



May/June

MINNESOTA NIGP

# North Star News

MINNESOTA NIGP

## President's Message



### The Race Is On

Have you ever been at the starting line of a race? Runners - you're all warmed up and ready to go, Car Racers – your car is tuned up, engine revving. You're just waiting for the starting pistol to signal it's time to go. Literally I've never been there, and have no wish to be in any type of race. The closest you'll find me to this type of situation is the race to be first in line to reserve a picnic shelter for my son's graduation. That sense of anticipation and competitiveness is there.

This time of year brings that same feeling of anticipation. If you are a gardener, you are waiting for the earliest possible date to plant your flowers or vegetables without risking freezing them out; walkers have been waiting for nice weather so they can walk outside instead of around a mall or school; and golfers have been waiting . . . never mind, they're already out there.

Well, the starter pistol has been fired, the flag has been dropped, the temperature is rising and the frost is out of the ground – the race is on. Crews are out sweeping streets, installing signs, cleaning parks, planting trees, moving picnic tables out into the parks, starting road

construction and utility projects.

This means that all of our work has come to fruition. The bid has been let, prices negotiated and approved, contracts signed and the project handed over to the project manager. Now we can begin preparing for next year's projects. Oops, sorry I was dreaming. In the real world, we are probably still working on the specs, negotiating prices or finalizing contracts for projects that should have already started or should start soon, and in some cases, you may BE the project manager.

If that's not enough, we're planning vacations, family gatherings, someone's graduation and/or a wedding. And this is all happening before school starts in the fall or the snow flies next winter. Looks like staying busy will not be a problem, but don't forget to get outside and enjoy some of this nice weather. Everyone needs some down time to just enjoy what's around them. Take a walk, ride a bike, go to a ballgame. Do something that you enjoy and when you get back to work it will be easier to pick up where you left off and get that next project finished.

ENJOY the race.  
Have a Great Spring.  
Rose Hansen, President

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### Treasurer's Report:



# MN NIGP General Chapter Meeting.....March 12, 2010

**Draft, to be approved in May**

MEETING CALLED BY	President, Rose Hanson opened the meeting at 9:25 a.m.		
LOCATION:	St. Paul Downtown Airport, St. Paul, MN		
TYPE OF MEETING	Chapter Meeting		
NOTE TAKER	Andrea Bolstad		
ATTENDEES	Jay McCleary, Rose Hanson, Andrea Bolstad, Brenda Willard, Ellen Bell, Dawn Udean, Joan Kowalski, Deb Johnson, Larry Bruckner, Barb Paul, Marianne Sobek, Nicole Jensson, Mark Evangelist, Carol Wiese, Ben Jackson, Roxane Larson, Katie Johnson, Micky Gutzmann, Jody Jacoby, Rich Halstad, Jan Bevins, LaRon Weddington, Mike Brich, Beverly Rausch, Auburn Dees, Deb Palmer, Jerri DesJarlait		
COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION
Secretary Report	Andrea distributed the Minutes from the January 2010 Chapter meeting	Andrea Bolstad	Motion to approve by Jay McCleary 1 <sup>st</sup> , Carol Weiss 2 <sup>nd</sup> . APPROVED
Treasurers Report	Rose distributed the March 2010 Report: Checking Account Balance as of 02/10/10: \$14,525.57 Income 02/10/10 – 03/12/10: \$3.02 Expenses 02/10/10 – 03/12/10: <u>\$495.89</u> Ending Balance: <b>\$14,032.70</b>  Certificate of Deposit: 9,101.97	Rose Hanson Temporarily	Motion to approve Report by Carol Weiss 1 <sup>st</sup> , Jay McCleary 2 <sup>nd</sup> APPROVED
Membership	Bob was excused for meeting. Rose presented his report. Report: To date we had <b>90</b> paying members	Bob Ledebuhr Excused	No formal votes were taken on membership items.
Governance	Jerri presented an On-Line Board Vote:  Andrea Bolstad moved to appoint Jody Jacoby to serve as our Treasurer for the remainder of the term vacated by Andy Doran/Dan Duffy, which is 2010.  Deb Palmer 2 <sup>nd</sup> . 6 of 7 members voted in Affirmative. Motion Approved.  Jerri passed out the 2010 Proclamation signed by Governor Pawlenty proclaiming March is Purchasing Month	Andrea Bolstad	No formal votes were taken on Governance items.
Education	Bev's Report: We had six (6) people attend the CPPB Prep Course. Two more seminars are scheduled for 2010  May 12-14 class, Sourcing in Public Sector. Register by end of today to receive National's discount  October 27-29 Developing and Managing RFPs.	Bev Rausch	No formal votes were taken on Education Items
Program	Rose presented:  May 21 <sup>st</sup> Chapter meeting – An open forum on State Contracts and WSCA to be held in Bloomington. Bev Rausch added, she is working on providing Video Conferencing at this meeting.  July 16 <sup>th</sup> Chapter meeting – to be held in Rochester, with Advantages and Disadvantages to PIPPS and Best Value  November 5 Chapter meeting – will be held at Met Council, and Open Forum on Electronic Procurement	Rose Hanson	No formal votes were taken on Program items
Fall Conference	Deb Palmer: Plans are under way for the Fall Conference. We are having a meeting after the Chapter Meeting to finalize the Theme, Location and dates for the conference.	Deb Palmer	No formal votes were taken on Fall Conference.

# MN NIGP General Chapter Meeting.....Con't.

Nominations	Larry Bruckner Presented: Micky Gutzmann was unable to attend our Chapter meeting in January, because she was attending a Missionary trip to Africa. Larry presented Micky with the Manager of The Year Award.	Barb Paul	No formal votes were taken for Old Business
New Business	Rose Hanson Swore in Jody Jacoby as our Treasurer for 2010  Jay McCleary brought up discussion on Prevailing Wage.	Various	No formal votes were taken for New Business
<b>ACTION ITEMS</b>			
<p>Micky Gutzmann made a motion to adjourn the meeting, Mark Evangelist 2<sup>nd</sup>, APPROVED – Meeting Adjourned 10:00 a.m.</p> <p>The Program portion of the Meeting began after a break.</p> <p>Program: “March is Purchasing Month – Advantages of Membership”</p> <p>And “new MN Law – Buy American” with Brenda Willard, MMD.</p>			

## “The Importance of Networking” .....by B. N. Sridhar

Building up a network of diverse people is very helpful for any business. Contacts with different clusters or groups would help you possibility of greater opportunities. A closed group of contacts will not let you this kind of exposure.

The more diverse the network is the better it would be. Your networking should cut across the geographical boundaries. When you attend group meetings, collect the business cards of other people. Meeting people frequently could help you to could bring you business.

Networking would help you to expand your contact list. This could help you to expand your sales base. It could also bring you in touch with different requirements help you to diversify your business.

However busy you are you should give importance to networking.. It is important to create a lasting first impression on people whom you meet. The impression you create will bring you greater business opportunities. You should always try to keep in touch will the contacts you have developed.

You should help people in your network. This would not only bring you goodwill but also business. If a person has a product to sell, giving him the contact number of a person who needs the product will help you in the long run.

You should identify ways and means to improve your networking. You should view networking and relationship building as a continuous process. Networking aids the growth of your business and expands your horizon. It would aid you in creating new products and expanding your knowledge.

If you are a professional you should seek new ideas and pastures that would help you to grow. If you are attending a networking meeting, be well prepared. Think in advance as to what kind of people you are going to interact with. When you meet people, you find out what their requirements are and whether you can fulfill them.

**Question for this issue: Is there an inappropriate time to “smooze/network” with your vendors?  
If so, explain....Are there different standards regarding this for the purchasing  
professional vs. department personnel?**

**Send responses (do not exceed 100 words) to: paul.barb@co.olmsted.mn.us.**

**Answers (with names) will be published in the next issue of the NorthStar.**

# MN NIGP Board Meeting Minutes ..... April 14, 2010

MEETING CALLED BY	President, Rose Hanson called the meeting to order 12:00 noon										
TYPE OF MEETING	Board Meeting										
NOTE TAKER	Andrea Bolstad										
ATTENDEES	Rose Hanson, Andrea Bolstad, Jerri DesJarlait, Bev Rausch, Barb Paul, Deb Palmer, Bob Ledebuhr, Jody Jacoby										
COMMITTEE REPORT	DISCUSSION	PERSON RESPONSIBLE	ACTION								
Secretary Report	<p>Andrea handed out the approved February Board minutes.</p> <p>The February Board Minutes were approved thru an email vote on February 19, 2010 with changes to the Minutes. Final Minutes were in our March/April Newsletter.</p>	Andrea Bolstad	No formal vote taken. Email vote, see Discussion								
Treasurers' Report	<p>WELCOME Jody to her First Board meeting as our new Treasurer.</p> <p>Jody Jacoby handed out the Report: She didn't have all the information yet, she will send an email with the updated information and we will take an on-line vote. She will check the PO box for any mail.</p> <p>Barb will changed the Membership form to say PO Box address</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Checking Account Balance</td> <td style="text-align: right;">\$14,032.70</td> </tr> <tr> <td>Ending Balance:</td> <td style="text-align: right;"><b>\$14,032.70</b></td> </tr> <tr> <td><b>COD:</b></td> <td style="text-align: right;"><b>\$9,101.97</b></td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>\$23,134.67</b></td> </tr> </table>	Checking Account Balance	\$14,032.70	Ending Balance:	<b>\$14,032.70</b>	<b>COD:</b>	<b>\$9,101.97</b>	<b>TOTAL:</b>	<b>\$23,134.67</b>	Jody Jacoby	No formal vote taken. See Discussion
Checking Account Balance	\$14,032.70										
Ending Balance:	<b>\$14,032.70</b>										
<b>COD:</b>	<b>\$9,101.97</b>										
<b>TOTAL:</b>	<b>\$23,134.67</b>										
Membership	<p>Bob presented a draft of our membership list for 2010. There are 102 paid members. He is updating this list, sending emails to those that were members in past years, but haven't registered yet.</p> <p>He presented a list of National members from Minnesota. He will email those that are national members, but not Minnesota chapter members.</p> <p>Jody will check on MN Transit on becoming MN Chapter members.</p> <p>Bob presented a CPV member list. He is working on getting email addresses for them. He will go thru the list to determine which agencies to send a request to join our chapter. He will focus on local agencies and not Non-Profits. He will email us the list to see if we all agree.</p>	Bob Ledebuhr	No formal votes were taken on membership items.								
Governance	Jerri had nothing new to report for Governance	Jerri DesJarlait	No formal votes were taken on Governance items.								
Nominations	<p>Barb handed out an updated Application form for Procurement Professional and Purchasing Manager of the Year Awards and updated Award Criteria. It will be a fillable form.</p> <p>Vote was taken to accept changes</p>	Barb Paul	Bob made the motion to accept the changes to the application, Deb 2 <sup>nd</sup> . APPROVED.								

# MN NIGP Board Meeting Minutes ..... con't

Nominations Con't.	Barb will come to a future Board meeting with changes to the application and criteria for the Richard Slivik Award and the Distinguished Member award. We will wait for all changes before we present to the members and post on our web-site	Barb Paul	Bob made the motion to accept the changes to the application, Deb 2 <sup>nd</sup> . APPROVED.
Education	<p>Bev reported that as of today we did not have the eight (8) people required to host the Sourcing in Public Sector class scheduled for May 2010. If we don't have the eight attendees the chapter is responsible to pay the different. After Discussion a vote was taken to cancel this class. Bev will notify National of the cancellation. She will also send a letter/email to those that had registered sending an apology from the Chapter.</p> <p>There was discussion on Webinars. 16 people from the City of Bloomington are participating in the Spec writing Webinar. You do not need to pay for everyone who participates in the webinar, however only the person registered and paid will receive credit for attending the class. National is recognizing the need to hold more webinars because of budgets.</p> <p>Bev will create an article for our March/April newsletter about possible webinars. She will also hand out this information at our May chapter Meeting.</p>	Bev Rausch	Deb made a motion to cancel the class. Jody 2 <sup>nd</sup> . APPROVED
Program	<p>Rose Reported that the May 21st Chapter meeting will be held at the City of Bloomington. The Program title was changed to Open Forum on WSCA. Because we are technically not buying off WSCA, we are buying off WSCA contracts that have been made into State Contracts.</p> <p>Bev tried to get video conferencing, but the city isn't quite there yet. She will check into possible teleconference or webinar</p> <p>Jody will check on video conferencing for the November meeting at Met Council</p>	Rose Hanson	No formal votes were taken on Program
Fall Conference	<p>Deb reported that an agreement was made with the Radisson harbor Inn in Duluth. She was able to get a commitment for \$89.00 for anyone who wanted to stay for the weekend. She passed out the Conference Logo design created by Barb Paul. Barb and Deb are working on a Murder Mystery. There was some discussion on speakers. She will send out an email to the Fall Conference Members for opinions on speakers. We need to get the speakers finalized soon. The brochure needs to go out next month.</p> <p>Deb is concerned about the cost of the conference and how much we have budgeted. After discussions on funding, it was decided to raise the conference fee by \$25.00 a vote was taken and approved. The Conference</p>	Deb Palmer	Andrea made motion to raise the cost of the conference by \$25.00. Jerri 2 <sup>nd</sup> . APPROVED
New Business	Deadline for the Newsletter articles is a week from Friday	Various	
<b>ACTION ITEMS</b>			
Jerri made a motion to adjourn the meeting, Bev Rausch 2 <sup>nd</sup> , APPROVED Meeting Adjourned 2:10p.m.			

# Finance Report .....Jody Jacoby

Checking Account Balance (3/12/10)	\$14,032.70
Income (3/12/10– 4/14/10)	\$0.00
Expenses (3/12/10– 4/14/10)	\$0.00
Ending Balance	<b>\$14,032.70</b>
Cert. of Deposit	<b><u>\$9,101.97</u></b>
Total	<b>\$23,134.67</b>

MN-NIGP	2010 Budget Year April 14 2010	2010 Budgeted Income	2010 Budgeted Expenses	2010 Year to Date Income	2010 Year to Date Expenses
101100	Membership	5,000.00		4,535.00	
101200	Interest	75.00		5.32	
101300	Seminars	1,500.00		72.00	
101400	Fall Conference	7,000.00		0.00	
101450	Fund Raiser	0.00		0.00	
101500	Miscellaneous	0.00		625.00	
102100	Chapter Meetings		750.00		944.48
102110	Speaker Fees		750.00		0.00
102120	Guest Meals		25.00		0.00
102200	Board Meetings		350.00		67.70
102250	National Forum		675.00		369.80
102300	Seminars		260.00		0.00
102400	Newsletter/Directory		1,200.00		200.00
102450	Website		270.00		39.90
102500	Postage		100.00		0.00
102550	Office Supplies		100.00		43.87
102600	Nat'l Dues/Insurance		650.00		0.00
102700	Awards		300.00		0.00
102750	Ed. Reimbursement		670.00		0.00
102800	Fall Conference		10,000.00		0.00
102850	Donations		0.00		0.00
102870	Fund Raiser		0.00		0.00
102900	Miscellaneous		100.00		0.00
	<b>Totals</b>	<b><u>13,575.00</u></b>	<b><u>16,200.00</u></b>	<b><u>5,237.32</u></b>	<b><u>1,665.76</u></b>
			<b><u>(2,625.00)</u></b>		<b><u>3571.56</u></b>



# MN NIGP Chapter Meeting

Friday, May 21, 2010

Bloomington Civic Plaza,

1800 West Old Shakopee Road,

Bloomington, MN 55431

## Agenda

9:00 –9:15 Meet & Greet/Refreshments

9:15-9:30 Ice Breaker

9:30—10:00 Business Meeting:

### Reports

Secretary — Andrea Bolstad

Treasurer's— Jody Jacoby

Membership — Bob Ledebuhr

Governance — Jerri DesJarlait

Nominations — Barb Paul

Education — Bev Rausch

Program—Rose Hanson

Fall Conference — Deb Palmer

Old Business

New Business

10:00—Noon Program: “***Open Forum on WSCA/State Contracts***”

**Pre-register by May 17th at:**

**<http://www.mnnigp.org/preregistrationfeedback.htm>**

**The Fall Conference committee will convene  
after the chapter meeting is adjourned!**

The building is located just west of 35W off the 98th Street exit. The meeting will be in the Haeg Conference Room which is located on the second floor on the south end of the building by the Police Department. Parking is available on both the east and west sides of the building. Directions are available on the City's website at [www.ci.bloomington.mn.us](http://www.ci.bloomington.mn.us). Under the City Facilities tab there is a drop down link for addresses and maps. There also is a link to "Google Maps" for additional directions.



## A Note from the Captain:

Please put the following date and location on your calendar for the MN NIGP Fall Conference:

September 16-17, 2010

Duluth Minnesota



### MN NIGP FALL CONFERENCE – BLAST INTO THE FUTURE

#### “IMPORTANT MESSAGE FROM MISSION CONTROL”

Please mark your orbital calendars and plan to join us as we “BLAST INTO THE FUTURE”, in the “Duluth Galaxy” on September 16<sup>th</sup> and 17<sup>th</sup> at the Radisson Hotel Harborview.

Trust me; you don't want to miss this once in a lifetime opportunity. We'll circle the globe in search of terrific learning & networking opportunities and fabulous fun! Our mission will be to learn and develop the skills needed to be a “Procurement Professional” in the 21<sup>st</sup> Century.

There are rumblings out in the galaxy that a “Murder Mystery” is being planned. Mission Control has also been successful in “beaming up”, Robin Getman as a speaker. She's FANTASTIC and absolutely “out of this world”! Visit her galaxy website at [www.robingetman.com](http://www.robingetman.com) and be sure to check out her 3 minute video to see the fun that is in store for you.

For those space travelers who would like to enjoy the “Duluth Galaxy” for the weekend, Mission Control has secured a best in the galaxy weekend lodging rate at the Radisson of \$89/night plus taxes. For those space travelers who would like to arrive on Wednesday, the rate will be \$72/night plus taxes. There is plenty of “spaceship” parking.

The Mission Control Fall Conference crew has been hard at work planning a spectacular Fall Conference as we journey through space. We are in the process of securing additional speakers and finalizing the conference brochure. Stand by for more information to be “beamed” out to you shortly. This is Deb Palmer, your 2010 Fall Conference Captain signing off until we meet again in the vast unknown...



# MN NIGP 2010 Schedule



Date	Board Meeting	General Meeting	Seminar/ Certification Program	Training/Program Sessions	Location
May 21		X			City of Bloomington
June 9	X				Red Wing
July 16		X		Best Value Methods	Rochester
August 11	X				Red Wing
August 12-17				NIGP Annual Forum	San Antonio, TX
September 16-17				Fall Conference	Duluth
October 6	X				Red Wing
October 27-29			X	Developing & Managing RFP's	Metro Airports Commission
November 5				Electronic Procurement an Open Forum.	Metropolitan Council
December 8	X				Red Wing

## Education Report .....Bev Rausch

It was with great regret that the Sourcing in the Public Sector seminar that was scheduled for May 12-14 had to be cancelled due to lack of registrations.

Many of our members are struggling to find the funds and time for off-site seminars or training due to budget cut-backs and staff reductions. In an effort to address these challenges, National NIGP is offering two new series of Webinars that allow you to attend training without leaving your office.

The Webinars are approximately 90 minutes in length and include 60 to 70 minutes of training followed by time for Q&A. They are scheduled from 12:00pm to 1:30pm. The cost for each Webinar is \$75.00 for members or \$105.00 for non-members. All you need to attend is an internet connection and a telephone. Upcoming Webinars include the following:

**Specifications Series**

- May 4<sup>th</sup> – Writing Specifications that Result in Competition
- May 18<sup>th</sup> – Using Resources to Develop Specifications

**Request for Proposal Series**

- May 6<sup>th</sup> – RFP Evaluation Criteria
- May 25<sup>th</sup> – How to Write a Statement/Scope of Work
- June 16<sup>th</sup> – RFPs for Construction & A/E Services
- June 21<sup>st</sup> – Negotiation the Contract: Getting to Yes

More information on these Webinars including a detailed description, how to register, and equipment requirements is available at [www.nigp.org](http://www.nigp.org). Under “Professional Development” select Webinar. The deadline for registration is usually two days prior to the webinar.

# MINNESOTA NIGP PRESENTS...



**Developing and Managing RFP's**  
**Date: October 27-29, 2010**  
**Location: Metro Airports Commission**  
**6040 28<sup>th</sup> Ave South, Minneapolis MN**

**Contact Hours: 24 hours**

**UPPCC Re-Certification Points: 3**

**Instructor: Mr. Ronald L. King, CPPO, VCO, CPPB**

### **Objectives:**

Upon successful completion of this course participants will be able to:

- Describe the RFP planning and development process
- Describe RFP team roles and responsibilities
- Identify and describe the different types of evaluation methodologies and their associated application
- Describe proposal handling processes
- Define and describe the concept of the RFP negotiation process
- Identify and describe how to manage post award issues in accordance with the commonly accepted practices of the profession.

### **Course Outline:**

The following is an outline of the material that will be covered in this three-day course. Practical examples, group exercises and case studies will be utilized during the entire course.

#### **Day One**

- Pre-test
- Planning for the RFP – Part One
- RFP Document Development

#### **Day Two**

- RFP Document Development – Part Two
- Handling Procedures
- Evaluation Process and Methodology

#### **Day Three**

- Negotiations
- Terms and Conditions
- Completing the Process
  - Review
  - Post Test

This outline may be modified slightly at the course instructor's discretion.

Registration Fee: (New 2010 Fees)

Register 60 or more days prior: NIGP members pay \$550; Non-members pay \$725

Register 59-30 days prior: NIGP members pay \$575; Non-members \$750

Register 14-29 days prior: NIGP members pay \$625; Non-members \$800.

**To Register** Visit: [www.nigp.org](http://www.nigp.org) **Download Registration Form** from the NIGP Seminar Schedule and Fax Registration to 703.736.9639 Attn: Patrice Freeman.

**To Register Online** please go to the NIGP Seminar Schedule and find your seminar. Click the register here link. At the end of the registration process you will be asked for a credit card or P.O., so please have your information ready.

**MN NIGP Seminar Coordinator:** Bev Rausch, CPPB; Phone: 952-563-8795  
or email: [brausch@ci.bloomington.mn.us](mailto:brausch@ci.bloomington.mn.us)

**For questions regarding registration**, please contact Patrice Freeman at the NIGP national office, email: [registrationinfo@nigp.org](mailto:registrationinfo@nigp.org) or call: 1.800.367.6447 ext. 276.



**MINNESOTA CHAPTER  
OF THE NATIONAL INSTITUTE OF  
GOVERNMENTAL PURCHASING**



**INVOICE/APPLICATION  
2010**

Dues:  Individual - \$60  Agency - \$60 (per individual for first four; \$25 per individual thereafter)

Name of Applicant: \_\_\_\_\_ Certification \_\_\_\_\_

Certificate No. \_\_\_\_\_ Original Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name of Agency: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Name of Department: \_\_\_\_\_ Address of Agency: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code (9 digit) \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Internet Address: \_\_\_\_\_

Type of Application: New-Individual  Renewal-Individual  New-Agency  Renewal-Agency

Member Status: MN Chapter Member  since \_\_\_\_\_ National Member  since \_\_\_\_\_

National Membership Number \_\_\_\_\_ since \_\_\_\_\_

Notes: \_\_\_\_\_

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Make checks payable to  
Minnesota Chapter of NIGP  
Submit application form and check to:  
Minnesota Chapter NIGP  
% Metropolitan Council  
Attn: Jody Jacoby  
390 North Robert Street  
St. Paul, MN 55101-1805

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MN-Chapter Federal Tax ID Number (TIN) is 41-1981156

Membership applications are due January 31, 2010



NorthStar News  
151 4th St. SE  
Rochester, MN 55904

**MN Chapter of  
NIGP  
(National Institute  
of Governmental  
Purchasing )**

*We're on the Web:*  
[www.mnnigp.org](http://www.mnnigp.org)

*"The best way to have a good idea  
is to have lots of ideas."*  
-Linus Pauling

## Chapter Awards

### **2009 Buyer of the Year: Mark Evangelist, CPPB**

As a 30 year employee of the City of Saint Paul, Mark has worked in the Contract and Analysis Division (CAS) as a Procurement Specialist for the past 18 years. Mark has been a member of both local and national NIGP Chapters for 20 years as his previous position as Storeroom Supervisor involved writing specification and ordering material for the Traffic Division and have held the C.P.P.B. certification for 18 years. He has been nominated Buyer of the Year 3 times. One of his major accomplishments was writing a contract for the annual purchase of gasoline and diesel Fuels at fixed pricing. Under this contract, City of Saint Paul and Ramsey County Departments have saved approximately \$2,400,000 over the past six years. The many smaller communities were able to take advantage of this bid pricing. Mark is also responsible for purchasing of all vehicles including paramedic vans, fire trucks, squad cars and trucks, heavy equipment, elevator services, electrician service, equipment rental with operator, tools, turf maintenance equipment, golf course & arena equipment, snow and material handling, road salt, athletic equipment, hardware, traffic signals & lighting, demolitions, signs, exercise and playground equipment and all types of transportation, etc.



## Board of Directors

**President**  
**Rose Hanson, CPPB**  
City of Red Wing  
229 Tyler Rd. N.  
Red Wing, MN 55066-1826  
651-385-3674

**Vice President**  
**Deb Palmer, CPPB**  
Olmsted County  
2122 Campus Dr. SE  
Rochester, MN 55904-4744  
507-328-7085

**Secretary**  
**Andrea Bolstad**  
Metro Airports Commission  
6040 28th Ave. S  
Mpls., MN 55450-2799  
612-726-8163

**Treasurer**  
**Jody Jacoby**  
390 North Robert Street  
St. Paul, MN 55101-1805  
651-602-1144

**Past President**  
**Mike Scanlan, CPPO  
(Retired)**

**Board Members**  
**Jerri Deslarlait**  
MN Dept of Health  
1645 Energy Park Drive  
St. Paul, MN 55108  
651-917-4861

**Bob Ledebuhr, C.P.M.**  
Rochester Public Utilities  
4000 East River Rd NE  
Rochester, MN 55906-2813  
507-280-1674

**Beverly Rausch, CPPB**  
City of Bloomington  
1800 W Old Shakopee Rd  
Bloomington, MN 55431-3027  
952-563-8795

**Barb Paul**  
Olmsted County  
151 4th St. SE  
Rochester, MN 55904  
507-328-7695

### **"3 Rules of Work"**

- Out of clutter, find simplicity
  - From discord, find harmony
  - In the middle of difficulty, find opportunity"
- Albert Einstein

### **2009 Purchasing Manager of the Year: Mickey Gutzmann, Manager, Contracts and Procurement at the Metropolitan Council**

She was nominated for always supporting and empowering staff to think critically, document the process and evaluate the process product and our purchasing role. Customers don't always like change or being told no, however, relationships, procedure and tact make the message clear. This is a tough job.

She strongly encourages contract staff to attend at least three NIGP courses or webinars each calendar year. Training is also tied to staff's performance documents and review. Mickey is always looking for constants ways/tragedies to maximize efficiency and streamlining them while following company policy and procedure. Mickey is a strong leader, talking-the-talk and walking-the-walk. Recently saved the Met Council a lot of money and time; moving toward electronic solicitations. This was a big change that had



incredible rewards for the company and customers. Staff are members of MN Chapter and she encourages staff to attend training and becoming certified. She herself, is looking to become more involved valuable to profession and working toward certification.

Congratulations are extended to both of our award winners and look forward to their continued involvement in our chapter.