



V.A.L.U.E. OF THE MONTH April 2011

MARCH V.A.L.U.E./WAPP MEETING MARCH 10 -11 RADISSON HOTEL IN PEWAUKEE

The 1st Quarter V.A.L.U.E. / WAPP Meeting was once again a success. The agenda and attendance was very good. Included in the brief business meeting was a vote for the Chairperson and Treasurer positions. Bill Kurer, Washington County Purchasing Agent has once again accepted the position of Chairperson and Joanne Jacobson from Port Washington / Saukville School District has once again accepted the nomination of Treasurer for the V.A.L.U.E. Group. Also, as part of the Business meeting was a brief update of the V.A.L.U.E. Group strategic plan and the progress that the Planning Committee has made in working together to develop a vendor list that agencies can use in an event of an emergency or disaster. The Planning Committee also has been meeting with the Southeast Wisconsin Emergency Management Group to see how the two groups can work closer together and possibly develop a combined vendor list. Also discussed were updates on cost reducing V.A.L.U.E. bids available to use.

Participants also learned about what the auto industry is doing and some of model changes from Scott Kussow, director of fleet sales, Ewald Automotive Group. Also, Claudia Hughes, Vice President-National Accounts from Office Max, gave an overview of the new office supplies contract. As part of the afternoon agenda participants learned about what Municipal and County Emergency Management does and how procurement can play a role and work together in the event of a disaster. A few of the topics discussed were record keeping and FEMA reimbursements, records and forms that are required in a disaster situation, Office of Homeland security fiscal and compliance monitoring and what some of the supplies that will need to be procured after a crisis is over and how they will be obtained.

Other topics discussed were security concerns of sensitive information found on copy machines and how to wipe the hard drive of all the stored information before disposal of the machine. An update was given by Helen McCain, State Director of Wisconsin DOA on existing contracts, current solicitations and future bids and contracts coming out. Helen also discussed some of the State Procurement training courses that will be available to V.A.L.U.E. and WAPP Members. These training Courses will be available on the State vendor net site at <http://vendornet.state.wi.us>



V.A.L.U.E. BID UPDATES

The **rubberized crack sealer** bid has been awarded.

The **copy paper** bid pricing has been changed

Additional information can be found on the V.A.L.U.E. website at:
<http://www.value4gov.org/bids.html>

Architectural/Engineering Reproduction Printing Services awarded to West Allis Blueprint & Supply

Additional information can be found on the V.A.L.U.E. website at:
<http://www.value4gov.org/piggyback.html>

NEGOTIATION, ETHICS, & YOU HOW DO YOU PERSUADE YOUR SUPPLIERS?

By Charles Dominick, SPSM, SPSM2,
www.NextLevelPurchasing.com

If you are like most purchasers, you are under pressure to generate lots of cost savings. Unfortunately, the pressure to boost the bottom line compels some less skilled purchasers to cross the ethical line. They use questionable techniques. There are five common ethics-related profiles of purchasing negotiators. Which describes you?

☉ The Liar - The Liar will tell any number of lies to a supplier to persuade that supplier to improve its terms. An example of a lie would be telling a supplier that another supplier has a price that is 10% lower when such a statement isn't true. UNETHICAL!

☉ The Exaggerator - The Exaggerator might not tell an outright lie, but her words and behavior may be designed to trick a supplier into thinking that a larger quantity or longer-term contract is to be expected. The Exaggerator's intent is to get a better price and not follow through with implied quantity or term commitments. UNETHICAL!

☉ The Open Book - The Open Book will give a supplier information about competitors' proposals in order to persuade a supplier to offer a better deal. Of course, the competing suppliers expect their proposals to be kept confidential. UNETHICAL!

☉ The Cheap Date - Despite the fact that he is engaged in a negotiation situation with the supplier, The Cheap Date will accept meals, entertainment, and/or gifts at the supplier's expense. Even if such acceptance does not actually influence The Cheap Date's decision-making, it creates the perception within The Cheap Date's organization that he is being "bought." UNETHICAL!

☉ The Professional - The Professional considers ethics when negotiating. She knows the characteristics of the other four profiles and consciously avoids that type of behavior. And she does a great job of negotiating, too!

There are so many effective ethical negotiation techniques available. You should never have to resort to the practices of The Liar, The Exaggerator, The Open Book, or The Cheap Date to get the results you want.



V.A.L.U.E. PLANNING MEETING FEBRUARY 16, 2011

Attendance: Diane Kelly, Robert Barwick, Nick Cramer, Anissa Perkins, Sung Ye Jacobs, Jim Bembenek, Amos Owens, Roy Hartman, Bill Kurer, Karen Bollinger, and Vicki Nash

Common Solutions/Open Forum

Robert Barwick received an email from the City of Waukesha who has working Cobra Heads street lighting available for sale, if anyone is interested. Possible alternative would be to sell the lighting at Milwaukee County's Auction in May.

Diane Kelly received inquiries from vendors, Steamatic and LED Lighting to the group. Since the agenda has already been finalized, it was recommended that they participate in the WAPP Vendor Expo.

Jim Bembenek was contacted by Kranz, who stated they have the State of Wisconsin Janitorial contract. An inquiry was made to see if any other agencies were contacted and if they use this contract. Some stated they were contacted and are using their own agency agreements.

Update on Disaster Vendor List

Bill Kurer has the final spreadsheet with the combined list of vendors. Another attempt by Bill was made to directly contact some of the vendors to obtain feedback on providing product or assistance during a disaster. Those who agreed had their information updated.

After the planning meeting today, some of the members were staying to attend a presentation by AidMatrix. AidMatrix currently has a website with the capabilities we are trying to achieve, i.e., ability to have vendors create and update their profiles as part of a vendor database. There is the potential of working jointly with the Southeastern Wisconsin Emergency Management group on this endeavor. Roy Hartman and Diane Kelly have been working very closely with the group. There is a potential this

could be funded through Emergency Management and FEMA.

Robert Barwick stated that K-2 Sourcing notified him that they have improved their program to accommodate the ability for vendors to update their company information. The use of this program would include a base rate, along with a monthly rate as discussed at the last meeting.

2011 Annual Meeting Agenda

Final review of the agenda items was completed and the speakers confirmed.

Everyone was encouraged to register and sign up for their meals. If selecting ½ sandwich and soup, please circle your preference for each. In addition, meals need to be confirmed with the presenters.

Strategic Planning - No new updates.

Bid Calendar Routing

Laurie Dudley is currently working on this and when completed will forward to Vicki Nash.

Bid Reports/Updates

Batteries, Radio – Commitment forms and documents have been posted to the website.

Crack Sealer – New pricing thru 5/31/11 will be posted within the next day or two.

Paper, Copy – No update, information will be updated for Annual meeting.

New Bid Opportunities

Turnout Gear – Robert Barwick & Jim Bembenek. This is still a work in progress.

Bid Commitment

Discussion was held about agencies completing commitment forms and then, when the award is made, they do not follow through. There may be a reason the agency withdrawals, i.e., budget issues, unable to reach an agreement on contract language, etc. Whenever this does occur, it would be helpful to find out the specific reason and if this is re-occurring with the same agency (ies). There may be some confusion, as other cooperatives do not have commitment forms.

It might be helpful to explain the commitment form and how the information provided to the vendor is used to achieve better pricing, possibly as a new article.

New Business

Resource Links for Members

Robert Barwick will assemble and post to the website.

Upcoming Training

May 18, 19 & 20, 2011 – Introduction to Public Purchasing – Alan Bodean

May 19 & 20, 2011 – Performance Based RFP's – by John Miller

Watch for further information. Final registration will be April 11, 2011. A minimum of 8 students will be required for each course.

Adjournment

Presentation

Aidmatrix provided a presentation about their company. They had a basic knowledge of what we intended to achieve and were able to show the functionality in their program, along with several other features that would be helpful to the Emergency Management group. It was discussed that the next step should be for Aidmatrix to be placed on the agenda with the Emergency Management group to provide them with a demonstration of their system. Both Diane Kelly and Roy Hartman would be in attendance to discuss V.A.L.U.E.'s intent and how the two organizations could work together to obtain a system with all of the functionality necessary. It is hoped that this meeting should occur no later than May 2011. Follow-up information from the joint meeting (presentation) will be provided to the Planning Committee.

Submitted by:
Karen Bollinger
Waukesha County



Evaluating Cost in RFPs: Choosing the Best Approach

Pricing: \$75 Members / \$105 Non-Members

Date and time: April 26, 2011, 12 PM -1:30 PM

Presented by: Michael Bevis

Registration Deadline: April 21, 2011

Intermediate. Why is cost evaluated like that in your RFPs? “Because that’s the way we always do it” is the only wrong answer! This session will provide a forum to explore the why and how of using cost as an evaluation criteria. There is a best answer; and it may be different for each RFP. We will explore development and selection procurement methodologies and evaluation criteria along with the relationships between them. We will examine 5 different approaches to the evaluation of cost, the strengths and weaknesses of each, and discuss some specific applications – both good and bad in relation to these approaches.

At the end of this Webinar, students will be able to:

- Understand and select the best procurement methodology for a given acquisition.
- Develop a basic strategy for the selection of RFP evaluation factors.
- Understand and apply each of the 5 basic cost evaluation techniques.
- Develop and execute a protocol to select the best way to incorporate cost into a given RFP evaluation.

How to Ask for What You Want: Selecting the Right Method for Your Procurement

Pricing: \$75 Members / \$105 Non-Members

Date and time: May 12, 2011, 12 PM- 1:30 PM

Presented by: Eileen Youens, Assistant Professor of Public Law and Government, University Of North Carolina School Of Government

Registration Deadline: May 9, 2011

Basic. What’s the difference between a bid, a request for proposal, and a request for qualifications? This webinar session will explain the what, how, and why of the most common procurement methods so you’ll know when it’s appropriate to ask for bids, when to ask for proposals, and when to ask for qualifications.

At the end of this Webinar, students will be able to:

- Differentiate between the three main procurement methods: bidding, requests for proposals, and requests for qualifications.

- Identify the benefits and drawbacks to each of the three procurement methods.
- Identify legal and regulatory restrictions that may apply to your choice of procurement method
- Outline a process for selecting an appropriate procurement method for a specific procurement.

NIGP Spring Training Courses:

Just a reminder to sign up for the summer training classes (Performance Based RFPs and Intro to Public Procurement). We are about half way there in terms of having enough attendees so if you haven’t already, please get registered to attend these very low cost training classes.

Cindy Greco, CPPB
Principal Buyer
Waukesha County Purchasing
P: 262-548-7889; F: 262-548-7668

<https://purchasing.waukeshacounty.gov>

2011 Summer Training Professional Development Event

May 18 - 20, 2011

Comfort Suites Pewaukee
N14W24121 Tower Place
Waukesha, Wisconsin 53072

[Details and Registration Links](#)

Two courses are being offered for summer training:

May 19 - 20

Performance Based Request for Proposals

May 18, 19 and 20

Introduction to Public Procurement

Both courses will be held at the Comfort Suites Pewaukee in Waukesha. Just click on the link above for course information, fees and to register



V.A.L.U.E. IN LOCAL GOVERNMENT
Cooperative Purchasing Program
Of Southeastern Wisconsin
www.value4gov.org

Monthly Planning Meeting

Wednesday, April 20, 2011

8:30 AM - 10:30 AM

West Allis City Hall Room 128

Phone: 414-302-8300

(Refreshments & Meeting Minutes by Anissa Perkins/Sung Ye Jacobs)

AGENDA

- I. **Common Solutions/Open Forum Discussion**
 - A. Learn from your peers or bring an issue you'd like to discuss

- II. **Ongoing/Unfinished Business**
 - A. Update on Disaster Vendor List & Discussions with the SE WI Emergency Management Group
 - B. 2011 Annual Meeting Feedback/Comments
 - C. Strategic Planning
 - D. Bid Calendar Routing

- III. **Bid Reports/Updates**
 - A. Review V.A.L.U.E. Contracts Listing for updates and discussion items
 - B. New Bid Opportunities

- IV. **New Business**
 - A. Update on Resource Links for members
 - B. Review/Discuss Committee Roles

- V. **Adjournment**

Future Meetings - Date/Location/Refreshments & Minutes

May 18, 2011 City of West Allis Laurie Dudley	June 15, 2011 City of West Allis Bill Kurer	July 20, 2011 City of West Allis Social Dev. Comm.	August 17, 2011 City of West Allis Jim Bembenek	Sept. 21, 2011 City of West Allis Dawn Gurda
October 19, 2011 City of West Allis Vicky Nash	Nov. 16, 2011 City of West Allis Diane Kelly	December 7, 2011 City of West Allis Winona Marshall	January 18, 2012 City of West Allis Nick Cramer	February 15, 2012 City of West Allis Karen Bollinger