

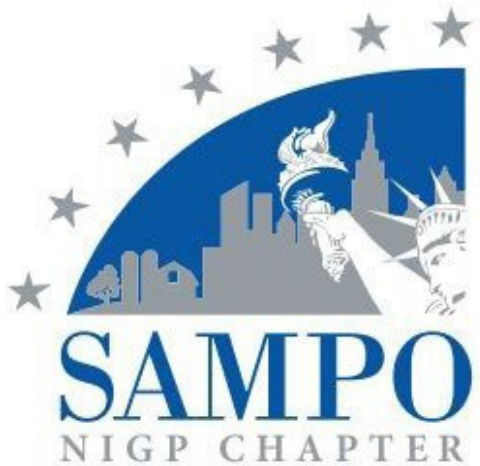
# NEWSLETTER

FALL/WINTER 2024/2025

5TH EDITION

NYSAMPO.US

INFO@NYSAMPO.US

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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.

# LETTER FROM OUR PRESIDENT

**Dear Members of the SAMPO Community,**

As the President of SAMPO, it is my pleasure to reflect on the successes and milestones of this past fall and winter. Most notably, our recent Long Island Conference this fall was an incredible triumph. The event fostered networking, knowledge-sharing, and collaboration in true SAMPO spirit. For the first time, we capped the conference with a well-enjoyed dinner, providing an opportunity for members and vendors to connect in a more relaxed and informal setting. The positive feedback has been overwhelming, and we are thrilled that this new addition resonated with so many of you.



I would also like to highlight an exciting development. SAMPO Vice Presidents and I had the privilege of meeting with the new Chief Procurement Officer (CPO) from the New York State Office of General Services (OGS). This meeting marked the beginning of what we hope will be a long and fruitful collaboration between SAMPO and OGS. By strengthening these ties, we aim to enhance resources, share best practices, and advocate more effectively for our community.



Additionally, NIGP is offering a dual membership opportunity for our members that have not previously held & are not current members of NIGP. All eligible members have received an email with this amazing opportunity.



And, speaking of NIGP, our chapter was awarded the Gold Chapter Seal recognizing our progress as a chapter. This not only recognizes the volunteers behind the scenes, but this also recognizes the efforts all of you, as members take toward your professional development. This is quite an achievement! Congratulations everyone!

Looking ahead, I am excited to share that we are currently working on our Annual Conference, which will take place in Lake George May 7-9. This flagship event will continue to provide a platform for connection, professional growth, and innovation. Additionally, plans for the next Long Island Conference are already underway, and we are exploring opportunities to expand our reach with a potential western conference, ensuring greater inclusivity and engagement across the state.

Of course, none of this would be possible without the unwavering dedication and hard work of our Board of Directors, Executive Board, committees, regional representatives, and volunteers. Your efforts are the backbone of SAMPO, and I extend my heartfelt gratitude for all that you do to advance our mission.



Thank you for your continued support and commitment to SAMPO. Together, we will build on this year's achievements and work toward even greater success in the year ahead.

Please remember to follow us on our Social Media sites for more upcoming event information.

 **Facebook:** [LinkedIn](#)

 **Twitter (X):** [X](#)

 **LinkedIn:** [LinkedIn](#)

**Warm regards,**

Carolyn Secor  
President, NY SAMPO

# VOLUNTEER OPPORTUNITIES

## Scholarship Committee

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

Many scholarships for 2025 have just been awarded! Once you decide what you plan on using yours for, please advise Ashley Scutt.

[Info@nysampo.us](mailto:Info@nysampo.us)

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!

[communications@nysampo.us](mailto:communications@nysampo.us)

### **Stay Connected with Us on Social Media!**

We're excited to announce that you can now connect with us on social media! Follow us to stay up to date with the latest news, updates, events, and resources. Here's where you can find us:



**Facebook:** [LinkedIn](#)



**Twitter (X):** [X](#)



**LinkedIn:** [LinkedIn](#)

## 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.

# LONG ISLAND CONFERENCE – NOV 2025



On behalf of the SAMPO Board, we extend our heartfelt thanks to everyone who joined us for our Regional Conference in Long Island!

This year's event was a resounding success, with an incredible turnout and the exciting addition of our first-ever member dinner, which was very well attended. Over the course of two days, procurement professionals, industry experts, and vendors came together for an enriching experience filled with collaboration, learning, and inspiration.



## Highlights of the Conference

- **Engaging Sessions:** Attendees participated in insightful workshops and panel discussions covering critical topics in public procurement.
- **Networking Opportunities:** The conference fostered meaningful connections, allowing members to share experiences, challenges, and innovative solutions.
- **Inaugural Member Dinner:** A special evening to celebrate camaraderie, strengthen relationships, and build community within SAMPO.

## A Bright Future Ahead

As we reflect on the conference, the energy and enthusiasm displayed reaffirm our mission to support and strengthen the public procurement profession. The innovation and collaboration witnessed at this event underscore the potential for growth and excellence in our field.

We're excited to carry this momentum forward as we continue to implement the ideas and insights shared during the conference.

## Looking Forward

Stay tuned for updates on next year's events, and let's work together to build an even stronger community of procurement professionals!

Thank you once again for your participation and contributions to the success of the Long Island SAMPO Regional Conference.



# LONG ISLAND CONFERENCE – NOV 2025





# LONG ISLAND CONFERENCE – NOV 2025





# LONG ISLAND CONFERENCE – NOV 2025





# LONG ISLAND CONFERENCE – NOV 2025





# MEMBER SPOTLIGHT

**Congratulations to our members  
who are shining in the procurement  
spotlight:**

**GINA KLUG, Smithtown CSD**

**NIGP AWARDS COMMITTEE**

**RENEE OSTERHOUDT, Dutchess County**

**CPPB**

**ASHLEY SCUTT, Livingston County**

**CPPO**

**Note:** If there are any other members who are reaching out beyond their procurement position and need to be recognized, please forward their name, agency and their position/certification to [communications@nysampo.us](mailto:communications@nysampo.us) and we will post in the next newsletter

# EVENT CALENDAR

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

### January 28, 2025

12:00 PM EDT - 1:00 PM EDT

#### **Regional Roundtable #1**

Open to all regions! Please join us quarterly for an open roundtable discussion related to Municipal or School District Procurement. This Round Table is hosted by Ashley Scutt, Purchasing Director for Livingston County and Region 3 Representative.

### February 6, 2025

1:00 PM EDT - 2:00 PM EDT

#### **FREE Webinar: Effective Communication: Building Influence and Trust**

Master the art of communication to build trust, influence stakeholders, and foster collaboration. Gain tools to communicate effectively across teams, bridging gaps and creating cohesion that enhances overall project success.

### February 12, 2025

12:00 PM EDT - 1:00 PM EDT

#### **Green Purchasing Communities Program**

### February 26-27, 2025

8:00 AM EDT - 5:00 PM EDT

#### **Public Works Contracting Under New York General Municipal Law-Two Days**

Are you ready to navigate the complexities of public works contracting under New York State General Municipal Law with confidence and expertise? Look no further! We're thrilled to invite you to our upcoming two-day virtual seminar where you'll gain invaluable insights and strategies to excel in this dynamic field.

### March 4, 2025

12:00 PM EDT - 1:00 PM EDT

#### **Lunch & Learn - How to Procure with Preferred Sources (Webinar)**

Join Valerie Andreoli, VP Commodities at NYSID, for an informative session on "How to Procure with Preferred Sources."

### March 6, 2025

1:00 PM EDT - 2:00 PM EDT

#### **FREE Webinar: Ethics: Ensuring Integrity and Compliance in Procurement**

Navigate the nuances of ethical decision-making in procurement. This session offers a framework for maintaining integrity, ensuring transparency, and safeguarding public trust, focusing on compliance and ethical standards that protect both the profession and public resources.



# EVENT CALENDAR

## March 13, 2025

12:00 PM EDT - 1:00 PM EDT

### **The Collaboration and Education Cycle (Lunch & Learn Webinar)**

As a new procurement professional, it became evident that procurement improvements were needed within our organization and ambiguities in processes and guidelines made procurement frustrating for our end users. The question was how? The answer was right in front of me, involve our end-users! Join me as I breakdown the Collaboration and Education cycle that I presented at NIGP Forum's Procurement Excellence Showcase. I will explain how the cycle came into fruition, what problems we were facing, changes we implemented and how you can incorporate the model at your organization! -Ashley Scutt, NIGP-CPP, CPPO, CPPB, Purchasing Director of Livingston County, New York.

## March 19, 2025

9:00 AM EDT - 5:00 PM EDT

### **The RFP Blue Print (1-day Webinar) with Paul Brennan**

The RFP Blueprint seminar for public procurement professionals provides a solid foundation for conducting the Request for Proposal process and understanding New York State laws dictating how local governments hire consultants, licensed professionals, and procures technology and other types of professional service contracts.

## March 25, 2025

12:00 PM EDT - 1:00 PM EDT

### **OGS IT Umbrella Contract (Lunch & Learn Webinar)**

Josh Sack, OGS Procurement Services Contract Management Specialist, will discuss key aspects of the IT Manufacturer-Based Umbrella Contract and provide step-by-step instructions for creating a quote through the COMET system.

## April 3, 2025

1:00 PM EDT - 2:00 PM EDT

### **FREE Webinar: Negotiation Skills: Achieving Optimal Outcomes**

Sharpen your negotiation abilities to achieve mutually beneficial outcomes with suppliers. Learn techniques to balance quality and cost, manage supplier dynamics, and foster partnerships that contribute to long-term procurement success.

## April 8, 2025

12:00 PM EDT - 1:00 PM EDT

### **Regional Roundtable #2**

Open to all regions! Please join us quarterly for an open roundtable discussion related to Municipal or School District Procurement. This Round Table is hosted by Samantha Neff, School Purchasing Agent for Longwood Central School District and Region 1 Representative.

# EVENT CALENDAR

## May 1, 2025

1:00 PM EDT – 2:00 PM EDT

### **FREE Webinar: Team Dynamics: Building High-Performing, Collaborative Teams**

Explore strategies for creating cohesive, high-performing teams within procurement. Discover leadership practices that encourage collaboration, embrace change, and establish a culture of continuous improvement for sustainable team success.

## May 7-9, 2025

7:30 AM EDT – 4:30 PM EDT

### **Annual Conference - Vendor Registration**

The Annual SAMPO Conference will be held from May 7th through May 9th at the Fort William Henry Hotel and Conference Center, 48 Canada Street, Lake George, NY. (Set up is on May 6th along with a meet & greet). The conference will include various educational programs and networking opportunities for the members of our organization. An important part of our conferences is the Vendor Expo Area; vendors enjoy an opportunity to showcase their products and services and make valuable contacts with public procurement representatives. Buyers, managers and decision-makers will be in attendance seeking new resources, new ways to reduce costs, and suppliers they can rely on.

## June 5, 2025

1:00 PM EDT – 2:00 PM EDT

### **FREE Webinar: Self-Leadership: Unlocking Personal Potential to Drive Team Success.**

Harness the power of self-leadership to drive personal and team achievement. Develop habits of accountability and disciplined decision-making, understanding how these qualities contribute to effective leadership and organizational impact.

## July 8, 2025

12:00 PM EDT – 1:00 PM EDT

### **Regional Roundtable #3**

Open to all regions! Please join us quarterly for an open roundtable discussion related to Municipal or School District Procurement.

## August 7, 2025

1:00 PM EDT – 2:00 PM EDT

### **FREE Webinar: Mindfulness and Resilience: Managing Stress in High-Pressure Environments**

Develop resilience and mindfulness techniques that can be applied to high-stress procurement environments. This session focuses on mental and emotional well-being, ensuring professionals remain effective and focused under pressure.



# COMMITTEE UPDATE

NY SAMPO

By SAMPO Legislative Committee

## “New Requirement” Public Work Contractor and Subcontractor Registry

**Starting December 30, 2024**, all contractors and subcontractors submitting bids or performing construction work on public work projects or private projects covered by [Article 8 of the Labor Law](#) are required to register with the New York State Department of Labor (NYSDOL) under [Labor Law Section 220-i](#).

<https://dol.ny.gov/contractor-and-subcontractor-landing>

The law defines a “contractor” as any entity entering into a contract to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication. The law defines “subcontractor” as any entity subcontracting with a contractor to perform construction, demolition, reconstruction, excavation, rehabilitation, repair, installation, renovation, alteration, or custom fabrication, which is subject to Article 8 of the Labor Law. Contractors are responsible for verifying that any subcontractors they work with are registered.

**Contractors need to register before submitting any new bids or commencing new work on a covered project on or after December 30, 2024. Subcontractors need to register before commencing new work on a covered project on or after December 30, 2024.** NYSDOL encourages all contractors and subcontractors to register as soon as possible to obtain a Certificate of Registration to avoid negatively impacting a bidding period or project schedule.

The Bureau of Public Work & Prevailing Wage Enforcement at the New York State Department of Labor is responsible for enforcing prevailing wage laws in New York State.

The Bureau of Public Work & Prevailing Wage Enforcement publishes the annual prevailing wage schedule every year on July 1. To find information about the prevailing wage rate for your area, or to find contact information for your local Public Works and Prevailing Wage Enforcement District Office, please visit Bureau of Public Work and Prevailing Wage Enforcement website or send an email to [labor.sm.pwask@labor.ny.gov](mailto:labor.sm.pwask@labor.ny.gov).

## Electronic Certified Payroll Submissions in 2025

There is a new subsection 220-j in Article 8, which will require the Department of Labor to develop a publicly accessible online database of electronic certified payroll records, which will be available no later than **December 31, 2025**.

All submissions of certified payroll records will be collected electronically through this forthcoming database, starting when the system is completed in 2025.

Please watch the NYS Department of Labor website for additional information.

# COMMITTEE UPDATE

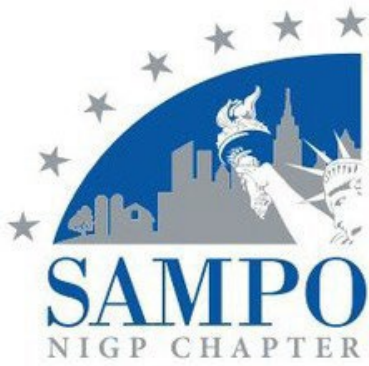
NY SAMPO

**CONGRATULATIONS NY SAMPO  
on earning the NIGP 2024 Chapter  
Performance Standard Seal.**



NIGP has developed a 'standard' in which chapters can strive to follow and advance the opportunities offered to their members. Participating chapters receive a score which records their progress in achieving excellence. Once a chapter successfully meets the standard, a digital seal is issued which the chapter can prominently display to their membership on their website and social media outlets. The four tiers provide motivation for Chapters to achieve an even higher tier in subsequent years.





# 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](#)

