



25 Years of Excellence

2012 Fall Conference

NIGP Certification Classes

&

Free Workshops

October 1 through 3, 2012

Hilton Atlanta/Marietta Hotel & Conference Center

NIGP Classes

- ☆ **Fundamentals of Leadership and Management (2-days)**

Free Workshops

- ☆ **Providing Value to a Decentralized Fleet**
- ☆ **Introduction to Asset Management**
- ☆ **E-Verify, Title VI, and SAVE Programs**
- ☆ **Bid Rigging and Collusion**
- ☆ **GA New Open Records Law with an Emphasis on Purchasing and Trade Secrets**
- ☆ **How to Apply for Chapter Awards, Scholarships & Grants**
- ☆ **Construction Procurement Methods**
- ☆ **Supplier Relations**
- ☆ **Contract Administration: The Elements for Better Contract Performance**

**NATIONAL INSTITUTE OF GOVERNMENTAL PROCUREMENT
• GEORGIA CHAPTER •**

GANIGP FALL CONFERENCE - HILTON MARIETTA

Time	Monday, Oct. 1	Tuesday, Oct. 2	Wednesday, Oct. 3
7:00 AM - 8:00 AM	Registration & Continental Breakfast	Registration & Continental Breakfast	Registration & Continental Breakfast
NIGP CLASSES			
8:00 AM - 5:00 PM (Food and Drinks will be provided during the breaks throughout each day directly outside of classrooms)		Fundamentals of Leadership and Management	Fundamentals of Leadership and Management
FREE CLASSES			
8:00 AM - 9:00 AM	Providing Value to a Decentralized Fleet		Introduction to Asset Management
9:10 AM - 10:40 AM	E-Verify, Title VI, and SAVE Programs		Bid Rigging and Collusion
10:40 AM - 10:55 AM	BREAK		
11:00 AM - 11:30 AM	GA New Open Records Law with an Emphasis on Purchasing and Trade Secrets		How to Apply for Chapter Awards, Scholarships, and Grants
12:00 AM - 1:15 PM	LUNCH and CHAPTER MEETING	Lunch on Your Own	Lunch on Your Own
1:30 PM - 2:45 PM	Construction Procurement Methods		Contract Administration: The Elements for Better Contract Performance
2:45 PM - 3:00 PM	BREAK		
3:00 PM - 4:00 PM	Supplier Relations		Contract Administration: The Elements for Better Contract Performance Continued



Patrick Elaine Ross – Conference, Program and Education Committee Chairperson

O: 404/ x 848-5918- patrickelaineross@gmail.com

SEMINAR AGENDA

Monday, October 1, 2012

7:00 a.m. to 8:00 a.m.	Registration – Hotel Lower Lobby
7:00 a.m. to 8:00 a.m.	Continental Breakfast – Hotel Lower Lobby
8:00 a.m. to Noon	Free Workshops
12:00 p.m. to 1:15 p.m.	Chapter Business Meeting/Lunch
1:30 p.m. to 5:00 p.m.	Free Workshops
	Dinner – on your own
5:00 p.m. to 9:00 p.m.	**Hospitality Suite – Social Hour

Tuesday, October 2, 2012

7:00 a.m. to 8:00 a.m.	Registration – Hotel Lower Lobby
7:00 a.m. to 8:00 a.m.	Continental Breakfast – Hotel Lower Lobby
8:00 a.m. to Noon	NIGP Class
12:00 p.m. to 1:15 p.m.	Lunch – on your own
1:00 p.m. to 5:00 p.m.	NIGP Class
	Dinner – on your own
5:00 p.m. to 9:00 p.m.	**Hospitality Suite – Social Hour

Wednesday, October 3, 2012

7:00 a.m. to 8:00 a.m.	Continental Breakfast – Hotel Lower Lobby
8:00 a.m. to Noon	NIGP Class and Free Workshops
12:00 p.m. to 1:00 p.m.	Lunch – on your own
1:00 p.m. to 5:00 p.m.	NIGP Class and Free Workshops

** Hospitality suite activities are open to participants and guests. Location will be provided at the time of registration.

Breaks times are determined by instructors. Food and Drink for breaks will be provided and available throughout the entire day.

Scheduled times are approximate.

Registration

NIGP Classes - Registration through NIGP. See details on page 5.

Free Workshops* – Registration through GANIGP website. See details on page 8.

***Workshop schedule is subject to change. Class availability depends upon class registration.**

NIGP EDUCATIONAL CLASSES - www.nigp.org

**Fundamentals of Leadership
and Management**

October 2 to 3, 2012

Presented by: Mary Sims, CPPO
UPPCC recertification points: 2

Contact hours: 16

Designed to examine leadership and management issues regularly faced by public sector professionals, this course will focus on topics of motivation, decision making, communication, conflict management, group dynamics, and organizational change, with more attention being paid as to how these issues relate. Such discussions of theory with practical application are intended to improve an organization's effectiveness when considering the professional.

REGISTER FOR ABOVE NIGP CLASS AT WWW.NIGP.ORG

NIGP REGISTRATION

	3-Day Class	2-Day Class	1-Day Class
	<i>National Member</i>		
Register 60 or more days before the event	\$625	\$435	\$250
Register 31-59 days before the event*	\$650	\$460	\$275
Register 30 days or less prior to the event	\$700	\$510	\$325
	<i>Non-Member</i>		
Register 60 or more days before the event	\$825	\$625	\$350
Register 31-59 days before the event*	\$850	\$650	\$375
Register 30 days or less prior to the event	\$900	\$700	\$425

*Standard registration fee

Registration Fee Rules & Instructions

- Print or type and complete all sections of the registration form. Retain a copy for your records.
- Registration forms and payments must be received 60 or more days to qualify for the early registration rate.
- Registration forms and payments received 31-59 days prior to the event will be billed at the standard registration rate.
- Registrations forms and payments received 30 days or less prior to the event will incur a \$50 late fee.
- All payments must be made in US funds.

Payment

- NIGP accepts Visa, MasterCard or American Express. Please include your billing address and card security code on the form when paying by credit card.
- If paying by check, make checks payable to NIGP and mail to the address on the registration form.
- Registration and payment information must be received by the above deadlines in order to qualify for discounts and/or avoid late fees. If paying by purchase order, a copy of the PO must be submitted with your registration form.

Methods of Registration

Fax: Complete the registration form, include payment information and fax it to 703-736-9644 Attn: Event Registration

Mail: Send completed registration form with payment to: NIGP, ATTN: Course Registrar, 151 Spring Street, Herndon, VA 20170.

Internet: Online Registration is available. Please visit the event information page and click on the "REGISTER" button. Please note if you register online, you will need to use a credit card as your method of payment.

***ONSITE REGISTRATION IS NOT AVAILABLE.
PLEASE ENSURE THAT YOU PRE-REGISTER FOR THE COURSE.***

Cancellations and Refunds

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date. Cancellations should be made by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date and there are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

Attendee substitutions within the same agency may be done at any time with email notification to NIGP. If attending via scholarship, please provide documentation verifying the scholarship issuer's name and contact information in lieu of payment information.

Registration Fees are determined by the NIGP Board of Directors and can be adjusted at any time. Fees indicated are the NIGP's standard rates and may differ according to hosting Chapter.

Questions

Please contact the NIGP Registration team at registrationinfo@nigp.org or call 800-FOR-NIGP should you have any questions regarding the event. For local information, please contact the local seminar coordinator listed on the event page on the NIGP website.

NIGP CLASS REGISTRATION FORM

Type or print legibly. (Completion of the entire form is required.)

Full name	Title
Agency	Telephone (xxx-xxx-xxxx)
Business Address	Fax (xxx-xxx-xxxx)
City, State, Zip Code	Email

	3-Day Class	2-Day Class	1-Day Class
	<i>National Member</i>		
Register 60 or more days before the event	\$625	\$435	\$250
Register 31-59 days before the event*	\$650	\$460	\$275
Register 30 days or less prior to the event	\$700	\$510	\$325
	<i>Non-Member</i>		
Register 60 or more days before the event	\$825	\$625	\$350
Register 31-59 days before the event*	\$850	\$650	\$375
Register 30 days or less prior to the event	\$900	\$700	\$425

*Standard registration fee

Select course by checking box and enter fee.

<input type="checkbox"/> Fundamentals of Leadership and Management	\$	-
Grand Total	\$	-

If paying by purchase order a copy of PO must submitted with registration forms. All payments must be made in U.S. funds.

Enclosed is a check/purchase order for \$ _____ Check/PO number: _____ Make checks payable to: **NIGP**

Master Card VISA American Express

Card # _____ Expiration Date: _____ Card Security Code: _____

Credit Card Billing Address: Street: _____ City: _____ State: _____ Zip: _____

Cardholder's name if different from registrant: (please print) _____

Signature of Cardholder: _____

Fax Registration and Payment Information to 703-736-9644 Attn: Event Registration or if paying by check, mail completed registration form and payment to: NIGP, ATTN: Seminar Registrar, 151 Spring Street, Herndon, VA 20170

Registration and payment must be received 30 days prior to the seminar start date. After this time, registrations will be based on space availability. A full refund, less a \$75 administrative fee, will be given for cancellations made in writing 31+ days prior to the seminar date by emailing RegistrationInfo@nigp.org. No refunds are given for cancellations received within 30 days of the seminar start date and there are no refunds for no-shows. If the seminar is cancelled for any reason, NIGP's liability is limited to the registration fee only.

FREE WORKSHOPS – Register online at www.ganigp.org

Providing Value to a Decentralized Fleet

Monday, Oct. 1, 2012 - 8:00 a.m. to 9:00 a.m.

Presented by: **Ed Finnegan, DOAS**

Contact hours:1

Ed Finnegan has been involved in Risk and Fleet issues for nearly 40 years. . Immediately after graduating from LeMoyne College in Syracuse, N.Y., Ed entered the insurance field. Over the years he has worked in companies large and small, owned an auto-warranty adjusting firm and a restoration shop. Nine years ago, Ed came to the State of Georgia as a contractor setting up the in-house Auto Liability Program. Now a state employee, he has overseen the Report My Driving Program, created two safety videos viewed by over 65,000 state employees, revamped the Risk Management Recovery Program, and supervised the Indemnification and Unemployment Programs. Ed comes to the Office of Fleet Management with a solid understanding of the relationship between Risk and Fleet and how that relationship can be fostered

Providing Value to a Decentralized Fleet - Hear how the state uses data and optional programs to influence the state's spend on fleet issues. How you can use information to get buy-in and tell your story.

E-Verify, Title VI, and SAVE Programs

Monday, Oct. 1, 2012 - 9:10 a.m. to 10:40 a.m.

Presented by: **Glenn O'Steen, MBA**

Contact hours: 1.5

Glenn O'Steen is the Procurement Manager for Columbia County GA. Prior to joining Columbia County, he was a partner with Solomon Consulting Group in Evans, GA. providing business consulting, financial, and tax services. Glenn has 15 years of business development, and management experience. He also teaches Management, Organizational Development, Accounting, and Finance, at University of Phoenix in Augusta, GA. He received is BBA in Accounting from Augusta State University and his MBA in Management from Troy University.

Are you in compliance? Who is responsible? What are the requirements? This seminar provides an overview of the Georgia Immigration Security Act and how it impacts public employers.

Georgia New Open Records Law with an Emphasis on Purchasing and Trade Secrets

Monday, Oct. 1, 2012 – 11:00 a.m. to 11:30 a.m.

Presented by: **Stefan E. Ritter**

Contact hours: 0.50

Stefan Ritter is a Senior Assistant Attorney General in the Attorney General's Office and has been practicing law for twenty-five years. He is the supervisor of the Attorney General's Education, Elections, Governmental Services and Judiciary section. This section, among other things, is responsible for general open government advice and policy, prepared the initial draft of the new open government law, and has an informal mediation program in which it attempts to resolve open government disputes between citizens and local governments. Through this program Mr. Ritter's section saw in excess of 400 open government issues last year alone. Mr. Ritter and his section frequently litigate numerous other issues around the state, and frequently handle high profile education and election cases. Mr. Ritter has also personally litigated several multi-million dollar purchasing cases.

Georgia's Open Records and Open Meetings Laws were extensively revised this year. Among the many changes it made, the new law changes some of the complex duties on government officials reviewing and awarding bids and responding to Open Records Act requests. This short presentation highlights the most important changes.

Construction Procurement Methods

Monday, Oct. 1, 2012 – 1:30 p.m. to 2:45 p.m.

Presented by: **Rey Palma, CPPO, CPPB, MPA**

Contact hours: 1.25

Mr. Reynaldo “Rey” Palma is a procurement professional with over 25 years of experience in purchasing, contracting, procurement, asset management, quality assurance, materials management/warehousing and contract administration. Palma, who earned both his Bachelor and Master of Arts degrees from the University of Florida in Gainesville, Florida, is a Certified Public Procurement Officer (CPPO), Certified Public Administrator (MPA) and Certified Professional Public Buyer (CPPB).

A review and presentation of the various procurement methods available to procurement professionals responsible for soliciting for construction services (professional and contractor). Includes a comparison of methods used in Georgia and those in a (surprisingly) fledgling program in Miami, Florida.

Supplier Relations

Monday, Oct. 1, 2012 – 3:00 p.m. to 4:00 p.m.

Presented by: **Dorna Werdelin, MBA**

Contact hours: 1.25

Dorna Werdelin is a procurement trainer in the Professional Development business unit of State Purchasing. Prior to joining DOAS, she worked for State Personnel Administration as an assistant director of the Georgia Leadership Institute and Enterprise Learning Division. She brings more than 10 years organizational training, leadership development, and public relations experience to the job, including successful implementations of ERP training initiatives. Dorna earned a B.A. in Psychology/minor in Management from Spelman College and a MBA in Human Resources Management.

Establishing and maintaining positive supplier relations is integral to effectively and efficiently managing the operations of your governmental entity. This session discusses how to create closer, more collaborative, and mutually beneficial relationship with suppliers.

Introduction to Asset Management

Wednesday, Oct. 3, 2012 – 8:00 a.m. to 9:00 a.m.

Presented by: **Steven Ekin, CPPA**

Contact hours: 1

Steve Ekin serves as the Director of the Surplus Property Division of DOAS. Prior to joining DOAS, Mr. Ekin was the Director of Operations for an international import company where he was responsible for daily operations and logistics of a high volume distribution/assembly facility. Mr. Ekin earned a Bachelor of Science in Business Management from the University of Phoenix and is a Certified Professional Property Administrator from the National Property Management Association. He is retired from the US Coast Guard.

Introduction to Asset Management – After personnel and facility costs, personal property is an organization’s largest investment. Asset management is more than an inventory. It’s a process that begins with determining a need and includes; acquisition, utilization, disposal and more. Are your assets being managed, or just inventoried? Come learn the difference.

Bid Rigging and Collusion

Wednesday, Oct. 3, 2012 – 9:10 a.m. to 10:40 a.m.

Presented by: **Avon Thompson, CPPO, CPPB, GCPA, GCPCA**

Contact hours: 1.5

Avon Thompson has over thirty years of experience in the procurement field. She was employed with the State of Georgia (Georgia Department of Economic Development) where she recently retired. Her areas of expertise are Contract Administration, Request for Proposals (RFP's) and Policy Development. She has several certifications (CPPO, CPPB - NIGP) and GCPA and GCPCA (State of Georgia). Avon received her BS degree from Georgia State University in the area of Public Policy and her MPA degree from Troy University in the area of Public Administration.

As a buyer are you familiar with the signs of bid rigging? Bid rigging is a form of fraud and collusion. Bid rigging always results in economic harm to the agency who is seeking bids, and to the public, who ultimately bear the costs as taxpayers or consumers.

How to Apply for Chapter Awards, Scholarships, and Grants

Wednesday, Oct. 3, 2012 – 11:00 a.m. to 11:30 a.m.

Presented by: **Gayle Porster, CPPB**

Contact hours: 0.5

Gayle Porster is a Training Specialist for DOAS State Purchasing. She began her career in State Government in 1980 working as a Counselor for the Georgia Department of Corrections Women's Diversion Center. After working in several positions for that agency, Gayle moved to DOAS in 1997 to work as a trainer in their HR department. She moved into a training position in the purchasing division in 2004. After over 32 years, Gayle plans to retire at the end of this year and to move to the mountains to pursue her next career. Gayle is certified as a CPPB and also has a state of Georgia GCPA. Gayle has a BA from Temple University in Philadelphia and an MSW from the University of Pittsburgh.

Tips on submitting a winning 2012 GANIGP Scholarship or Award--this presentation will focus on the 2012 GANIGP Awards and Scholarship application process and provide information on what to include with an application and how best to complete the entire application packet.

Contract Administration: The Elements for Better Contract Performance

Wednesday, Oct. 3, 2012 – 1:30 p.m. to 4:00 p.m.

Presented by: **Mary Zirock**

Contact hours: 0.5

Mary Zirock began her career in procurement in 1995 in the private sector. She started with State Purchasing as a Purchasing Operations Agent in 2001 as a subject matter expert in print media, Starting in 2004, she worked for the Department of Transportation as a compliance officer for three years managing and supervising 65 buyers. SPD was happy to see her return as a procurement specialist sharing her knowledge with other procurement professionals across the state of Georgia. Mary has a bachelor's degree in Business Administration from Baldwin Wallace College

The purpose of this training session is to provide guidance on how to achieve better performing contracts within an organization. The course provides an overview of the roles, responsibilities and duties of both the Contract Administrator and the Owner of the contract.

GANIGP WORKSHOP REGISTRATION FORM

WORKSHOPS ARE COURTESY OF GEORGIA CHAPTER NIGP

Type or print legibly. (Completion of the entire form is required.)

Full name	Title
Agency	Telephone (xxx-xxx-xxxx)
Business Address	Fax (xxx-xxx-xxxx)
City, State, Zip Code	Email

Select course by checking box.

- | | | |
|--------------------------|--|-------------------------------------|
| <input type="checkbox"/> | Providing Value to a Decentralized Fleet | Monday, 8:00 a.m. to 9:00 a.m. |
| <input type="checkbox"/> | E-Verify, Title VI & SAVE Program | Monday, 9:10 a.m. to 10:40 a.m. |
| <input type="checkbox"/> | GA New Open Records Law with an Emphasis on Purchasing and Trade Secrets | Monday, 11:00 a.m. to 11:30 a.m. |
| <input type="checkbox"/> | Construction Procurement Methods | Monday, 1:30 p.m. to 2:45 p.m. |
| <input type="checkbox"/> | Supplier Relations | Monday, 3:00 p.m. to 4:00 p.m. |
| <input type="checkbox"/> | Introduction to Asset Management | Wednesday, 8:00 a.m. to 9:00 a.m. |
| <input type="checkbox"/> | Bid Rigging and Collusion | Wednesday, 9:10 a.m. to 10:40 a.m. |
| <input type="checkbox"/> | How to Apply for Chapter Awards, Scholarships, and Grants | Wednesday, 11:00 a.m. to 11:30 a.m. |
| <input type="checkbox"/> | Contract Administration: The Elements for Better Contract Performance | Wednesday, 1:30 p.m. to 4:00 p.m. |

Select events by checking box and indicating the number of guests where applicable.

- Monday, October 1, 2012 – Chapter Meeting (Chapter members & attendees)
- Monday, October 1, 2012 – Social Hour (5:00 p.m. to 9:00 p.m.)
Guests _____
- Tuesday, October 2, 2012 – Social Hour (5:00 p.m. to 9:00 p.m.)
Guests _____

Registration may be submitted:

- Online: www.ganigp.org • Email: patrickelaineross@gmail.com

HOTEL INFORMATION

Hilton Atlanta / Marietta Hotel & Conference Center

500 Powder Springs Street – Marietta, Georgia 30064

Telephone: 770.427.2500

Reservations should be made by calling – **1.888.685.8500**

Special group rates have been negotiated for reservations made by September 17, 2012. Ask for the **2012 GA NIGP Fall Conference** group rate of \$109 per night when making reservations. Special pricing is available three days before to three days after the meeting dates.

All guest rooms and meeting spaces have complimentary Wireless Internet and Complimentary Parking.

Check in time: 3:00 p.m.

Check out time: 11:00 a.m.

Hilton Atlanta Marietta Hotel & Conference Center is a full-service hotel near Atlanta, Georgia that offers upscale amenities, convenient access to Atlanta attractions and unforgettable hospitality. Located in Marietta, Georgia, Hilton Atlanta Marietta Hotel & Conference Center is just 15 miles North West of the heart of downtown Atlanta. Minutes from the hotel are numerous attractions such as Kennesaw Mountain and historic Marietta Square, as well as delicious restaurants, and historic landmarks. Adjacent to the hotel is City Club Marietta golf course, offering 18 holes of championship play just steps from your hotel room at Hilton Atlanta Marietta Hotel & Conference Center.

From Atlanta, GA:

- Take I-75 to Exit 265 (N. Marietta Parkway/120 Loop)
- Go west on N. Marietta Parkway, 2.5 miles to Powder Springs Street
- Continue straight and go 0.2 miles
- Hilton Atlanta Marietta Hotel & Conference Center is located at 500 Powder Springs Street

From Augusta, GA:

- Take I-20 W toward Atlanta
- Take Exit 57 to merge onto I-75 N/I-85 N toward Chattanooga.
- Take Exit 261 to merge onto GA-280 S/Delk Road toward Lockheed/Dobbins AFB.
- Turn right onto GA-5 N/Atlanta Road SE
- Take the first left, then turn right onto West Atlanta Street SE.
- Take the first left onto W Dixie Avenue SE.
- Take the first right onto Powder Springs Street SW

From Valdosta, GA:

- I-75 North
- Take Exit 261 to merge onto GA-280 S/Delk Road toward Lockheed/Dobbins AFB.
- Turn right onto GA-5 N/Atlanta Road SE
- Take the first left, then turn right onto West Atlanta Street SE.
- Take the first left onto W Dixie Avenue SE.
- Take the first right onto Powder Springs Street SW