



NAPSM Buy *Liner*

A monthly publication of the Nevada Association of Purchasing and Supply Management, Inc.

May 2005

Upcoming Events

May

8-11 – ISM Conference
San Antonio, TX

19 – Las Vegas Area Seminar
“Contract Writing & Negotiation:
From Preparing The RFP to Closing
the Deal”

25 – Capital Area Luncheon Meeting
“Public Purchasing and the 2005
Nevada Legislature”

June

19 – Las Vegas Area Luncheon

23-24 – ISM Seminar “Contract Writing
for Purchasing and Supply
Management

29 – Capital Area Luncheon Meeting

July

19 – Las Vegas Area
Luncheon/Seminar

27 – Capital Area Luncheon Meeting

29-30 - ISM Leadership Training
Workshop

Check out the details for all
events at:

www.napsm.org

www.napsm.org

www.napsm.org

Think Service

Think Value

Think NAPSM

NAPSM Seminar

“Contract Writing and Negotiation:

From Preparing the RFP to Closing the Deal”

Proper drafting and negotiating contracts are crucial to managing risks and protecting your company’s bottom line. This seminar provides supply managers with a comprehensive approach to contract writing and will provide an in-depth understanding of key contract terms and conditions to address in contract development and negotiation.

We will address drafting the Bid Documents, Scope Issues, Specifications, Negotiating Scope and Key Contract Terms, Contract Rights; Liabilities; and recommended contract language to insure supplier performance. The Seminar also includes interactive exercises including crucial risk identification, drafting the RFP and mock negotiation. Handouts include a detailed checklist for use in preparing Bid Documents, Scope and Key Terms and Conditions. You are encouraged to bring your own contracts, clauses, and/or purchase orders for additional discussion.

Location: Nevada Power Company,
6226 W. Sahara, Las Vegas, Wengert room

When: Thursday, May 19, 2005

Time: 8:00 pm – 5:00 pm

Fee: NAPSM Members: \$120

Non Members: \$150

(Fee includes Seminar, Materials)

For more information, see the flyer at www.napsm.org

NAPSM - CAPITOL AREA Luncheon Meeting

“Public Purchasing and the 2005 Nevada Legislature.”

Jim Keenan, Purchasing Director, Douglas County and Lobbyist for the Nevada Public Purchasing Study Commission (N.P.P.S.C.).

Wednesday, May 25, 2005 11:30 a.m.

Silver Club, Sparks, Nevada Anna Marie’s Restaurante (1st floor)

Lunch: \$ 15.00 with RSVP \$ 18.00 w/o

RSVP online at www.napsm.org

Receive 1 hour Educational Credit by attending this program.

Renew Today!

Membership Invoices!

Each of you should have received your membership invoice from ISM via the mail within the past few weeks. This will be the only mailed copy you will receive. Please pay your invoice directly to ISM from this invoice. The due date for payment is June 1st. If payment is not received prior to June 1st, your membership will be deleted. You may reinstate your membership, however, a reinstatement fee will be assessed after 6 months. Renew Today!

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RETIREMENT:

Long time member and supporter, **Frank Rothwell, C.P.M.** retired as the Director of Purchasing from the City of Sparks, Nevada, on April 1, 2005, after 28 and 1/2 years of service. Frank's familiar presence in the public purchasing arena of Northern Nevada will be missed, but we all wish him well in retirement!

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**CONGRADULATIONS
NEWLY ACCREDITED**

Mark Logan, C.P.M., A.P.P.

PREZ SEZ

by Yolanda C. Jones, C.P.M.

Members,

It is that time of year again, elections for the NAPSM Board of Directors. The 2-year term for 6 of the 12 Directors expires this year and we are looking for NAPSM members who are interested in serving on the Board of Directors for a 2-year term. We really need someone from the Elko/Battle Mountain/Winnemucca area!

Responsibility: Attend 10-12 board meetings each year. The Board meetings are held every 4-6 weeks in a location in Las Vegas, generally on a Monday evening beginning about 5:30 pm. Most meetings last 2 hrs or less. Now don't think that just because you don't live in Las Vegas you are not eligible to participate. We have an open conference line for each meeting so board members in the rest of Nevada can participate.

You may be asked to serve as an officer or committee chair. The Board of Directors will elect Officers (Pres, VP, Sec, Treas) and appoint Committee Chairs at the May board meeting. You don't have to be a Board member to serve as a committee chair, however, only Board members can be elected to an Officer position.

You will be required to attend the ISM Affiliate Leadership Training Workshop in Las Vegas on July 29th and 30th. NAPSM will pay for your expenses to attend. You will be required to work with a fun-loving, hard-working group of supply management professionals to further grow and develop the PREMIER ISM affiliate in the U.S.

Are you interested? Contact Yoli Jones yolandaj@co.clark.nv.us or Jim Haining jhaining@napsm.org by next Monday, May 2nd. Self-nominations are encouraged. Elections will be held the 2nd week in May.

Thanks, **Yoli**

As always, if you have any comments or ideas, please feel free to give me a call at 455.4427 or e-mail at yolandaj@co.clark.nv.us.

C.P.M./A.P.P. Study Session Requirements

- Must be an active member in good standing with the affiliate NAPSM.
- Participants will be charged \$200 for the C.P.M. Certification Study Course. This cost provides the member with vouchers to attend module 1, 2, 3 & 4 study sessions, for a total of 16 hours of instruction per module. Those participants seeking their A.P.P. Certifications will be charged a fee of \$100 for Modules 1 & 2 only. If the participant decides to continue on to receive their C.P.M. and would like to attend Modules 3 & 4, the cost will be an additional \$100. If a participant wishes to attend only one session a \$50 fee will be assessed for each module session.
- All fees are non-refundable.
- If a member attends all sessions for a module study class and does not pass the module exam, a fee will not be assessed should they decide to attend the same module study session. If a member does not attend all study sessions a \$50 fee will be charged for each module the participant wishes to re-take.
- If a member pays for a study session, attends all classes and does not take an exam and wishes to re-take a module study session no fee will be assessed. However, should the participant wish to re-take the study sessions for a third time and has not taken the exam, the above stated number two will apply.
- Maximum of 12 attendees per class.
 - This is based on first come basis.
 - The determining factor will be who has paid the study session fees and has completed the Scholarship Application.
- Participants are required to purchase the C.P.M. Study Guide and Diagnostic Kits 1 & 2. Optional is the book World Class Supply Management by Burt, Dobler & Starling, however this is strongly recommended.

* If session participants wish to plan and perform a fundraiser, the funds from the activity will be used to supplement the remaining %50 cost of the exams. Please note: only active participants in the fundraiser will qualify for the additional supplement. Additionally, the supplement is only available to those who receive a "Pass" score on the exam.

Facilitator contact information:
Kimberly Lukasiak
Email: Kimberly.Lukasiak@swgas.com
Fax: 702-740-9333

Hospitality Workshop Update

The Business Plan for the proposed Hospitality Workshop was reviewed at the 4/11/05 Board Meeting and we decided to postpone the workshop for a Fall 2005 or later scheduling date. The reasons behind the postponement include both a timing issue and a lack of volunteers.

The timing issue was critical since we need sufficient planning and scheduling time, which had dwindled to less than 2 months at the time of the business presentation. We will continue to ask for volunteers to chair this area and/or provide input to our goal of providing educational resources for the Hospitality Purchasing and Supply Management Professionals. We want to target both local and national hospitality professionals in all areas: food & beverage, casino, hotel & conventions, etc.

Scholarship Opportunities

In each issue of the Buyliner you'll find a Calendar of Events, if you see a seminar that interests you apply for a scholarship. You can apply for a scholarship to any of the seminars – satellite, local or sponsored by ISM!

Remember: Deadline for applications is 2 weeks prior to the seminar!

Satellite Seminars – Scholarship allows you to attend at no cost! Because these are recorded earlier, there is no on-site coordination required.

We also have Scholarship Opportunities for several upcoming ISM sponsored Seminars and we are looking for volunteers to act as Onsite Coordinators. Go to the Calendar and click on the seminar for a detailed description of the Seminar. Your duties as the Onsite Coordinator will be to check in all attendees, distribute materials, help the instructor as requested and be there to do anything else that needs to be done. For this you get to attend the seminar free of charge (Lodging, transportation not included). You will need to be there for the full day(s), so be sure to get your management's approval to attend before applying.

June 23 - 24 "Contract Writing for Purchasing and Supply Management" - 2 day seminar

September 19 - 21 "Best Practices in Procurement" - 3 day seminar

November 14 - 15 "Capital Equipment Purchasing" - 2 day seminar

December 8 - 9 "Legal Considerations of Software Licensing" - 2 day seminar

The above seminars are all being held at the Embassy Suites Hotel, 4315 Swenson St, Las Vegas, NV. We need 1 volunteer for each seminar.

Scholarships will be awarded to the applicant(s) best meeting the criteria outlined below. The criteria are listed in order of precedence. In case of ties, the award will be made to the earliest received application.

1. Must be an active member in good standing with NAPSM and submit a complete and accurate application prior to the deadline. Chair may extend any deadline if necessary.
2. Attend more than half of the NAPSM affiliate activities in the prior 12 months or since becoming a member, whichever period is shorter.
3. Serve as an active member of a committee.
4. Be an active volunteer or participant in NAPSM activities, programs and/or events.

If interested, please complete the application found online at www.napasm.org. It will be sent directly to the Scholarship Chairperson. The Scholarship Chairperson and Executive Committee will review all applications and make the final decisions. All applicants will be notified if they were Approved or Denied the scholarship. Thanks!

Mission

The purpose of Nevada Association of Purchasing and Supply Management is to educate, develop and advance the purchasing and supply management profession



ISM's 90th Annual International Supply Management Conference and Educational Exhibit

**Henry B. Gonzalez Convention Center, San Antonio, TX
May 8 to May 11, 2005**

A Year's Worth of Insight in Just Four Days

Practical solutions

World-class strategies

Best practices

Management trends

Real-world case studies

Continuing Education Hours (CEHs)

Powerful Keynotes

Over 100 workshops

Economic Outlook

New Approaches

Every legacy starts with **inspiration, ideas and implementation.**

What better way to describe the benefits of attending ISM's 90th Annual International Supply Management Conference and Educational Exhibit. With over 100 workshop sessions and 2,000 supply professionals on hand; you'll reap the benefits of Texas-size knowledge and best practices. Each session comes complete with success stories, tools and practical solutions. Turn your biggest challenges into minor bumps when you learn from the experts, the pioneers and your fellow practitioners.

Got News?

Contact

Cynthia McGee (Capitol Area)

mmcmcgee@mtrose.net

Carol Poindexter (Las Vegas Area)

cpoindexter@interact.ccsd.net

Note: Articles for the June newsletter are due May 26th.