



## V.A.L.U.E. OF THE MONTH December 2011

### V.A.L.U.E. NOMINATIONS ARE BEING SOUGHT FOR LEADERSHIP POSITIONS

Nominations are now being sought for the leadership positions of Chairperson and Treasurer for the V.A.L.U.E. in Local Government organization. Members in attendance at the annual business meeting on March 10th will have the opportunity to vote on filling these positions. Bill Kurer, Washington County, has held the Chairperson position for the past 5 years, and JoAnne Jacobson, Port Washington/Saukville School District, has held the position of Treasurer for the past 10 years.

If you or another V.A.L.U.E. member would like to serve in either position, you must enter a written petition for nomination to the Planning Committee by February 1, 2012 so that you can be included on the ballot for the March 8th, 2012 election.

**The Chairperson and Treasurer of the Planning Committee shall serve as an officer of V.A.L.U.E. for a one (1) year term, but may be elected or appointed to serve more than one term.**

The duties of the Chairperson include:

- Responsible for adhering to V.A.L.U.E.'s policies and by-laws.
- Appoint a Vice-Chairperson
- Establish committees and project managers to carry forth the purposes of V.A.L.U.E.
- Develop monthly Planning Committee meeting agendas.

The duties of the Treasurer include:

- Shall have charge of all funds and assets of V.A.L.U.E.
- Prepare an annual report of the fiscal activities of V.A.L.U.E.
- Responsible for maintaining all financial records of V.A.L.U.E.



### RETIREMENT NEWS

After 20 years of work in the public arena in the areas of Finance and Procurement, Diane Kelly from Racine County has chosen to retire. Diane in the past several years has been an active member of the V.A.L.U.E. organization and served on the Planning Committee as Vice President for three years, helped out with planning our annual meetings and took on the lead role for our group with the emergency resource listing project with AidMatrix, COAD and the SE WI Emergency Management Group. Diane's achievements in public purchasing include her certification through NIGP as Certified Professional Public Buyer (CPPB). Diane has also volunteered to continue serving as the lead role for the emergency resource listing project even into her retirement. Diane's commitment to her profession and our organization is greatly appreciated and we all will certainly miss her. Congratulations Diane!

### A FOND FAREWELL TO VERA BUTTS...

After 17 years in public procurement at the Milwaukee Social Development Commission and as an active member of the V.A.L.U.E. organization and serving on the Planning Committee by helping out with programs and coordinating activities such as webinars, Vera Butts has decided to move on and take some time for herself. Vera's achievements in her profession include obtaining certification through NIGP as a Certified Professional Public Buyer (CPPB) and most recently as a Certified Public Purchasing Officer (CPPO). Vera's dedication to professionalism in public procurement, her style and wit will surely be missed. Her interest in promoting our organization and professional development through

V.A.L.U.E. and NIGP has benefited many who chose to take advantage of the opportunities Vera arranged for us all. So after all this time and commitment to our organization and programs, to you Vera we wish you the very best; you will certainly be missed!

Bill Kurer  
V.A.L.U.E. in Local Government Chairperson

### MEMBERSHIP DUES

The topic of membership dues was discussed at the November Planning Committee Meeting and it was determined that in order to better keep up with expenses and continue to host programs, webinars and other training events, that it would be best to increase our annual agency membership rates by \$10. Currently, agencies pay \$25 per year which was the fee since V.A.L.U.E.'s inception in the early 1990's and with this change, the new membership rates will be \$35 per year effective January 2013. This is still an exceptionally low rate and is a flat fee to an agency with no limitations no matter how many people from your agency participate in or join the V.A.L.U.E. organization. Perhaps as we continue with our programs, with the new membership rate, we may even be able to offer more programs for our members to take part in as well.

Thank you for your understanding. The 2012 invoices were recently mailed out and this announcement gives your agency a year's notice to plan ahead for 2013. I hope you will continue to take part in the offerings made available to your agency as a member and I sincerely hope you realize what a great *value* it is to be part of the V.A.L.U.E. in Local Government organization!

Bill Kurer  
V.A.L.U.E. in Local Government Chairperson

### How To Develop Buyers' Leadership Skills

PurchTips - Edition # 244, November 29, 2011

By Charles Dominick, SPSM, SPSM2

[www.NextLevelPurchasing.com](http://www.NextLevelPurchasing.com)

### Are You Preparing Your Buyers To Become Leaders?

Unconfident managers consider developing the leadership skills of their subordinates to be a threat to their jobs. Confident leaders know that developing the leadership skills of their subordinates has the

opposite effect: it demonstrates the leader's expertise and qualifies the leader for even higher leadership positions. So, how can you develop the leadership skills of your buyers? We suggest four ways:

**1. Give Buyers The Opportunity To Delegate** - Great leaders don't spend their day doing hands-on work, they delegate. Unfortunately, most buyer positions are set up to do hands-on work without any subordinates to whom to delegate. If left at that, buyers will never develop delegation skills. However, as a leader, you can create projects, put a certain buyer in charge, and ask other buyers to support the "leading buyer" by doing the work delegated to them.

**2. Encourage Buyers to Have A Vision For Their Jobs** - A true leader has a vision and motivates his/her team to make that vision a reality. But many buyer positions aren't set up to allow employees to implement their visions. However, buyers should always think about how their work processes can be improved. Ask buyers to have a vision for what their jobs could be like if they had the authority to improve their work processes. If a vision is consistent with organizational goals, allow the buyer to work towards that vision.

**3. Progressively Increase The Complexity of Decision-Making Situations** - Great decision-making is a hallmark of great leadership. While buyers may make decisions within the realm of their job responsibilities, look for opportunities to have them make - or at least provide their input into - more complex decisions that are beyond the realm of their typical responsibilities.

**4. Give Buyers the Opportunity to Judge Character** - Effective delegation is a two-sided deal: the leader has to be comfortable delegating but subordinates need to be cooperative and competent, too. With that second aspect in mind, it should be infinitely clear that it is important to hire the right people. Hiring the right people involves being a great judge of a candidate's character based on limited interaction with that candidate. If a buyer doesn't have supervisory responsibility, they may never get the opportunity to judge a candidate's character. You can help this situation by allowing buyers to be part of a panel that interviews candidates for other buyer positions. Candid conversations and coaching after these interviews can help cultivate buyers' character-judging skills.



## **Best Practices in Contract Monitoring and Performance Management**

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

**Date and time:** Thursday, January 12, 2012 12 PM - 1:30 PM

**Presented by:** Justina Mann, CPPO, CPCM, CPSM, PMP, Procurement Manager, Hartsfield-Jackson Atlanta International Airport

**Registration Deadline:** Wednesday, January 11, 2012 at 5:00PM ET - Registrations cannot be accepted the day of the Webinar

**All skill levels** Contract administration is more than paying invoices. Procurement professionals must be able to work as a team with internal and external stakeholders to ensure the effective administration of contracts that gets results. This presentation will cover best practices that result in fewer change orders against contracts, sound practices for inspection and acceptance, more effective communication with stakeholders, and a documented history of the contract that can be used for future projects or initiatives. Contract Managers, Contracting Officers, Contract Administrators, Specialists and Buyers will be able to define successful techniques administering contracts throughout their agency/organization.

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

- Identify and manage the key factors that influence contract performance;
- Develop a contract monitoring plan;
- Analyze and control risk throughout the contract life cycle;
- Effectively assume responsibility for a contract that is already in progress; and,
- Perform timely contract closeout.

## **Spend Analysis & Spend Management Basics: How to Get Started and Identify Savings**

**Pricing:** FREE for Members / \$105 Non-Members

**Date and time:** January 19, 2012, 12 PM - 2:00 PM ET (90 minutes - 2 hours as needed) Check your local start time

**Presented by:** Jonathan White, Territory Director, Spikes Cavell Analytic Inc.

**Registration Deadline:** January 18, 2012

**Basic/Intermediate.** This introduction to Spend Analysis and Spend Management session is a practical presentation designed for any government procurement professional who is concerned with procurement transformation, in particular identification of savings opportunities. Every agency has the raw data available for a spend analysis exercise, but not necessarily the time, resources, or expertise necessary to carry out the data transformation required. This session takes the audience through a system independent view of the basics of spend analysis, how an organization would carry out a spend analysis exercise and how this enables you to identify and implement a robust spend management program. This webinar will cover an example seven step program to help identify and realize savings opportunities for your agency and includes a live demonstration of a spend analytics tool, the NIGP Observatory, in action.

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

- Articulate the differences between spend analysis and spend management.
- List the minimum requirements for, the common pitfalls, and benefits of carrying out a spend analysis exercise.
- Outline who in their organization could benefit from a spend analysis exercise and how.
- Identify spend management techniques that would assist in the identification of savings opportunities.



## V.A.L.U.E. October Monthly Planning Meeting November 15, 2011

In Attendance: Bill Kurer, Robert Barwick, Laurel Schleimer, Sung Ye Jacobs, Amos Owens, Cindy Matz, Carol O'Neal, Nick Cramer, Karen Bollinger, Ann-Elizabeth Shapera and Diane Kelly.

### I. Common Solutions/Open Forum

- Laurel Schleimer asked if any agency had a curriculum that they are willing to share on purchasing policies. Kenosha and Walworth Counties will forward theirs.
- Bill Kurer received a contract document from Karen (Waukesha County) from Staples. Staples has asked V.A.L.U.E. to sign this agreement for agencies that are purchasing from both Office Max and Staples. Staples stated that this agreement in order for agencies to receive a rebate. Bill stated that V.A.L.U.E. would not sign this agreement as the contract for Office supplies is through Office Max. It was decided that Staples would need to sign individual agreements with each agency.
- Amos Owen warned agencies to continue to check pricing on items from OfficeMax as he checked on pricing for an item one day and tried to order the next day and the item increased in price \$10.00.
- Joann Jacobsen had surgery and will be out for two weeks. If agencies need any information regarding the V.A.L.U.E. finances that they would need to wait until JoAnne is back.
- Diane Kelly will be retiring on December 29, 2011. She will continue with the emergency vendor program through completion.

### II. Ongoing / Unfinished Business

#### A. Update on Disaster Situations:

- Diane updated the group about the progress of the vendor resource listing project. The official name will be "Wisconsin Emergency Resource Registry" or "WERR". Diane Kelly attended a meeting with the leaders of the project on November 3, 2011 and

thanked the V.A.L.U.E. group for responding to the vendor questions. The project is hoping to be completed by the March annual meeting.

- The COAD Office will be spearheading this project and will be supplying staff that will update vendor records and approve applicants.
- Diane also stated that there will be an area on the website to list whether the vendor is a Minority Owned Business or a Women Owned Business, since some agencies need this information. State of Wisconsin's Commerce website listing will be used.
- The V.A.L.U.E. planning members that were present requested that a column be added on the website that would indicate if they are on any already established Cooperation Contracts to note that (i.e. US Communities, WSCA or CESA)

### B. 2012 Annual Meeting Planning

#### 1. Public Works Session

- Nick Cramer handed out an updated Agenda outline for the group to review.
- Carol O' Neal stated that the Public Works Procurement and Contacting Section of the agenda has been assigned to an attorney from the League of Wisconsin Municipalities and that she has the information back at the office and will forward to Nick.
- Prevailing Wage Requirements - Karen Bollinger confirmed that David Newman, an investigator from DWD Equal Rights, will speak on prevailing wage law requirement for public works projects.
- Bid Bonds, Performance/Payment Bonds and retainage - Bill Kurer is waiting for call back from Kathy Oestreich at the Milwaukee Metro Sewerage District for a potential speaker. Cindy Matz will work on a backup just in case.
- Adjournment - was moved back to 4:30 p.m. to allow more time for Owner Direct Purchase Orders.
- WAPP Past Presidents Committee Meeting - moved to 4:30 p.m.

- Networking Dinner-Robert Barwick suggested that we change the title to Networking Group Dinner with a name of a restaurant that the group will be going to. (Branded Steer or the Black Kettle were two (2) suggestions
- Aidmatrix Vendor Resource Listing – Diane Kelly updated the group with her suggestions on the Vendor Resource Listing portion. Diane suggested that we change the heading to Wisconsin Emergency Resource Directory (WERR) Presentation. Diane will talk to Aid Matrix on the possibility of a presentation. Even if the new site is not up and running, maybe we could demonstrate the Kansas one.
- Vendor Community Roles During an Emergency – It was suggested that Diane contact the vendors helping out with the disaster vendor database to see if they would consider discussing their roles during an emergency. Diane will instruct the vendors to not make it a sales pitch and to talk about how things are done in the vendor community. Diane Kelly commented that Carl Stenbol was under the impression that he was to conduct a table top exercise for a disaster situation at the March meeting. She will ask Carl if he would consider doing this at the next annual meeting in March 2013.

## 2. Invitation

- Bill Kurer read a draft letter to invite Public Works Directors to the meeting. Carol O'Neal suggested including the V.A.L.U.E. brochure. Carol suggested using the Wisconsin Association of Public Works Directors website.
- Should be sent out in January.

## C. Bid Calendar – no updates at this time

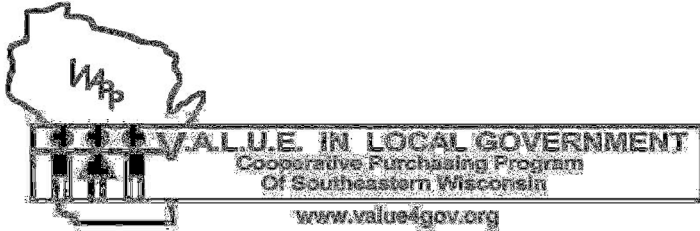
## III. Bid Reports / Updates

- Karen Bollinger stated that the new Bid Report Document is posted to the V.A.L.U.E. website and that there was not any new information to report.
- Karen Bollinger stated that squad info was sent out and ammunition is due next week.
- Light duty Trucks bids are in and waiting for award sometime next week.

## IV. New Business

- Milwaukee County did a bid on “No Guns” signs that is available for piggyback.
- After discussion the group decided to offer the following options to WAPP executive committee at the conference call on Friday:
- The steering committee decided to increase V.A.L.U.E. membership dues to \$35 for 2012 as fees have not changed since the group was formed in 1991.

Next meeting will be December 14, 2011.



## MONTHLY PLANNING MEETING

Wednesday, December 14, 2011

9:30 AM - 11:30 AM

Hilton Garden Inn - Garden Room B

11600 W Park Place, Milwaukee, WI 53224

Hotel Phone: 414-577-5000

West Allis Purchasing Phone: 414-302-8300

Meeting Minutes by Monique Jones

### 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 status of vendor resource listing in cooperation with SE WI Emergency Mgt Group & AidMatrix
  - B. 2012 Annual Meeting Planning
    - 1. Public Works Session
    - 2. Invitation
  - C. Annual Meeting Registration Process
  - D. Bid Calendar Routing (Review and Discuss)
- 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**
- V. **Adjournment**

### Future Meetings - Date/Location/Refreshments & Minutes

January 18, 2012	February 15, 2012	March 8 & 9, 2012	April 18, 2011
City of West Allis	City of West Allis	Hilton Garden Inn	City of West Allis
Cindy Matz	Nick Cramer	Annual Meeting	Laurel Schleimer