-large.
- The committee shall select at least one candidate for each position on the Board for which a term is expiring. This slate of nominees will be turned over to the President no later than five days prior to the meeting at which Board members are to be elected.
- No changes in nominees on this slate may be made after submission to the President except at the request of the nominee.
- Nominations may be made from the floor at the annual membership meeting, but only if the nominee has given express permission that his name be placed in nomination.

Nick Ioanna, Chair

nick_ioanna@co.washington.or.us

Members: Suzi Fulcher, Elvis Carter, and Denice Henshaw.

Budget Committee

The Budget Committee is chaired by Chapter President. Committee members shall include, but not be limited to, the Past President and the Treasurer. This committee reviews Columbia Chapter's revenues and expenses to propose an annual budget to the Board for adoption.

Christy Tran, Chair

christy.tran@multco.us

Members: Denice Henshaw, Anthony Blackmon, Elvis Carter, and Emilie Schulhoff.

Buyer and Manager of the Year Committee

The Buyer & Manager of the Year (BOY/MOY) Committee consists of 2 Board members and the Buyer and Manager of the Year from the previous year. The committee calls for nominations for the BOY/MOY from Chapter members. The committee reviews and verifies the accuracy of the criteria forms and required documentations submitted by the nominees. Recommendation to award a Buyer and Manager of the Year is given to the Board for final decision.

Anthony Blackmon, Chair

anthony.blackmon@multco.us

Members: Suzi Fulcher, Emmanuel Amunga, and Julie Hoffman.

Chapter of the Year Application Committee

The Chapter of the Year Application Committee is a new committee chaired by the President. Members shall include but not limited to the Vice President, Past President and Secretary. With the President taking the lead, the committee compiles, drafts and reviews the application for Chapter of the Year. The President submits the completed application to NIGP each year.

Christy Tran, Chair

christy.tran@multco.us

Members: Denice Henshaw, Nick Ioanna, Elvis Carter and Barry Zimmerman.

Handbook Committee

The Handbook Committee maintains the Chapter's Handbook for Directors and Directors at Large. This committee reviews the Handbook and makes recommendations to the Board if needed. The Handbook is intended as a resource to enable members and Directors to provide consistent leadership of the Chapter and encourage future leadership within the Chapter. It contains the duties and responsibilities of the Chapter's Board of Directors.

Nick Ioanna, Chair

nick_ioanna@co.washington.or.us

Members: Christy Tran, Diane Seaton, Anthony Blackmon, Julie Hoffman, and Kathi Braeme-Burr.

Legislative Committee

The Legislative Committee plays a central role in creating a presence and increasing the influence of the practitioners' voice in the Oregon legislative process. Committee goals include: educating members on the legislative process, distributing proposed legislation impacting public procurement, providing timely bill tracking reports during legislative sessions, and promoting active involvement of public procurement professionals in the legislative process.

The Legislative Committee maintains a presence with individuals and groups who are significantly influential in Oregon's legislative process. This includes the State's Departmental Purchasing Officers and specific lobbyists who work with cities, counties, schools, and special districts. These contacts lead to greater information sharing, coordination and inclusion of practitioner voices in legislative bill drafting, committee testimony, and a positive impact in the legislative process.

Brian Smith, Chair

brian.r.smith@multco.us

Members: Nick Ioanna.

Marketing Committee

The Marketing Committee will assist with coordinating and facilitating marketing and communications for the Chapter including researching, purchasing, promoting, advertising, selling and distributing Chapter branded merchandise/items to increase visibility and growth of the Chapter.

Tessa Paul, Chair

tessa.paul@multco.us

Members: Emmanuel Amunga, Diane Seaton, Anna Hathorne, Anthony Blackmon, Nick Ioanna, Annie Teav, Debra Lindsay, Patrick Wybert, and Kathi Braeme-Burr.

Mentorship Program

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).

Emmanuel Amunga, Chair

Emmanuel.Amunga@portlandoregon.gov

Members: Diane Seaton

Scholarship Program Committee

The Scholarship Committee is chaired by the Past President. The committee evaluates scholarship applications received from members of the Chapter. This committee is good for any volunteer who wants to learn how they might qualify for and utilize Chapter Scholarship funds made available by the Chapter.

Denice Henshaw, Chair

denice.henshaw@portofportland.com

Members: Diane Seaton, Anthony Blackmon, and Patrick Wybert.

Social Media Committee

The Social Media Committee was established to facilitate Columbia Chapter communication via social media outlets. This committee oversees the primary social media outlets of Facebook and LinkedIn. The content produced by this committee is official representation of the organization. Content on social media outlets are updated frequently.

The purpose of the Social Media Committee is to:

- To foster and facilitate Columbia Chapter community-building among its members through social media.
- To grow and maintain Columbia Chapter's online presence in order to keep current members informed with communication and to attract potentially interested members in joining our community.
- To maintain the Columbia Chapter Social Media pages.
- To raise awareness and make it easier for newcomers and current members to understand how and where to interact with Columbia Chapter online.
- To promote training opportunities hosted by our own Chapter or other related organizations that may interest public procurement professionals
- To promote and let people know about Columbia Chapter branded items available such as clothing and pens.

Anthony Blackmon, Chair

anthony.blackmon@multco.us

Members: Annie Teav, Elvis Carter, Nick Ioanna, Christy Tran, and Shawn Postera.

Student Outreach Program

The Student Outreach Program is a volunteer program, coordinated by the Professional Development Director designed to promote career paths in public procurement. Representatives of the Chapter attend student functions – job fairs, career discussions, etc. to introduce public purchasing to students at the high school and college levels. As a part of this discussion, the program will promote and encourage interested students to become a student member of the Chapter.

Kathi Braeme-Burr, Chair
kathi.braeme-burr@multco.us

Members: Anthony Blackmon, Jill Punches, Tessa Paul and Emmanuel Amunga.

Website Committee

The Website Committee maintains the Chapter's website and works with the Chapter President, Chapter Board Members, and Chapter Committees to update content and resolve issues involving the website as the first points of contact.

Suzi Fulcher, Chair
ccnigpwebpeeps@googlegroups.com

Members: Lisa Emery, Eric Wicks, Sharon Roest, Kittie Kong, and Annie Teav.

EDUCATION OPPORTUNITIES

The following educational opportunities are offered through the Columbia Chapter NIGP in partnership with OPPA.

Scholarships are available! Contact Columbia Chapter to apply today.

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

Upcoming Workshops:

2019 FALL CONFERENCE AND SHOWCASE

Nov 13 - 15, 2019

Salishan Resort

7760 North Highway 101

Gleneden Beach, Oregon 97388

[[details and registration information](#)]

Please note: While the classes below are not NIGP sponsored classes, they may be eligible as class credit towards CPPO or CPPB certification or recertification. If you plan to apply these classes towards credits, refer to the [UPPCC information](#) for the required class information you will need to submit to qualify for class credit.

PSU Center for Executive and Professional Education:

Construction Contracting Certificate Program

The program is designed for individuals in the public construction contracting arena. Series of 4 classes offered each year at Portland State University. For more information see website. <https://www.pdx.edu/cepe/construction-contracting-course-schedule>

NIGP Sponsored Classes

The fees listed are for standard registration (31-59 days before course). Save \$25 by registering 60 days or more before the course. Late fees apply if registering within 30 days of the start of the course!

Three-day NIGP Courses

Contract Administration in the Public Sector Developing and Managing Requests for Proposals Introduction to Public Procurement Legal Aspects of Public Procurement Sourcing in the Public Sector Strategic Procurement Planning
Note: A complimentary textbook is included in the fee.

Two-day NIGP Courses

Alternative Dispute Resolution Capital Acquisitions Contracting for Construction Services Contracting for Public Sector Services Fundamentals of Leadership and Management Logistics and Transportation Managing Risk in Public Sector Contracts Warehousing and Inventory Control Contracting with Federal Funds/Grants "Intermediate" (*includes the new OMB requirements) Contracting with Federal Funds/Grants "Advanced" (*includes the new OMB requirements) CPPB Prep CPPO Prep Customer Service: The Key to Success in Public Procurement Effective Contract Writing Get What you need through Successful Negotiation Strategies A complimentary textbook is included in the fee.

One-day NIGP Courses

Protests: Managing Options for Positive Results Adding Value to the Procurement Process Best Practices in Developing Public Construction Bid Documents Effective Decision Making Effective Management of Construction Contracts Ethics: A Survival Kit for Public Procurement Introduction to Public Private Partnerships (P3s) Managing Your End -Users And Suppliers: It's All About Relationships Performance Based Request for Proposals Performance Management, Measurement and Metrics Principles and Techniques of Problem Solving Tools for Ensuring Contractor Performance on Public Construction Projects When Bad Things Happen to Bids: Strategies for Ensuring a Successful Public Construction Project World Class Procurement Practices.
A complimentary textbook is included in the fee.

For information on classes sponsored by the Columbia Chapter contact:

Kathi Braeme-Burr, CPPB OPBC
Professional Development Director
Columbia Chapter of NIGP
Multnomah County Central Purchasing
Sr. Procurement Analyst
503-988-7550

EMPLOYMENT OPPORTUNITIES

Employment Opportunities

Buyer – City of Hillsboro

The principal function of an employee in this class is to provide purchasing technical assistant and training associated with the City's procurement card program, cooperative contracts, and the City-wide surplus program. Responsibilities include quality assurance and troubleshooting problem issues; entering data; updating records; reviewing documents for compliance with applicable policies and procedures; compiling and generating reports; providing customer service; procuring parts and supplies; maintaining records, systems and inventories of supplies; preparing and processing data uploads; educating employees regarding procedures and systems; and conducting research.

Starting Salary: \$56,528 – \$68,775 Annually

Salary Range: \$56,528.00 – \$74,387.00 Annually

Closing Date: November 04, 2019

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

Program Specialist III – Contract Specialist – Beaverton School District

Performs technical, program management duties and administrative duties, which require a comprehensive knowledge of assigned functional area practices and procedures and may require a comprehensive knowledge of project management, resource conservation programs and procurement of outside contractors in a public sector environment. Develops general program policy and procedures; provides technical advice and assistance and assures compliance with appropriate laws and requirements; investigates and resolves problems and complaints; and coordinates program activities with District staff and outside agencies. Performs work of a variable nature in accordance with established policies, practices and guidelines under general supervision.

Salary Range: \$34.66 – \$43.91 Hourly

Closing Date: November 14, 2019

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

Temporary IT Buyer – Limited Duration: Not to exceed a 12-month period – Port of Portland

This position will report to the IT/Eng C&P Supervisor and will be responsible for the processing of departmental requisitions and task order, development of bids, RFPs and quotations for IT Software renewals, services, and peripherals. Overall the position will require a median understanding of the following:

IT Procurement background helpful but not required

Oregon Revised Statutes

Regulations pertaining to procurement and contracting with experience in the application of both Principles, theories and concepts of purchasing materials and services practices.

Business systems, project tracking

Principles of negotiations and contracts.

Strong background in public procurement is highly preferred.

Professional purchasing and contracting certification is highly preferred including

Universal Public Purchasing Certification Council

Certified Professional Public Buyer (CPPB)

This is a wonderful opportunity for a retiree to stay sharp or a student to gain some practical application.

Please contact Michael L. Smelser, CPPB at (503) 415-6623  for details.

QUICK LINKS - LET'S KEEP IN TOUCH



2019 UPCOMING EVENTS AND MEETINGS

November 7, 2019	General Meeting
November 10, 2019	Ronald McDonald House Charity Event
November 13-15, 2019	OPPA Fall Conference
November 20, 2019	Board Meeting
December 5, 2019	Holiday Luncheon
December 18, 2019	Board Meeting

