Hazel Orick Gibson, MBA, CPPB | Procurement Analyst & Advisor
Knoxville’s Community Development Corporation

“I have learned that if you must leave a place that you have lived in and loved and where all your yesteryears are buried deep, leave it any way except a slow way, leave it the fastest way you can. Never turn back and never believe that an hour you remember is a better hour because it is dead. Passed years seem safe ones, vanquished ones, while the future lives in a cloud, formidable from a distance.”

~ Beryl Markham ~

Beryl Markham was a remarkable woman who often shattered expectations and refused to live by societal norms. Her wild spirit led her to many great adventures and some near death experiences, yet she refused to dwell on the pain of those experiences. Instead she raced forward to the next big adventure, which is what we must do in 2021; refuse to live in the comfort of our past for we can never go there again. 2020 has forever changed our world; the way we live and work and the way we communicate and relate to one another will never be the same. We can choose to look at 2020 with hatred and despise the lessons learned or we can choose to forge ahead and appreciate the growth. I choose to forge ahead and I hope you will join me in welcoming 2021 with a renewed hope and a spirit of accomplishment for all we have gained.

NIGP Chapter Performance Seal

ETPA has been awarded NIGP’s Silver Chapter Performance Seal at the NIGP Forum 2020. NIGP recognizes outstanding chapters who engage their chapters and communities at a high level and exhibit outstanding performance with the Chapter Performance Seal Awards. Congratulations ETPA!!

2020 Fall Conference

We look forward to seeing you at the 2020 Virtual Fall Conference! We have a great line up of speakers and educational topics to enhance your professional development. Be sure to register soon!

We look forward to seeing you all very soon!

Stay Safe & Healthy!

Hazel
**Member News & Announcements**

**Julie Maxwell, City of Knoxville**, earned her **CPPB** certification. Congratulations!!

![CPPB Logo]

Congratulations to **Penny Owens, City of Knoxville**, and **Terry McKee, KCDC**, earned their **NIGP-CPP certification**!! Penny & Terry are part of an elite group that has earned the NIGP-CPP Certification in 2020. Way to go!!

We’ve had a couple of close, longtime friends of ETPA retire this year.

**Tom Seagle**, with **Knox County Procurement** retired back in the summer this year. Tom has been a fixture at Knox County Purchasing Department specializing in the facilities and construction procurement. Tom was an active member who always carried a soft-spoken demeanor and help start up the ETPA Mentoring Program. We are proud of Tom and are happy that he can retire and enjoy all the things he’s been wanting to. Cheers Tom!

**Libby McCroskey**, with the **University of Tennessee**, CTAS retired June 30, 2020. She most recently served as the Manager of Legal Services at CTAS. For over 30 years she has provided legal guidance to counties across the State of Tennessee covering personnel, purchasing and a variety of other topics. Many of us got to know Libby through her participation at the annual Fall Training Conference hosted by ETPA and TAPP. She was a wealth of knowledge, kind and always willing to help. She will be missed by all and we celebrate with her as she retires.

If you know of other ETPA members who have or will retire soon, please reach out to me so that we can honor them. You can email me at **dgriffin@ktnpba.org**

**ANNUAL ETPA AWARDS NOMINATIONS**

As a reminder, we are accepting nominations for the annual ETPA Awards through November 30, 2020. Manager of the Year, Buyer of the Year, Volunteer of the Year and Innovation of the Year. You can find information to all these awards and the 2020 Nomination Forms by following the attached link. 

Send nominations to me at **dgriffin@ktnpba.org**
We are pleased to present to you the 2020 slate of officers and committee chairs. Thank you to our volunteers and everyone who helps make ETPA the fantastic organization that it is!

**Officers:**

President – Hazel Orick Gibson  
VP – Jolene Combs  
Secretary – Lynn Majeski  
Treasurer – Lynn Farnham

**Committee Chairs/Members:**

Newsletter – Nikisha Eichmann  
Recognition Committee Chair – David Griffin  
Professional Development Committee Co-Chairs – Valerie Harless  
Membership Committee Chair – Carol Maines  
Webmaster – Jolene Combs  
Outreach to Other Professional Organizations – Dustin Shearin  
Diversity Focus Group Committee – Pamela Cotham & Karen Binkley  
Mentoring Committee Chair – Penny Owens  
Nominating Committee Chair – Brent Morelock

In addition to the newly established NIGP Mentorship Committee, the ETPA Mentorship Program will be kicking off soon and sharing information on ways for Mentors and Mentees to connect, both at the ETPA and NIGP level. I highly encourage you to join the NIGP Mentorship Facebook group, where a lot of great information is being shared and you may find connections with folks who can guide you in topics of procurement, professional development, and leadership. At the same time, we will be developing a Mentorship Program at the ETPA level as well (and connecting with the NIGP group) to help you find both procurement guidance and local government guidance.

Don’t think you’re right for this program? You might be surprised. Those who have been around a while certainly have experience and wisdom to share. Those who are a few years into the profession probably have experience to share or knowledge on how to find resources, especially to someone brand new. Some of us in the profession for a while still may need a mentor or two as we encounter changes in roles or changes in agencies or technology challenges. EVERYONE has something to give and I encourage you all to help.
All ETPA members will receive a survey in the next week, asking if you would consider being a mentor, if you need a mentor, or both and what type of guidance you seek. Please look for this in your Inbox and join us to build a Mentorship Program in ETPA that strengthens the support for our members.

Penny Owens, NIGP-CPP, CPPO
ETPA Mentorship Program Chair

NIGP Mentorship Program

**Exciting news, NIGP launches Mentorship Facebook page.**

Lifelong learning should be supported by intentional relationships established to guide your professional development and career growth. The NIGP Mentoring Facebook page is designed to help you by connecting junior members with more experienced practitioners who can offer mentoring advice to help you progress in your career. Mentors can be a neutral sounding board, they can help you handle difficult or unusual situations you may face in your role or in your career, and they can provide feedback regarding growth opportunities to support your long-term career development.

The NIGP Mentorship Program is designed to support the needs of NIGP Members and other public sector public procurement professionals by:

- Creating strong professional networks built on trust and respect to facilitate life-long learning
- Promoting diversity of thought and critical thinking skills
- Providing supplemental learning channels to enhance brainstorming
- Providing access to more experienced professionals who can offer encouragement and career guidance
- Promoting an environment where the participant feels empowered and confident

Starting August 24, we will be hosting on-going discussions that you can take part in. Beginning in September, we will be hosting monthly live virtual events to bring the community together to discuss and share ideas.

For any questions please contact: mentorship@nigp.org
NIGP PRESS RELEASE
September 23, 2020

NIGP: The Institute for Public Procurement is honored to announce that an additional 62 public procurement professionals attained their NIGP Certified Procurement Professional designation (NIGP-CPP) by successfully completing the competency-based qualifications set forth by the NIGP Certification Commission.

During the pilot and August testing periods, a total of 118 leaders earned their NIGP-CPP including the following 5 leaders from the Volunteer State of Tennessee:

- Lori Bryant NIGP-CPP, Clarksville TN
- Angela Lay NIGP-CPP, Nashville TN
- Terry McKee NIGP-CPP, Knoxville TN
- Leslie Mitchell NIGP-CPP, Franklin TN
- Penny Owens NIGP-CPP, Knoxville TN

The NIGP-CPP is the only certification that is anchored in the Public Procurement Competency Framework. The Framework is rooted in research produced by the Volcker Alliance that seeks effective public service through workforce competencies. It is the only certification that specifically targets mid to executive level procurement leaders in the public sector. It is the only certification that integrates with NIGP’s Pathways program featuring competency development within 33 learning modules. And it is the only competency-based certification that expands beyond public procurement’s technical aspects and assesses the more holistic competencies needed to be successful leader within a public entity, embracing elements of leadership, business principles, and procurement strategy.

Congratulations to these pioneering leaders!
Sales Tax on Surplus

Those of you who use GovDeals or another online auction service for your surplus sales may have had a communication from that online auction service recently regarding an upcoming law going into effect in October. The laws are in Public Chapter 646 and Public Chapter 787.

GovDeals’ email stated:

“Issue 2: New State Sale Taxes
Starting October 1st, the State of Tennessee will tax the sale of surplus assets. While you are tax exempt as a buyer, you will be responsible for collecting and remitting sales tax on specific asset categories. This will create more work for you and your accountants as you determine taxable asset categories and collect and remit the sales tax.”

A few of us had a discussion surrounding this notice, since we hadn’t heard about it from the usual sources. My Finance Director contacted CTAS, who contacted the TN Department of Revenue. Please see their response below.

Question was:
Are local governments in Tennessee, such as cities, counties, utility districts, etc., required to collect and remit sales or use taxes when selling surplus tangible property directly to the public with buyers located either in Tennessee or out of State?

---

Robert (Tennessee Department of Revenue)
Sep 16, 2020, 2:56 PM CDT

Good afternoon.

The local governments do not have to charge sales tax when they sell items they have used regardless of where the customer is located.

Thank you for your email.

Robert
Taxpayer Education

The information provided in this message is believed to be a correct interpretation of Tennessee’s tax laws, but it is not binding on the Department of Revenue. You have confirmed that you are a party authorized under applicable law to receive any confidential tax information contained herein.
UPPCC recently announced that new certification examinations would be coming in 2021 as a result of the most recent job analysis project. The detailed UPPCC Body of Knowledge and Competency (BoK-C) documents are now available. These documents detail the content that will be covered on the CPPO and CPPB examinations effective for Fall 2021.

UPPCC will be offering two opportunities to learn more about the new exams and what was involved in arriving at the 2021 BoK-C. Registration is limited; however, UPPCC would be happy to provide the session to your organization or agency. To request a session, email certification@uppcc.org.

Certification News Forum
2021 BoK-C Session #1
Wed, Sep 30th; 1:30 - 2:15 pm Eastern
Register for Session #1

Certification News Forum
2021 BoK-C Session #2
Wed, Oct 14th; 1:30 - 2:15 pm Eastern
Register for Session #2

The CPPO and the CPPB are the only globally recognized certifications specifically designed for government procurement professionals. Wholly owned and operated by the independent certifying body, the Universal Public Procurement Certification Council, the CPPO and CPPB represent the gold standard in public procurement certification.
Cybersecurity for Procurement

Standard:

The significance of cybersecurity has grown in recent years as a result of the increased frequency, size, and visibility of breaches in the public and private sectors. Even as the importance of strong passwords, multi-factor authentication and phishing awareness have become common knowledge, threats and their associated risks continue to evolve. This practice focuses on Procurement's role in identifying, assessing and addressing cybersecurity risk.

Cybersecurity is the prevention of damage to and protection and restoration of computers, electronic communications systems, electronic communications services, wire communication, and electronic communication, including information contained therein, to ensure its availability, integrity, authentication, confidentiality, and nonrepudiation. — The National Institute of Standards and Technology.

Key points:

- **Cyber Risks**
  - Procurement professionals may encounter cyber risk in areas such as:
    - People: Internal stakeholders, contractors, sub-contractors and other third parties
    - Process: Solicitation document requirements, evaluation and on boarding of suppliers
    - Technology: network security, hardware and software security requirements

  - Procurement professionals must consider steps to remediate these risks.

- **Policies to address identified cyber risk**
  - Procurement professionals must work with IT to ensure appropriate cybersecurity policies are established for procurement operations and functions. These policies provide the authority for daily due diligence and training. Procurement expertise and collaboration with IT is essential. Policies should be regularly updated and consistent with the entity’s cybersecurity plan. Additionally, rigorous training in cybersecurity best practices should be regular and mandatory.
Policies should address:

- Roles and responsibilities
- Compliance with federal, state and local requirements for privacy and security including HIPPA, FERPA and Personally Identifiable Information.
- Solicitation and contract development concerning cyber security.
- Hardware and software requirements/standards/testing.
- Supplier management as to compliance, certifications, standards, cybersecurity insurance.
- Requiring independent audited certifications (as appropriate) such as those from:
  - ISO 27001
  - ISAE 3000/SOC 2
  - FISMA and FedRAMP
  - NIST SP 800-53
  - CMMC

Cybersecurity Plan

- Entities should develop and maintain a cybersecurity plan along with business continuity and disaster recovery plans. IT holds the primary responsibility for the entity’s cybersecurity posture but all departments must coordinate to ensure that their roles, policies and practices are aligned with the entity’s cybersecurity plan. A cybersecurity plan should:
  - Be regularly updated.
  - Be readily available as a single comprehensive document with department-specific subsections, as needed.
  - Use consistent language, e.g., terminology adopted from NIST to facilitate effective communication and coordination.
  - Establish the entity’s incident reporting hierarchy, e.g., points of contact, emergency responders, incident response team, backups, based on authority and expertise.
  - Detail protocols for reporting, escalation, and response.
  - Contain checklists with actionable steps based on the nature of an incident.
  - Provide a framework for continuous improvement, e.g., benchmarking, compliance monitoring, incident and response analysis, training.

Take Away:

Cyber security is yet another component of professional procurement and will continue to increase in importance as e-commerce is continues to grow. Further, its importance increases with attacks on entity cyber capacity, increased ransomware incidents and other nefarious actions that affect cyber security. Procurement professionals must consider cybersecurity implications while preparing and administering solicitations. It is simply a fact of professional life in 21st century.
## Treasurer’s Report: January – December 2020

### Lynn Farnham, CPPO, CPPB | Roane County

### TREASURER’S REPORT

**January - December 2020**

<table>
<thead>
<tr>
<th>Month</th>
<th>Beginning Balance</th>
<th>Revenue</th>
<th>Expenses</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>January</td>
<td>24,724.96</td>
<td>1,925.00</td>
<td>(513.65)</td>
<td>26,136.31</td>
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<tr>
<td>February</td>
<td>26,136.31</td>
<td>2,441.00</td>
<td>(1,685.36)</td>
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<td>March</td>
<td>26,891.95</td>
<td>440.00</td>
<td>(2,642.65)</td>
<td>24,689.10</td>
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<td>April</td>
<td>24,689.10</td>
<td>25.00</td>
<td>(1,003.02)</td>
<td>23,711.08</td>
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<tr>
<td>May</td>
<td>23,711.08</td>
<td>475.00</td>
<td>(105.83)</td>
<td>24,080.25</td>
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<td>23,923.50</td>
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<td>July</td>
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<td>(142.65)</td>
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<td>Aug</td>
<td>23,780.85</td>
<td>0.00</td>
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<td>Sep</td>
<td>22,858.75</td>
<td>0.00</td>
<td>(112.15)</td>
<td>Balance-9/16/2020 22,746.60</td>
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<td>Oct</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov</td>
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</tr>
<tr>
<td>Dec</td>
<td></td>
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### BALANCES OF FUNDS AS OF 9-16-2020

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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<tbody>
<tr>
<td>General Fund</td>
<td>162.85</td>
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<tr>
<td>Business Matching</td>
<td>5,000.00</td>
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<tr>
<td>Fall Conference</td>
<td>2,908.56</td>
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<tr>
<td>Scholarship*</td>
<td>13,000.00</td>
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<tr>
<td>Diversity Expo</td>
<td>1,675.20</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>22,746.60</strong></td>
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### Membership Information for 2019

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<thead>
<tr>
<th>Membership Type</th>
<th>Number</th>
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<tbody>
<tr>
<td>NIGP &amp; Chapter Members</td>
<td>79</td>
</tr>
<tr>
<td>Chapter Only Members</td>
<td>46</td>
</tr>
<tr>
<td>Student Members</td>
<td>2</td>
</tr>
<tr>
<td>Retired Members</td>
<td>24</td>
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<tr>
<td><strong>TOTAL MEMBERS</strong></td>
<td><strong>150</strong></td>
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### 2020 AGENCY MEMBERS

<table>
<thead>
<tr>
<th>Agency</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Blount County</td>
<td>City of Kinsport</td>
</tr>
<tr>
<td>Bristol TN E-811</td>
<td>City of Kinsport Schools</td>
</tr>
<tr>
<td>Chattanooga Housing</td>
<td>City of Knoxville</td>
</tr>
<tr>
<td>City of Alcoa</td>
<td>City of Oak Ridge</td>
</tr>
<tr>
<td>City of Bristol</td>
<td>Claiborne County Finance</td>
</tr>
<tr>
<td>City of Chattanooga</td>
<td>Hamilton County</td>
</tr>
<tr>
<td>City of Clarksville</td>
<td>Hamilton County DOE</td>
</tr>
<tr>
<td>City of Cleveland</td>
<td>Johnson County</td>
</tr>
<tr>
<td>City of Decatur, AL</td>
<td>KCDC</td>
</tr>
<tr>
<td>City of East Ridge</td>
<td>Knox County</td>
</tr>
<tr>
<td>City of Elizabethton</td>
<td>Knox County Sheriff</td>
</tr>
<tr>
<td>City of Johnson City</td>
<td>Knoxville Utilities Board</td>
</tr>
<tr>
<td></td>
<td>University of TN - Knoxville</td>
</tr>
<tr>
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<td>Rutherford County BOE</td>
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<td>Sullivan County</td>
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<td></td>
<td>Union County</td>
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<td>UTK Facilities</td>
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</table>
Get ready for 2020, here we go!

**October 28**  
NIGP Competency Bundle VIRTUAL CLASS (see details below)

**October 29**  
Virtual Fall Professional Development Conference

<table>
<thead>
<tr>
<th>September</th>
<th>October</th>
<th>November</th>
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</thead>
<tbody>
<tr>
<td>Melinda Carroll – 1st</td>
<td>Judy Peffley – 6th</td>
<td>Donnie Fawver II – 2nd</td>
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<td>City of Cleveland</td>
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<td>Knox County</td>
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<tr>
<td>Dustin Shearin – 9th</td>
<td>Terry McKee – 15th</td>
<td>Madelyn Kelly – 5th</td>
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<td>KCDC</td>
<td>City of Decatur</td>
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<tr>
<td>Julie Maxwell – 10th</td>
<td>Hugh Holt – 17th</td>
<td>Pamela Cotham – 6th</td>
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<td>Knoxville</td>
<td>Knox County Sheriff’s Office</td>
<td>City of Knoxville</td>
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<tr>
<td>Luis Garcia – 12th</td>
<td>Lori Holmann – 22nd</td>
<td>Karisa Scott – 7th</td>
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<td>City of Knoxville</td>
<td>Knox County</td>
<td>City of Knoxville</td>
</tr>
<tr>
<td>Valerie Harless – 17th</td>
<td>Kristi Powers – 28th</td>
<td>Tom Seagle – 10th</td>
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<tr>
<td>Johnson City</td>
<td>City of Cleveland</td>
<td>Knox County</td>
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<tr>
<td>James Tucker – 26th</td>
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<td>Robert Genno – 17th</td>
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<td>Knoxville</td>
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<td>Claiborne Count Finance</td>
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<td>Michele Oran – 27th</td>
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<td>Roger Kane – 28th</td>
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<tr>
<td>Roane State Community College</td>
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<td>University of TN</td>
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<tr>
<td>Lynn Farnham – 30th</td>
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</tbody>
</table>
NIGP Competency Bundle: Enabling Regulations & Compliance and Legislation & Legal Environment VIRTUAL CLASS

Start Date: 10/28/2020
End Date: 10/28/2020
Start Time: 8:00 AM
End Time: 5:00 PM
Time zone: (GMT-05:00) Eastern Time (US & Canada)
Location: 1000 North Central St., Suite 100
Knoxville, TN 37917
Instructor: Mr. Michael E. Bevis, JD, CPPO, CPSM, C.P.M
Contact Hours: 8.00
CEUs: 0.80
Access Period: N/A
Hosted By: East Tennessee Purchasing Association Chapter of NIGP

Overview
This course has been converted to Virtual delivery

Enabling Regulations and Compliance
Like all things, the practices of public procurement professionals are regulated based on the common, statutory, and administrative laws that bind and protect the responsibilities of public entities across North America. Practitioners must be empowered to not only identify and define those terms commonly associated with the legal profession but also be able to describe and apply the predominant categories of law within the larger function.

Legislation & Legal Environment
While not lawyers or representatives of the legal sector, today’s public procurement professional is expected to be well versed in the application of legal limits within the procurement. As such, the aptitude of procurement professionals to comply with legislation, legal principles, and public procurement best practice guidance is critical for not just the success of the function but for the entity as a whole.