



# Georgia Chapter of NIGP

## National Institute of Governmental Purchasing

P.O. Box 450503 • Atlanta, Georgia 30345-0503

(404) 315-9658

# BUY WORDS

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Marietta, (404)628-7469

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Leroy Morgan, Jr.  
Atlanta(404)756-4856

Program:  
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Atlanta (404)656-7800

Public Relations:  
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Rome (706)236-4410

Research & Library:  
Gwendolyn J. Carawell  
Atlanta (404)330-6208

NEWSLETTER, VOLUME 7, NUMBER 2

AUGUST, 1992

*President . . . Bob Thacker, CPPPO*

The year is passing at a rapid rate, here we are in August already. It seems like we barely finished the '92 Expo and we are already setting up for 1993. The team leaders are in place and exciting things are happening. So please get involved, we need you!

The National Convention was super this year and if you missed it, you missed a treat. There were some very good classes and a lot of peer to peer information exchanged. The major themes were "How To Do More With Less" or "How To Survive The Economic Crunch". The answer is to keep on doing what you do best. . . save your government money. It seems, as purchasers, we are being moved more into the spotlight each day because of the budget restraints that all governments are experiencing. One word of encouragement. . . use this opportunity to "Shine". It is our opportunity to show how valuable we really are.

Our next meeting is in Columbus in September. Hope to see you there.

*Vice President . . . Debbie Osborne, CPPB*

The NIGP 47th Annual Conference & Products Expo held in Nashville was an exciting and educational event. The Tennessee Chapter did an exceptional job in showing everybody what "Southern Hospitality" is all about! I especially enjoyed the Breakfast Sessions and the workshops that I attended were very informative and well organized.

Attending the National Conference has stirred my excitement for the Georgia Chapter of NIGP 1993 Conference and Products Expo to be held March 23 - 24, at the Georgia World Congress Center. A lot of plans and preparations have already begun to ensure that this Conference and Expo is the best yet! I am very proud to be serving as Vice Chairperson on the Conference Committee. At this time I would like to introduce and thank the following individuals who have accepted the Conference Sub-Committee appointments as follows:

Attendees - Garland Anderson  
Purchasing Agent  
City of Marietta  
(404) 528-0580



Seminars - Barbara "Bobbi" Ogletree, CPPO  
Buyer III  
Southern College of Technology  
(404) 528-4769

Entertainment - Jack Millet, Jr., CPPO  
Director of Purchasing  
City of Roswell  
(404) 641-3975

Meals & Decor - Pat Kirkpatrick  
Purchasing Agent  
Ga. World Congress Center  
(404) 656-7818

Should any of you desire to help out in any of the areas above, please contact me at (404) 528-8417 or contact the appropriate sub-committee individuals.

Hope to see you all in Columbus next month, September 25 & 26, 1992!

**Executive Director...Nyra Richardson, CPPO**

The 47th NIGP Annual Conference and Products Exposition in Nashville, August 1-5, 1992, had the largest delegate attendance in the history of the event, 720! There were 33 delegates from Georgia.

President Thacker represented the Chapter at the Conference by participating in the Chapter Presidents Breakfast Session, the Chapter Relations Committee, the Chapter Rap Session, and other educational seminars.

Your Executive Director is a Member of several NIGP Committees and attended those at Conference, and served on a panel for the NIGP Chapter Officers Guidelines Workshop.

It was a very successful conference. One really is impressed by the professional manner in which the Conference is conducted. You experience the feeling of just how large our government purchasing profession is. If anyone is interested in learning more about the Conference and future conferences, contact me and information will be provided.

Quite a number of inquiries are made to the Chapter Office and are followed up. However, I need your help with a recent one. Does anyone have a policy on "purchasing from a broker"? There was the request for putting the person in touch with anyone in the Chapter who may have a policy on this. For example: Do you get bids from a broker as well as suppliers? If you have such a policy, please let me know.

Look for the Minutes of the July 17 Chapter Meeting in with this newsletter.

Hope to see everyone at the Chapter Meeting in Columbus/Callaway Gardens, September 25-26.

**Past President...Bob Sharpless, CPPO**

The 47th NIGP Annual Conference and Products Exposition is now history. Georgia Chapter can be proud of the fact that 25 of its members attended this great event . . . including President Thacker, Vice President Osborne, and Executive Director Richardson.

For the information of our members who are not aware, the Institute has a new Executive Vice President as of July 1, 1992. . . James E. Brinkman, CPPO. Jim held purchasing positions in the private sector for 16 years, and for nine years served as Director of Purchasing & Printing for the State of South Dakota. He replaced Robin Zee, CPPO, who retired the end of June.

Your Board of Directors has established, as a new standing committee of the Chapter, the Conference and Products Expo Committee. The Board also confirmed President Thacker's appointment of me as the Chairman of this committee. The purpose of the committee is to plan, organize and conduct the annual Georgia Governmental Purchasing Conference and Products Exposition, (GGPCPE). The committee consists of :

Debbie Osborne, CPPO - Vice Chairman, Conference  
Nyra Richardson, CPPO - Vice Chairman, Administration  
George Price - Vice Chairman, Products Expo  
Evelyn Mason - Finance Officer  
Jim Askew, CPPO - Secretary

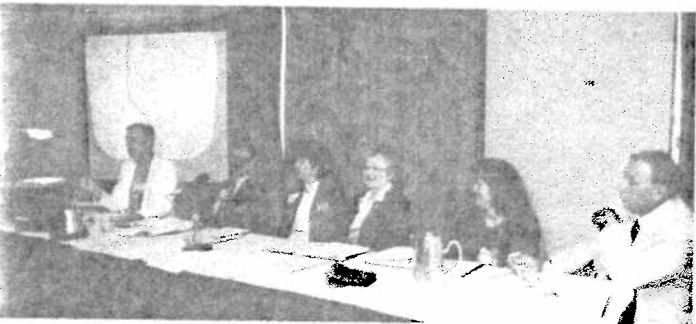
Two meetings have already been held, with more planned, in preparation for the 1993 GGPCPE to be held at the Georgia World Congress Center in Atlanta, March 23-24, 1993. If you are asked to serve on this committee, please say "yes". This is a major undertaking and many Chapter members will be needed in order to insure success.

Do not forget the next Chapter Meeting in Columbus September 25-26, 1992.

*Bob Sharpless, CPPO, of the NIGP Board of Directors and Chapter Member, gives the Committee report as Chairman of the Constitution, Bylaws & Resolutions Committee, at the NIGP Annual Conference, Nashville, TN*



*Nyra Richardson, CPPO, Executive Director of the Chapter, fourth from left, serves on the panel of the NIGP Chapter Officers Guidelines Workshop at NIGP Annual Conference*



*Rick Barr, President of the newly chartered Georgia Coastal Chapter of NIGP, and Bob Sharpless, CPPO, in discussion at the NIGP Annual Conference*



**Treasurer . . . Evelyn Mason**

(Due to the heavy workload of preparing budgets for the new Georgia Dome, Evelyn is unable to give a report at this time and sends her apology.)

**REPORTS FROM COMMITTEE CHAIRPERSONS:**

**Education & Certification . . . Bobbi Ogletree, CPPO**

Our seminars held in Rome, Georgia July 16-18, 1992 were excellent!! We had a total of 30 attendees, 13 for "General Public Purchasing" and 17 in "Public Purchasing & Materials Management" which netted our Chapter \$2,375.00. I hope those that attended benefited from their time spent and plan to continue on towards their certifications.

**Speaking of certifications. . . A special salute and CONGRATULATIONS to the following:**

- George Babcock - CPPB    Joe Lawson - CPPB
- Karen DiDomizio - CPPB    Jack Millet - CPPO
- Tina Edmondson - CPPB    Debra Ann Osborne - CPPB
- Larry King - CPPB    Dorothy Jane Owens - CPPB
- Deborah Wooten Watts - CPPB

Several members have asked about the "Trainer to Trainers" class offered by NIGP. We need 10 to 12 people to participate before NIGP will conduct this class for us. A requisite for taking this class is that you must have a CPPO or CPPB certification. We have six people on the list that want to take this class now. If any of you would be interested, please call me at (404) 528-7469 or GIST: 224-7469 and I will explain the requirements and add your name to our list.

We are going to hold our next seminars on December 10, 11 & 12. There will be a two day specialty course of "Inventory & Warehouse Management" and a three day seminar "Public Purchasing Management Part I". These classes will be held in Atlanta. On December 11th our Annual Chapter Meeting and Christmas Dinner will be held, so it will be a real good time to take in both events. You will be receiving further information in the mail concerning location and time.

I hope you all had a pleasant and happy Summer and hope to see you at our next chapter meeting.

Membership ... Leroy Morgan, Jr.

Special welcome to the following new members:

- Bracewell - City of Roswell Park Department
- Gene Gilner - Fulton County Government
- Lia Harrison - City of East Point
- John Hewett - Flint River Technical Institute
- Randolph - Gainesville Police Department
- Law Skelton - Walker Technical Institute
- George Tollison - Georgia College
- Willis - Abraham Baldwin College
- Johnny West - Pickens Technical Institute

Acquiring purchasing knowledge will be an asset to our organization.

The second Chapter Meeting held in Rome, Georgia in July was exciting. Due to the thunderstorm and heavy rain we were unable to take the riverboat ride, but were able to go on the trolley. Otherwise, the scenery in Rome was beautiful.

The third mailing to promote and increase membership went out August 17th. New membership and renewals are still slow. While attending the Membership Committee Meeting in Nashville at the National Conference, I learned that they are experiencing the same.

Please mark your calendar and plan to attend our next Chapter Meeting to be held in Columbus, Georgia in September. Hope to see you there!

*Members attending the previous Chapter meeting in Rome*



Program ... John Hitchcock

Thanks for a great turnout at our Rome meeting. We had a lot of fun and a productive meeting.

We are looking forward to another fine meeting in Columbus on September 25th and 26th. Hope to see you there!

*Emily Collier, CPPO, Instructor for NIGP Seminar, July 16-18, Rome*



*Ray Burnett, CPPO, Instructor for NIGP Seminar, July 16-18, Rome*



*Good meal & friendly discussion bring out the smiles on member's faces.*



Public Relations . . . Dianne Morgan, CPPB

Cooperation - - that 's what it took to publish the first newsletter for the Georgia Chapter NIGP and that is what it will take to publish future issues.

How well do you cooperate? Are you one of those people that must "have it your way" . . . depending on the situation? Cooperation can bring about success in a family, a friendship, a department , or an organization. Lack of cooperation produces frustration, hurt feelings, resentment, and failure.

Our organization needs input from all the members. I encourage you, if you are not already involved in our chapter, become involved! If you have something to comment on regarding our organization or profession, an article, picture, suggestion, job opening -- please send it to me. Our committee (and organization) will "cooperate" with you by printing it in our newsletter.

Cooperation -- new ideas, solutions, changes -- will benefit us all.

COOPERATION

Two tough old mules----say get this dope----  
We're tied together with a piece of rope.  
Said one to the other, "You come my way,  
While I take a nibble of that new-mown hay."  
"I won't" said the other. "You come with me--  
I have some hay over this way, 'you see."  
So they go nowhere, just pawed the dirt,  
Pulling each way---how that rope did hurt!  
Then faced they about, those stubborn mules,  
And, said, "We're acting just like human fools,  
Let's pull together---I'll go your way,  
Then you come with me, and we'll both eat hay."  
So they ate their hay, and liked it, too,  
And said, "Let's be comrades, good and true."  
As the sun went down, they were heard to bray,  
'Ah, this is the end of a perfect day!"



Congratulations to President Bob Thacker & his new wife, Linda!

the SPOTLIGHT is on . . .

by Faye L. Wilson, Library Purchasing Agent, North GA College

**\*\*\*New Members - Georgia Chapter NIGP - 1992\*\*\***

*City of Alpharetta*

*Barbara C. Durham, Purchasing Agent*

*City of Atlanta*

*Richard E. Change, Auto Sup. Officer Asst., Motor Transport*

*W. Tracy Glover, Auto. Sup. Manager, Motor Transport*

*Jan W. McIntyre, Deputy Director, Motor Transport*

*City of Cordele*

*Dub H. Lewis, Purchasing Director*

*City of East Point*

*Patricia A. Harrison, Inventory Control Specialist*

*City of Gainesville*

*Chrystal A. Little, Buyers Assistant*

*City of Manchester*

*Charlene T. Denure, Assistant Purchasing Agent*

*City of Roswell*

*Gary Bracewell, Supervisor of Admn. Serv., Rec. & Parks*

*Fulton County Government*

*Dawnene M. Gilner, Senior Buyer*

*Shelia C. Pierce, Purchasing Agent*

*Gwen B. Rennie, Deputy Director of Purchasing*

*Gwinnett County Government*

*Marilyn G. Burke, CPPB, Buyer II*

*Joyce Carver, Operations Manager*

*Rob M. Carter, Jr., Buyer*

*Betsy B. Clark, CPPB, Buyer II*

*Tony M. Cowan, CPPB, Buyer II*

*Juanita W. Dewberry, CPPB, Buyer II*

*Deb B. Green, CPPB, Senior Buyer*

*Deborah H. Greer, Buyer I*

*Debra L. Parmer, CPPB, Specifications Officer*

*Avolee Stewart, CPPB, Senior Specifications Officer*

*Bibb County Board of Commissioners*

*Katherine S. White, Assistant Buyer*

*Troup County Board of Commissioners  
Shirley Moore, Purchasing Technician*

*Fulton County Board of Education  
Belinda S. Graham, Purchasing Agent*

*Haralson County Board of Education  
Stan McCain, Business Manager*

*Gainesville Police Department  
A. Lynn Randolph, Purchasing Senior Secretary*

*Macon Water Authority  
Howard Drobos, Internal Auditor & Purchasing Agent*

*Georgia Board of Worker's Compensation  
E. Elaine Duffie, Procurement Officer*

*Georgia Ports Authority  
Dub. H. Rushing, Purchasing Agent*

*Georgia Secretary of State's Office  
Shed T. Champion, Agency Procurement Officer*

*Abraham Baldwin Agricultural College, Tifton  
Sarah L. Willis, Purchasing Agent*

*Flynt River Technical Institute, Thomaston  
Jo Ann Hewett, Purchasing Technician*

*Georgia College, Milledgeville  
G. Ed Tollison, Buyer I*

*Pickens Technical Institute, Jasper  
Tammy G. West, Accounting Technician*

*Walker Technical Institute, Rock Springs  
Andrew Skelton, Vice President of Admn. Serv.*

**APPLAUSE! APPLAUSE! APPLAUSE! APPLAUSE!**

*WELCOME TO OUR ORGANIZATION!  
WE ARE HAPPY TO HAVE YOU AS NEW MEMBERS  
AND LOOK FORWARD TO MEETING ALL OF YOU  
IN THE NEAR FUTURE.*

## **PURCHASING HEALTH**

### NEGOTIATION FOR A PHYSICIAN

by Gem Sulzer, Lanier Technical Institute

The old joke goes something like this: A man is standing in a used car lot, arguing last minute changes to a three week contract negotiation on the sports car he has longed for all his life. The salesman is unwilling to agree to an extended warranty unless his mechanic checks the engine one last time. Suddenly the man grasps his chest and steps back. "Well, alright," he agrees, "but let me borrow a phone book. I'm having a heart attack. Maybe I should decide on a doctor while I'm waiting."

Please, no bricks or stones! I forewarned you it was an old joke; and in poor taste! But the truth is more than 80% of people in the United States spend more time shopping for a car than they do for their physician. Mr. Tom Higgins, the founding editor of Healthweek, a journal for health-care managers, states "Most people make better informed decisions about buying a refrigerator than choosing a physician."

As Materials Control Managers and Purchasing Agents we use the skills of research and negotiation every day; they are the tools of our trade. But how often do we, knowledgeable as we are, think to use those same tools in our personal life? Obviously, not often enough. The time to shop for a physician is before an illness. Choosing someone to place in charge of your health should not be reserved for an emergency. Although it is true some individuals perform best under pressure this is seldom the case when it comes to fear and/or pain.

Research is the key. The same research techniques employed to place the best commercial washer and dryer unit in your physical plant can be utilized to place yourself in the hands of the best available physician. Begin by going beyond the phone book. The American Medical Directory, available in public libraries, lists all licensed U. S. physicians, and includes information on their medical backgrounds. The ABMS Compendium of Certified Medical Specialists, also available at many libraries, can tell you whether a physician is certified by a board recognized by the American Board of Medical Specialties.

But don't stop with books. Word-of-mouth is a very important research tool to use when the choice has been narrowed. Friends and co-workers are usually willing to offer their opinions, but the most reliable source is the nursing staff of the local hospitals. Friends and co-workers must base their opinions solely on a one or two occurrence knowledge; however nurses rarely gain or lose anything from recommending a particular physician and their knowledge is taken from a vast number of occurrences.

Interviewing is the next step. Many physicians now offer "Getting to Know Your Physician" visits free of charge, or at a minimal cost. Use this visit to interview your potential health guru with the same enthusiasm you had when you interviewed your last procurement clerk. Prepare a set of questions prior to entering the office; and ask them plainly and clearly. Be friendly. You are not trying to place the physician on the defensive, you are merely attempting to learn his or her educational and professional background as he or she will try to learn your medical history.

Some questions you may have might include past training, and how often the physician schedules up-to-date technical seminars. With the fast pace of medicine, well-trained doctors can end up giving second-rate care if they don't keep up. Recertification is required. Another question should concern on-call coverage during nights and weekends. A good doctor should be available for emergencies but remember, physicians are human too. They need sleep and vacations just as Material Control Managers and Purchasing Agents do. The back-up physician should be in the same specialty and located nearby.

Discuss the cost with the physician. Any medical clinic should have available, upon request, a listing of the cost for standard and routine tests. Compare this with others in the community. Cost should not differ greatly between one physician and the next; however, doctors with advanced training often demand higher fees for office visits. While this is understandable - after all a good Purchasing Agent also knows his or her own value - there should be little or no difference in the cost of routine tests. Whether performed in the physicians office or in the hospital, methods and materials are the same.

Lastly, use a little of those Purchasing Agent's reflexes you have developed over the years, the ones that tell you the difference between a salesman feeding you a line and one that will come through in an emergency. If the physician you are interviewing is uncomfortable with your questions, chances are he will also be uncomfortable when you ask for a second opinion or question the necessity of a medical test.

This is one buy that should demand all your negotiation skills. Research, interview, question, and listen. Remember, this is your health you are purchasing!

*A government clerk sat at the table after breakfast one morning engrossed in his newspaper for over an hour. Finally, he asked for another cup of coffee. "Coffee!" echoed his wife. "But look at the time. Aren't you going to the office today?"*

*"Office?" exclaimed the startled man. "Heavens! I thought I was at the office."*

*Don Bosco Salesian Bulletin.*

## REDUCE AND REUSE BEFORE YOU RECYCLE

### PART I

By Eleanor J. Lewis and Eric Weltman

Source reduction and reuse should precede recycling of any wastes. Both source reduction and reuse are usually more energy-efficient, less costly and less polluting than recycling.

#### Eliminate waste in food service units

To reduce solid waste and other environmental and public health risks consider the following:

- evaluate all packaging coming into the unit to determine which parts could be eliminated or reduced and work with the vendors to obtain the desired change;
- require all packaging coming into the unit to be made with the highest amount of recycled post consumer content available for that item;
- for food being taken out of the unit, do not provide bags unnecessarily;
- for food being taken out of the unit, use paper bags made of unbleached recycled paper with the highest amount of post consumer content available for that item.
- stop polystyrene use;
- stop using disposable dishes, cups, and utensils for food consumed in the unit;
- if beverages consumed in the unit are served in disposable cups, eliminate the use of lids on these cups;
- for take out service, use either paper dishes and cups or pottery dishes and cups and charge a deposit to insure their return;
- reduce the price of beverages for consumers who supply their own reusable cups;
- require all paper products used in producing and serving food be made of unbleached or non-chlorine bleached paper;
- use washable uniforms for food service workers, including aprons and hats;
- reduce the size of the paper napkins used;
- buy juices in bulk containers and pour into individual cups;
- use large size condiment dispensers instead of individual disposable packages;
- use bulk straw dispensers instead of individually wrapped straws;
- buy all supplies in the largest size containers available;
- charge a deposit for bottles and cans removed from the area to insure their return;
- compost food wastes;
- recycle all paper, metal and glass waste.

## ANNOUNCEMENTS

Switching from disposable dinnerware, in particular, is both environmentally sound and economically beneficial. This is even more true when polystyrene, a polluting toxic substance, is no longer used. The cafeteria at Ohio's Bowling Green University switched from disposable to washable dishes and saved over \$32,000 in one year, serving 14,000 people daily. The State of Vermont developed an analysis of a hypothetical school serving only 200 meals a day. The model demonstrated that, adding in all the costs of both options (i.e., buying a dishwasher and reusable plates versus continuously purchasing disposables), purchasing reusable dishes is the least expensive option.

Brown University in Rhode Island operates a model snack bar that does not use disposable products; requires students to bring their own reusable cups to the dining rooms; recycles half of the cafeteria wastes; and sells forty percent of the food wastes to a local pig farmer.

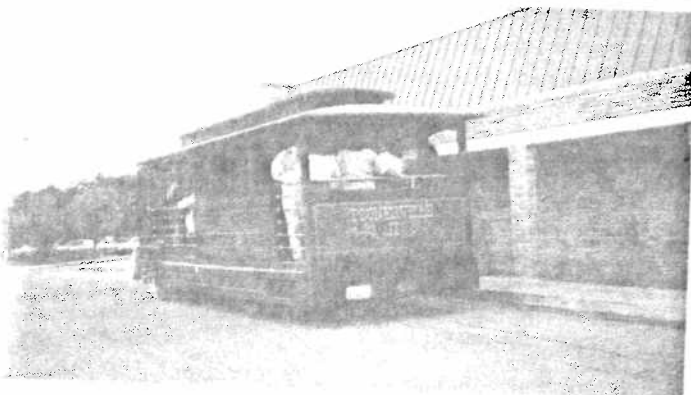
For more information contact:

Government Purchasing Project  
P. O. Box 19367  
Washington, DC 20036  
(202)387-8030

Do you think there is any food left here to recycle?



Rolling to the river (members aboard the Trolley at the July mtg., Rome)



News was received of the death of the fine instructor,  
J. J. Ritterskamp, Jr., Phd.

Many of our Chapter members knew him and attended seminars he conducted for the GPAG Chapter of NIGP. His death came on April 2, 1992. Our condolences go out to his wife, Bobbie, and to the rest of his family.

### **CERTIFICATION REVIEW SESSION AND EXAMS**

The GPAG Chapter of NIGP will offer the Certification Review Session on October 5-6, and Exams for CPPB and CPPO Certification on October 7, in Athens in conjunction with their Fall Meeting. Details regarding the cost, location, etc., may be obtained from:

Ms. Alex Talley, CPPO, President  
Governmental Purchasing Association of Georgia  
P. O. Box 1628  
Warner Robins, Georgia 31099  
(912)922-7372

### **REMINDER**

**GA CHAPTER OF NIGP MEETING  
COLUMBUS/CALLAWAY GARDENS  
SEPTEMBER 25-26**

The Southeast Florida Chapter of NIGP is offering in Fort Lauderdale a NIGP Seminar: "Competitive Sealed Proposals/Competitive Negotiations", November 18-20, 1992.

The Seminar Registration Fee Schedule is:

National NIGP Member	\$400
NIGP Chapter Member	\$500
Non-Member	\$650

Also, a one-day certification review will be conducted on November 6, 1992, to reinforce individual study for CPPO and CPPB examination, at the cost of \$35. CPPO and CPPB examinations will be held on November 13, 1992.

For more information, contact Larry Strain, Procurement Division, Port Everglades Authority, (303)523-3404, ext. 665.