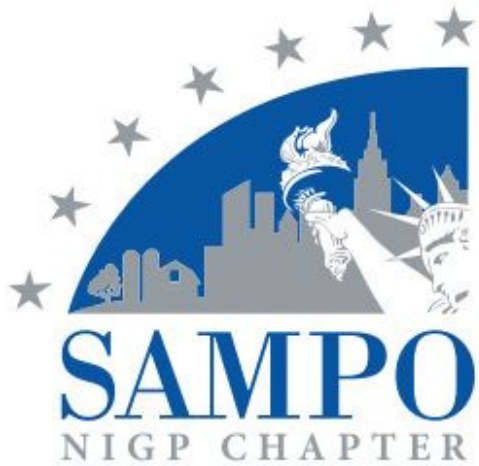


NEWSLETTER

SPRING 2023 / 2ND EDITION

NYSAMPO.US

INFO@NYSAMPO.US

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This issue

- Letter from our President, Carolyn Secor
- National Procurement Month
- Member Spotlight: Sarah Andrews & Sabrina Samuels
- Welcome New Members
- LI Regional Conference
- Western Conference @ Greek Peak
- Calendar of Events
- How to Vet a National Coop

SAMPO is dedicated to the ongoing support of our membership through education, certification and networking opportunities. The New York State Association of Municipal Purchasing Officials (SAMPO) continues its tradition as the leading resource for New York State's public procurement professionals.

As government purchasing continues to evolve as a highly specialized career controlled by unique regulations, guidelines and professional standards, SAMPO supports its members in this important endeavor by raising and maintaining the ethics of the profession, fostering the development of fair and open competition by using applicable uniform codes, laws and procedures, and achieving recognition of the purchasing profession in all public agencies.

A Letter from SAMPO's President – Carolyn Secor

**"discussion
forum...a great
tool for us to
connect with
one another,
gain insight &
share our
experiences &
knowledge."**

Hello SAMPO members,

I can't believe we're already into the second quarter. This year seems to be flying by!

I'd like to take a moment to thank the Board, the Pro-D Committee, the Communications Committee, the Regional Reps (Region 1 – Joanne Sharrott & Samantha Neff; Region 3 – Linda Wolf & Karen Beck) and all of the volunteers that worked so hard to plan, organize and work the Long Island and Western Conferences. The conferences are a big endeavor, and both were fantastic!! Everyone did an amazing job!! I'd also like to welcome our newest Region 2 Representative, Erin Lynch, Principle Buyer from Ulster County. We look forward to working with her.

With both the Long Island and Western Conferences behind us, the Annual Conference will be here before we know it!! The conference will run October 4-6, 2023 at Fort William Henry in Lake George. We're looking forward to providing dynamic keynotes and fresh content for all of you. Hope to see everyone there!

I encourage all members to continue reaching out through the [discussion forum](#). This is a great tool for us to connect with one another, gain insights & share our experience & knowledge.

I am proud to serve you and this organization. Please do not hesitate to reach out to me if there is anything you need or if you would like to share any ideas you have. You can reach me either through the website or at carolynsecor.nysampo@gmail.com. Looking forward to hearing from you!

Carolyn Secor
President, NY SAMPO

COMMITTEES

Scholarship Committee

The Scholarship Committee collects applications from members and awards scholarships based on need.

Many scholarships for 2023 have been used already! If you have not indicated what you plan on using yours for, please advise Donna Thompson.
Donna.Thompson@essexcountyny.gov

Scholarship Recipients are encouraged to volunteer at any SAMPO Conference they attend.

Membership Committee

The Membership Committee works to recruit, onboard and retain SAMPO members and follows up with rationale for expired memberships.

Finance Committee

The Finance Committee sets forth an annual membership dues schedule to support the services and activities provided by SAMPO. Chaired by the Treasurer, the committee also assists the President in developing the annual budget.

Communications Committee

The Communications Committee is a group of SAMPO volunteers who strive to bring you fresh and exciting content. From our Word of the Week, Weekly Tidbits, quarterly Newsletter, email blasts, announcements and more, our goal is to find ways to make everything about SAMPO and public procurement enjoyable to read. Ideas for articles, want to share member achievements, or wish to write a piece for an upcoming Newsletter? All types of volunteerism is always welcome!
info@sampo.us

Pro-D Committee

The Professional Development Committee, also known as "Pro-D" handles the organization and development of all SAMPO events, conferences and educational offerings. Our events are as successful as they are because of the hard work and dedication of this group of volunteers committed to your professional development.

Interested in giving back? Fill out a [volunteer application](#) on the SAMPO website to join one of our committees.

NATIONAL PROCUREMENT MONTH

SAMPO celebrated National Procurement Month in March with the introduction of Daily Tidbits. Here were a few of our favorites:

March 


IS NATIONAL PROCUREMENT MONTH!

JUST SO YOU KNOW...



THIS IS OUR VENDOR OF "RECORD"

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

PUBLIC PROCUREMENT DICTIONARY OF TERMS

The Comprehensive Reference for Public Procurement Terms and Concepts

NIGP: The Institute for Public Procurement offers this *Public Procurement Dictionary of Terms* that is easily accessible from their website and is also available for purchase as a digital or physical desktop copy. With more than 2,000 entries, this compilation defines and clarifies terms relevant to procurement activities. It is a clear, concise, and comprehensive reference for industry terms and concepts essential to all in the procurement realm.

NIGP

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

I'M CONFUSED.....



WHAT DO YOU MEAN I NEED A PURCHASE ORDER

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

NASPO offers educational and informative resources across various platforms for public procurement professionals including:

- Publications
- Webinars
- Online Courses
- Blogs
- Podcasts

Check out NASPO's Procurement Toolbox. Issue #1 that gives a great introduction to procurement, processes and structure, as well as it's value.

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

TO ALL THE PEOPLE OUT THERE



WHO ACTUALLY READ THE TERMS AND CONDITIONS

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

In the public sector where goods and services are funded by public expenditure, it is imperative that procurement officials operate ethically, with impartiality, transparency, and professionalism. Ethical procurement best practice starts with the employees in procurement following an ethical code which dictates their behavior and actions while conducting business. Ethics are the principles which define behavior as right, good and appropriate.

Check out the resources attached for more information on the importance of ethical procurement.

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

IF YOU COULD PUT THIS OUT TO BID...



THAT WOULD BE GREAT

— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

Cheat me in the price but not the goods.

Thomas Fuller



— COMMUNICATIONS COMMITTEE

March 

IS NATIONAL PROCUREMENT MONTH!

A BROKEN OVEN



ON CHICKEN NUGGET THURSDAY IS AN EMERGENCY!!

— COMMUNICATIONS COMMITTEE

Have a Tidbit to share? The SAMPO Communications Committee would love to hear from you. Email ideas to info@sampo.us and be featured as our Weekly Tidbit Contributor!

MEMBER SPOTLIGHT

Congratulations Sarah Andrews, American City & County Exemplary Public Servant of the Year Winner!



Sarah Andrews was chosen as one of American City & County's 2022 Exemplary Public Servants because of her enthusiasm surrounding public procurement and her all-around helpful nature. As noted by American City & County, she was also awarded the NCPP Above and Beyond Award, a national award that is given to only 15 public procurement officials nationally. She also has obtained both CPPB and NIGP-CPP certifications.

Check out the article!

<https://www.americancityandcounty.com/2023/04/05/a-helping-hand-2022-exemplary-public-servant-sarah-andrews/>

"If you're putting out a bid, and you're not really sure what to do, you can reach out to me and ask any questions."

MEMBER SPOTLIGHT

Congratulations Sabrina Samuels on earning your certification as a Public Procurement Buyer (CPPB)!

Sabrina Samuels has been working in public procurement with Rockland County for the last 3-1/2 years. Sabrina currently serves as the 2nd Vice President on the SAMPO Board and has previously held positions as 3rd Vice President and Regional Representative for Region 2.



SAMPO loves to highlight our member's achievements. If you or another member have recently received an honor, award, accreditation, certification or similar, please share the great news with the Communications Committee so that we can spread the word and garner the kudos deserved! Email us at info@sampo.us

WELCOME NEW MEMBERS

We're happy you've decided to join us!

Brandy Alden
Julie Allen
Jennifer Angerhauser
Gabrielle Aquiare
Margaret Armenia
Lynn Baniak
Vivian Basile
Nina Bautista
Karen Baxter
Abbie Bivins
Daniel Blake
Shubhen Bose
Brenden Boughton
Alexis Bredencko
Michael Brown
Harry Brown
Jeannine Bucci
Marybeth Buhrmaster
Carolyn Burgess
Jacqueline Burke
Daniel Calderon
Melita Calpakis
Antonella Capalbi Sarno
Sharifa Carbon
Julie Carlson
Heather Carnesi
Sandra Carretero-Fuentes
Sefora Castrello
Christine Ceru
Steven Charles
Briana Chittenden
Joseph Coleman
Elvira Connolly
Kathryn Conway
Paige Corning
Jonathan Corvino
Suzanne Coyne-Angelo
Stacie Craft
Sarah Crossman

Jennifer Crudo
Jim D'Angelo
Rhonda Daniels
Diane Day
Danielle DeBiase
Michael DeCicco
Letizia DeDona
Bradford DeForge
Karley Delaney
Laura Dempsey
Christine Dettmer
Katherine Dias
Joseph DiBartolo
Judy Dorsman
Nancy Dougherty
Janice Duarte
William Edson
Kristin Eilers
Sandra Fernandes
Sara Ferr
Jordan Flores
Katelyn Fretto
Denise Gillis
Annie Gilroy
Amy Ginnitti
Michael Gittschau
Colleen Glynn
Laura Green
Cindy Greene
Donald Greene
Eva Gregorovius
Carrie Hallahan
Andrew Harhigh
Mark Helling
Latasha Hills
Michael Hogan
Anne Holmquist

Leeann Huey
Sara Hughes
Natesha Jackson-Washington
James Jasiewicz
Katherine Jezik
Shakia Johnson
Seth Johnson
Matthew Jones
Michelle Kalinsky
Todd Kayser
Bryan Kirk
Tracey Lake
Christa Lee
Margarita Lekaj
Cheung Li
Dominick Lisi
Kelly Lucarelli
Maria MacGilfrey
Bernard Mahoney
Thomas Malanga
James Malone
Allison Mancuso
David Massa
Michael McCormack
Cheri McCullough
Catherine McMahon
Shannon Meehan
Marisa Meehan
Valerie Meyers
Mark Milstein
Amy Molinari
Kathleen Moosmueller
Kori Murphy
Denise Murray
Carol Neelis
Laurel Neff

Wendy Nieves
Alicia Nolte
Edward Nusbaum
Jessica O'Neil
Marina O'Neill
Martin O'Sullivan
Kathleen Perrone
Brandi Peterson
Salvatore Piampiano
Lynn Pinzer
Elijah Pratt
Shannon Prica-Kast
Jennifer Prusinowski
Linda Pyska
Ruth Quezada
Stephanie Remmert
Jennifer Rice
Elizabeth Rogers
Adriana Rokov
Sarah Rose
Josh Sack
Krystina Sconzo
Tina Sheldon
Anne Sheppard
Emily Shusas
Morgan Shute
Rachael Smelyansky
Lorie Spawn
Cherie Spraker
Jon Stead
Charles Strickland
Christine Swoboda
Garrett Toften
Michael Van Wart
Caitlyn Vivacqua
Kalee Waddingham
Robert Waldron
Jessica Watson
Sara Welsh
Lynette White
Allison White
Jenel Wirth
Suzanne Wong

Long Island Spring Conference @ The East Wind Hotel

By : Patricia Bulerin

I had the opportunity for the first time to attend the two-day SAMPO Long Island Conference held on March 22nd & 23rd. The event was well coordinated, packed with interesting workshops, vendors and team building events. Having attended the conference in Albany in October, I had an idea of what to expect, but as usual SAMPO exceeded my expectations. We had over one hundred SAMPO members in attendance and over eighty vendors showcasing their services and commodities. I was able to meet some of the current vendors I work with and put a face to the person behind the correspondence we share.

The event kicked off with a breakfast sponsored by vendor I. Janvey & Sons, Inc. The first day is always wonderful to see and catch up with connections you've made through SAMPO and catch up in person. We were given plenty of time to walk the vendor expo and interact with the vendors. This expo was followed with a workshop from Kathryn Carpenter, an attorney from NYS Department of Justice. Kathryn touched on how to identify red flags in potential bidding collusion and fraud. Her knowledge was eye-opening. After lunch, which was sponsored by Absolute Auctions & Realty Inc., we broke up into round tables for BOCES and school districts and another for municipalities while others had the chance to attend Purchasing I presented by Lorraine Hein and Laurie Conley. I joined the BOCES and schools round table which provided participants the opportunity to ask questions and bring up challenges they may be facing in their own organizations. This time spent with

fellow procurement counterparts is good as gold as we get to hear from other experienced procurement professionals who have dealt with similar experiences. We finished the day with three more class options: Emerging Professionals Round Table with Sarah Andrews, Purchasing and Travel Cards with Bonnie Pampinella or Purchasing II with Lorraine Hein and Laurie Conley. I joined the P & T Card session as this topic has been brought up before in my district, but I knew very little about it. Bonnie's workshop was full of information, tips, and sources. This is a topic we don't see often, however it's a topic that is becoming more prevalent in procurement everywhere. As Bonnie mentioned, she has done a lot of the leg work and has compiled a ton of information, so we don't have to spend so much time researching.



Long Island Spring Conference @ The East Wind Hotel

(continued)

The second day was just as exciting and full of information from start to finish. We started the day with Erina Fitzgerald from NYS Comptroller's Office speaking to us about legal requirements for competitive bidding. Following Erina, we broke up into three groups with options to attend workshops such as Insurance & Contracting NYSIR, ABC's of GML 103, or Ed-Law 2D. I chose to attend Ed-Law 2D presented by Joe Eckstein. This course informed us on student privacy and what obligations we have as purchasing agents to follow these regulations. We were provided with guidance and best practices from a purchasing perspective. We continued our knowledge trip and had three more workshop options, Audit, The In's & Out's of Time and Material Contracts, or Department of Labor Prevailing Wage. I attended the second option presented by Paul Brennan. Paul shared with us his vast knowledge on contracts and when we should use time and material contracts as well as their preparation.

'After lunch we had three more workshop options, Financial Software Training nVision/ Finance Manager, Financial Software Training WinCap and Capital Projects for Towns and Counties. I joined the Win Cap workshop since it's the software of choice used in my district. I was able to view new options that may be beneficial to our processes. Overall, it was a very informative meeting with my Win Cap rep. We finished off the day as a collective group in the grand ballroom with Mary Anne Sadowski in her workshop "Recent NYS Comptroller Audits: A year (or more) in review". I've been lucky to have listened to Mary Ann's workshops on more than one occasion and I always walk away with

new information. She touched on best practices and what to stay away from based on Municipal Law while using examples of cases that come across her desk.

The two days were full of information, with lots of laughs and great moments sprinkled in. Thank you to the Pro-D committee for putting together another great conference with workshops and topics that really enhanced our knowledge.



Annual Western Conference @ Greek Peak

By : Beth Heinlein



The SAMPO team and the conference resort, Greek Peak, hosted the 2023 Western Regional Conference on April 19th and 20th. The event opened on Wednesday, beginning with a breakfast and the vendor showcase with 25 vendors participating and engaging with all our members.

There were 66 public procurement professionals in attendance. The event offered three general sessions with strategic, knowledgeable speakers, ten training presentations to choose from and meals. During the first general session, we heard from an inspiring and compelling speaker, Tammy Rimes, who shared some of her life hurdles and how she overcame them and created opportunities for herself along the way. In addition, Tammy also hosted a session, "Taking a Road Trip with Cooperative Purchasing", where she was able to share her knowledge and relatable experiences.

The conference was designed to provide us with the tools we need to stay on top of changes in our industry including the ABC's of GML 103, Best Practices, Proper Negotiation techniques, and regulation updates. SAMPO ensured a professional learning experience with numerous opportunities to engage and collaborate with colleagues from around the state, in productive discussions. We were able to network with others in similar roles who are facing or have faced similar challenges, and many departed with effective strategies that could be implemented immediately.

I find that the SAMPO Conferences provide an excellent opportunity by bringing together municipal procurement people to share expertise, drive efficiency and deliver value. One of the best ways to keep updated on trends and changes in the industry is by attending these procurement conferences. Not only can you take away actionable insights from seasoned professionals in New York State, but you can also leave with long-term business connections with your industry peers.



CALENDAR OF EVENTS

A look at what's on the Horizon...

Specialization Certificate: Construction Procurement

June 12 -14, 2023
8:00 AM EDT – 5:00 PM EDT

Procurement of architect and engineering professional services and construction services is a niche speciality in the profession. While the public procurement principles continue to apply, some practices, methods, and laws are unique to the procurement of professional services and construction. Procuring professional design services and construction can be very challenging, as each project is unique, and often complicated. New and evolving project delivery methods like progressive design-build and construction manager at risk adds new challenges for the public procurement professional.

Public Works Contracting Under New York General Municipal Law

June 21-22, 2023
9:00 AM EDT – 5:00 PM EDT

This seminar is recommended for purchasing agents, school business officials, public works directors, municipal engineers and project managers to understand the laws dictating how a local government hires and constructs (or demolishes) any government building, structure, or road. The seminar will include a review of terms frequently used in the construction industry, an in-depth look at prevailing wage requirements, and a review of the legal requirements that local governments must observe when undertaking any construction project. The final part of this seminar contains excerpts from relevant portions of the New York State General Municipal Law, Article 5A, Public Contracts.

CALENDAR OF EVENTS

Public Works Contracting Under New York General Municipal Law

June 21-22, 2023
9:00 AM EDT – 5:00 PM EDT

This seminar is to better understand the laws dictating how a local government hires and constructs (or demolishes) any government building, structure, or road.

Emerging Professional Round Table

July 12, 2023
11:00 PM EDT – 1:00 PM EDT

Lourdes Coss Webinar: Emotional Intelligence and Leadership

July 06, 2023
1:00 PM EDT – 2:00 PM EDT

Your emotional intelligence comes into play in your relationships, decision-making, and your leadership. Gain an understanding on how it also can be an indicator of your well-being and overall happiness.

Regional Round Table

August 02, 2023
12:00 PM EDT – 1:00 PM EDT

Lourdes Coss Webinar: 17 Laws of Teamwork

August 03, 2023
1:00 PM EDT – 2:00 PM EDT

Every day, in some way, you are part of a team. The question is not, Will you participate in something that involves others? The question is, Will your involvement with others be successful? In this webinar, we will touch upon three of the Laws to help you maximize your participation in a team.

Competency Module: Evaluation Methods

August 17, 2023
9:00 AM EDT – 1:00 PM EDT

The evaluation of offers through assorted methodologies and prioritized criteria helps procurement professionals fulfill their responsibilities as stewards of the public's trust. Evaluation methodologies, however, are more than just scores and ranks, but include the processes of receiving, opening, and analyzing associated offers.

FEATURE ARTICLE

Vetting a National Cooperative Contract

By Lorraine Hein

As with any other practice, cooperative purchasing may be done well, or poorly, and is definitely not without its trials. It is imperative that we make informed decisions.

National Cooperative Contracts may make you feel a little apprehensive; when we vetted our first contract, we were quite hesitant. However, once we evaluated the first contract, the next couple became somewhat easier. Vetting national cooperative contracts does take time and effort.

When should you vet a national cooperative contract?



According to NIGP Principles and Practices of Public Procurement, it is a best practice to consider the use of cooperative procurement contracts, on a case-by-case basis, and only after extensive due diligence has been performed in order to lower prices, lower administrative costs, increase competition, and obtain more favorable terms and conditions. It is imperative that we ensure compliance with all applicable laws, open competition, and effective/efficient use of time and resources.

Prior to making the decision to use a cooperative contract, you should conduct extensive due diligence by following a checklist such as the below:

- Compare the cooperative contracts available for the required product or service, conduct market research, and evaluate whether the use of a cooperative contract is appropriate.
- Analyze all costs associated with conducting a competitive solicitation;
- Ensure that the use of the cooperative contract meets all the competitive requirements.
- Review the cooperative contract for conformance with all applicable laws and best practices.
- Analyze the product or service specifications, price, terms and conditions and other factors, such as: cost to utilize the contract produces best value.
- Ensure that the organization/local required terms and conditions are incorporated into the contract.
- Incorporate or remove additional terms and conditions by developing an addendum or purchase order that is signed by both procurement and the supplier.

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FEATURE ARTICLE

(continued)

If you find it necessary to add or remove a large amount of terms and conditions, you should carefully consider whether or not the use of the cooperative contract is appropriate. Terms and conditions that are not present may be added to your purchase order issued pursuant to the cooperative procurement contract. However, use of a purchase order is a unilateral action. You should evaluate the frequency of use/ purchase to determine whether or not to use a purchase order. If the frequency of use/ purchase is high, then an addendum should be considered instead of a purchase order.

Documents in the cooperative contract file should minimally include:

- Solicitation;
- The bid tabulation or evaluation with the reason for the award;
- A copy of the winning proposal/bid;
- Proof of pricing;
- Resolution (if required); and
- A copy of all insurance/bond certificates required by the contract.

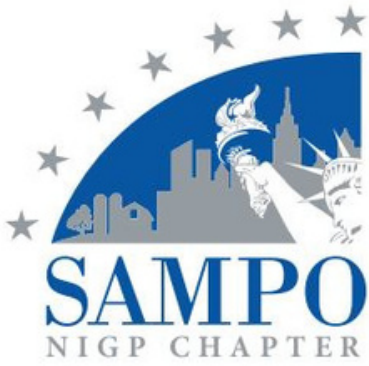
"...still unsure, verify with legal counsel prior to utilizing these contracts...if I can be of assistance, please don't hesitate to call on me."

When reviewing the contract, staff should fill out a justification form for each contract to keep with the file. This form indicates that the contract has been reviewed and staff has completed due diligence of the contract, and the form should contain the name and signature of the Buyer and the Director of the Department. As part of this due diligence review, staff should confirm that the contract complies substantially with procurement rules and practices.

They should further confirm that all purchases will comply with the terms and prices in the contract. Our office staff utilize the following format for determining whether usage of the national cooperative is in the best interest of our entity:

- Was the contract let by the United States or any agency thereof, any state or any other political subdivision or district therein? This includes NYS political subdivisions.
- Was this contract made available for use by other governmental entities?
- Was the contract let in a manner that constitutes competitive bidding "consistent with state law"?
- Do the terms, conditions and scope of work/specifications meet the need?
- If no, are the terms, conditions and scope of work/specifications negotiable?
- Does the cooperative contract provide the most advantageous solution? Cost savings? Why?
- Is the contract in effect and in force for all proposed purchases?
- Will any and all purchases comply with the terms and prices in the contract?
- Will volume pricing advantages be applied to purchases?
- Are there any fees associated with use of the contract? Are they reasonable and justified?
- Were local and regional vendors offered the opportunity to compete for the contracts?
- Did the cooperative or lead agency have the expertise, reputation and history of quality contracting for the good or service being procured?
- Was past experience with the cooperative or lead agency acceptable?

Of course, if you have any questions or are unsure, verify with legal counsel prior to utilizing these contracts. Good Luck!!! If I can be of any assistance, please don't hesitate to call on me. – Lorraine



Helpful Links

- [New York State Comptrollers Office](#)
- [Handbook OSC Local Government Management](#)
- [New York State Office of General Services, OGS](#)
- [National Institute of Governmental Purchasing \(NIGP\)](#)
- [NIGP's Learning Central](#)
- [Global Best Practices](#)
- [National Association of State Procurement Officials \(NASPO\)](#)
- [The Universal Public Procurement Certification Council \(UPPCC\)](#)
- [NYS GFOA Legislative Watch](#)
- [NYS Consolidated Laws](#)
- [Commonly Used Procurement Terms](#)
- [ACRONYMS USED IN PROCUREMENT](#)
- [Piggybacking Law](#)
- [Guide Purchaser Notification Service \(PNS\)](#)

For Schools & BOCES

- [Education Law, Rules and Regulations](#)
- [NYSED Educational Management Purchasing](#)
- [NYSED P-12 News](#)
- [Pupil Transportation Contracts](#)

