



**V.A.L.U.E. IN LOCAL GOVERNMENT**  
Cooperative Purchasing Program  
Of Southeastern Wisconsin

www.value4gov.org

## V.A.L.U.E. OF THE MONTH July 2010



### Gasoline, Diesel Fuel

The extension notice that was sent to Lakeside Oil extending our agreement for one additional year (through 7/31/11) is now posted in the 2010 Member Bid Directory. Please make note that all pricing, terms and conditions remain the same with the exception of unleaded gasoline. Our markdown from OPIS is now .05 for unleaded gas (was .018816).

In addition, as most of you know, Lakeside was purchased by World Fuel Systems and they are now a division of that company. As such, their Federal Identification Number has changed. Their new Federal ID # is 76-0291977 –mailing address remains the same.

### Office Supplies

Waukesha County will once again act as the lead agency for the Office Supply RFP process for commencement in 2011. Please click on the following link to obtain all documents pertinent to this process. I am not posting it at the V.A.L.U.E. website at this time since that is open to vendors and I don't want them reviewing prior to it being officially publicized. Thank you and if you have any questions, feel free to contact me.

**RESPONSES ARE DUE BY Thursday 7/22/10.**

<http://www.waukeshacounty.gov/page.aspx?SetupMetaId=14846&id=36591>

Cindy Greco, CPPB  
Principal Buyer  
Waukesha County Purchasing

### Purchasing Ethics: 7 Sensitive Situations

**PurchTips - Edition # 197 February 9, 2010**  
By Charles Dominick, SPSM

#### Do Your Internal Customers Consider You Ethical?

There are few things that cause purchasing professionals to worry more than the topic of ethics. And this is understandable.

Even when cross-functional teams are formed to ensure organizational buy-in of sourcing decisions, some internal customers end up unhappy with supplier selections. This unhappiness sometimes motivates the most bitter of them to - correctly or incorrectly - question the ethics of the purchasing department.

The following circumstances can serve as reasons why internal customers may make accusations that the purchasing department has behaved unethically:

1. A purchasing team member accepted a gift - perhaps even a low-value item like a pen - from a supplier.
2. A purchasing team member has a personal or financial relationship with a supplier or an employee of a supplier.
3. A purchasing team member owns a supplier's stock.
4. A purchasing team member mixes business and entertainment with a supplier, for example discussing business over a meal or a round of golf.
5. In a competitive bidding situation, the purchasing team provided certain information to one supplier that was not provided to other suppliers.
6. The purchasing team did not provide transparency for a supplier selection, including failing to internally share selection criteria, proposal details, and the rationale for the decision.
7. The supplier selection criteria used was different than the criteria noted in the RFP/tender.

Now, that is not to say that all of these circumstances are inherently unethical. However, it is important to understand how these circumstances look "through the eyes of the customer."

So, you should evaluate whether any of these circumstances occur in your organization. If they do, you need to either eliminate and prevent these circumstances or educate your internal customers as to how the circumstances can exist without ethical standards being violated.

Submitted by  
Robert Barwick  
City of West Allis



### Courses

NIGP's courses provide the essential framework for you to better understand and master the world of public procurement and your path to certification. These one-, two- and three-day courses are limited in size and average 18 students to ensure plenty of small group and individual activity.

### Webinars

NIGP Webinars are 90-minute Web-based topical seminars that provide time-challenged professionals the opportunity to earn certification points and contact hours without ever leaving the office. Offered throughout the year, Webinars are a great way for you and your entire procurement office to stay abreast of the best practices and current issues in our profession. Typically scheduled near mid-day, bring your lunch and make an event of it!

### Online Courses

For the greatest flexibility of scheduling, NIGP offers online independent study courses. These self-contained, easy-to-use and interactive classes present concepts reinforced by self-test Q&A, making the learning process simple and convenient.

### On-Site Training

Often times, governments have training dollars available for staff development but no travel dollars to get staff to the training location. If this is your case, NIGP has a solution for you. If your agency could benefit from a focused on-site educational program provided by NIGP, we would be pleased to deliver any combination of NIGP educational courses

directly to your agency's training room via a contract-training program. This is an excellent way to provide education for your staff while eliminating the cost of travel and accommodations.

NIGP helps you close the gap with the resources you need to realize your professional development goals!



### What To Know Before You Go Preparing for the UPPCC Certification Exam

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

**Date and time:** August 25, 2010- 12PM ET - 1:30 PM

**Presented by:** Rob Rickard, CPPO, Sec of St, Oregon

**Registration Deadline:** August 20, 2010

Think you're prepared to take the UPPCC certification exam? This Webinar is designed to help guide you in the right direction of preparation practices, what to expect when you test, what changes and enhancements have been made beginning with the 2010 Fall exam, and practice questions in a similar style to those that may appear on the UPPCC exams. This session will outline the format and setting for the CPPB and CPPO exams, and provide insights in what will be covered on the exam.

Upon successful completion of the Webinar, participants will:

- Recognize what is expected of a candidate in the CPPB and CPPO exams
- Have a greater understanding of the various ways candidates can prepare for the exam
- Understand the relationship between the UPPCC and NIGP
- Have a greater understanding of the style of questions that might appear on the UPPCC exams.

To register by fax (download registration form), otherwise register online by selecting registration button.

<http://www.nigp.org/eweb/StartPage.aspx?Site=NIGP&webcode=pd-ep-wb-webinars>



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## Monthly Planning Meeting

Wednesday, July 21, 2010

8:30 AM - 10:30 AM

West Allis City Hall

7525 W Greenfield Avenue

Room - Council Chambers

Phone: 414-302-8300

(Refreshments & Meeting Minutes by Vera Butts)

## 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 Situations - Bill, Roy, Peggy, Karen & Dawn
  - 1. Feedback & Review of 2010 Annual Meeting
    - a. Laurie will do a survey to membership
  - 2. Ideas for 2011 Annual Meeting
    - a. Disaster Planning Preparation
    - b. NIGP Speaker/Live Webinar
- B. Strategic Planning
  - 1. Implementation of Strategic Action Items
    - a. Website Video Clip?
    - b. Bid Calendar Routing (Laurie finishing it and then to Vicky)

### **III. Bid Reports/Updates**

- A. Review V.A.L.U.E. Contracts Listing for updates and discussion items
- B. New Bid Opportunities
  - 1. Possibly Emulsion Oil - HFRS (update needed on this topic)

### **IV. New Business**

- A. Update on Resource Links for members

### **V. Adjournment**

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

August 18, 2010 City of West Allis Jim Bembenek	September 15, 2010 City of West Allis Dawn Gurda	October 20, 2010 City of West Allis Vicky Nash	November 17, 2010 City of West Allis Diane Kelly
December 15, 2010 City of West Allis Winona Marshall	January 19, 2011 City of West Allis Peggy Watson	February 16, 2011 City of West Allis Karen Bollinger	March 10-11, 2011? ????? Annual Meeting