



Nigp Chapters & AI

PRESENTED BY: BROOKE SMITH

NIGP CHAPTERS

APRIL 29, 2024

NIGP LEARNING PATHS

Monday

1:45 PM - 3:00 PM

LEARNING PATH TECHNOLOGY SESSION 1 - ENSURE RESPONSIBLE USE OF AI FOR PROCUREMENT TASKS

Tuesday

9:45 AM - 11:00 AM

LEARNING PATH TECHNOLOGY SESSION 2 - REVIEW AND ENGAGE IN CYBER SECURITY PROTOCOLS

Tuesday

2:15 PM - 3:30 PM

LEARNING PATH TECHNOLOGY SESSION 3 - ENSURE PRACTICAL APPLICATION OF AI FOR PROCUREMENT TASKS

Wednesday

1:45 PM - 3:00 PM

LEARNING PATH TECHNOLOGY - WORKSHOP

Hosted by:
Stephanie Akerley
Nathan Dawson
Brooke Smith



In Person

August 25 - 28, 2024

Charlotte, NC

[REGISTER YOURSELF](#)

\$925 / Members

\$1,150 / Non-Members



Virtual

August 25 - 28, 2024

[REGISTER YOURSELF](#)

\$299 / Members

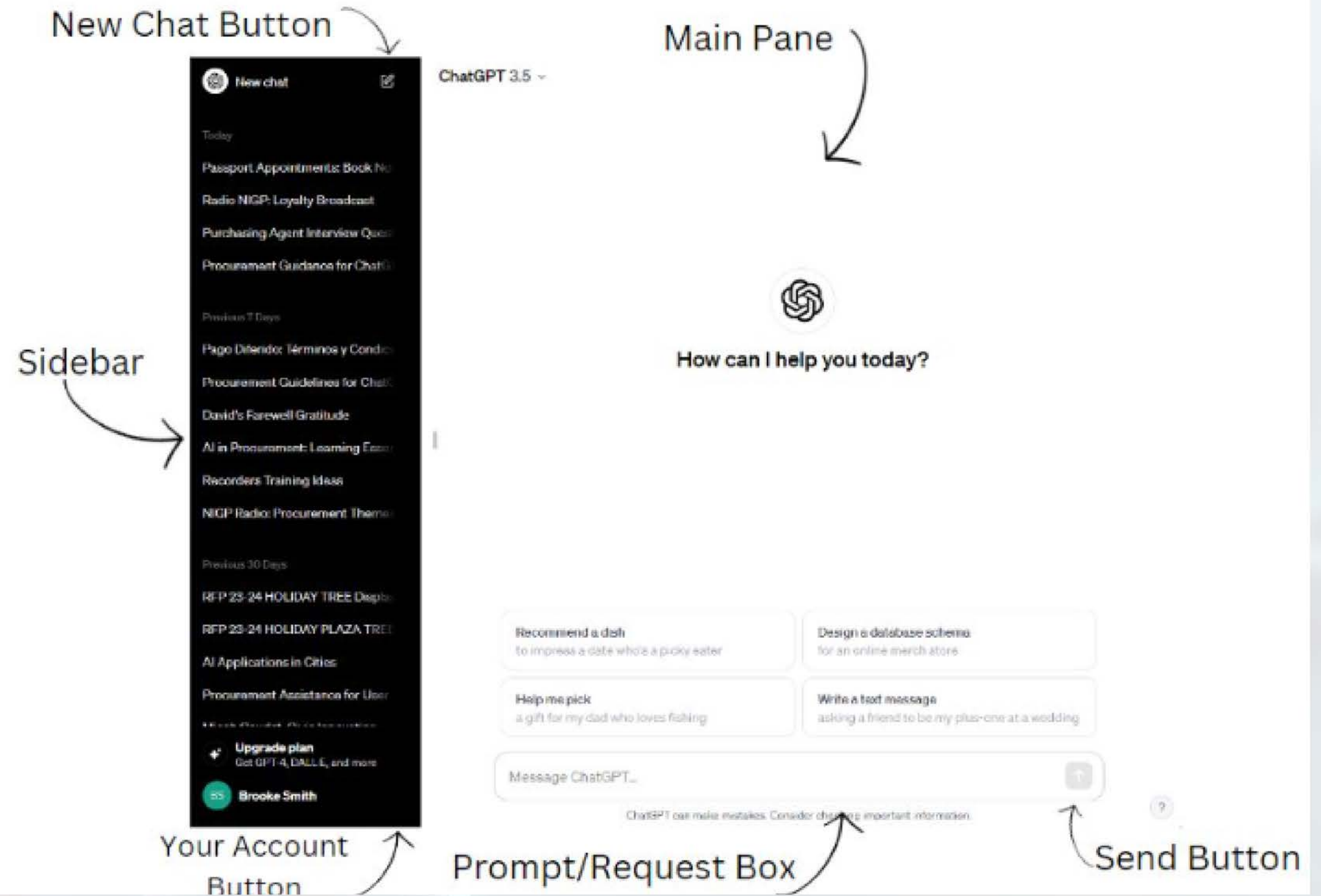
\$449 / Non-Members

ChatGPT Basic Layout

ChatGPT can automate repetitive tasks, freeing up staff time to focus on more complex and higher value work.

ChatGPT can be used to analyze large amounts of data and provide insights to support decision-making.

NIGP



ChatGPT

Tips for getting started

Ask away

ChatGPT can answer questions, help you learn, write code, brainstorm together, and much more.

Don't share sensitive info

Chat history may be reviewed or used to improve our services. Learn more about your choices in our [Help Center](#).

Check your facts

While we have safeguards, ChatGPT may give you inaccurate information. It's not intended to give advice.

Okay, let's go

 GPT-3.5

 GPT-4 

Prompt

BS

write in 30 words what a Purchasing Agent is.

• **Answer**



A Purchasing Agent is a professional responsible for procuring goods and services for an organization, negotiating with suppliers, and ensuring cost-effective and timely acquisitions to meet business needs.

Custom Instructions

Settings

General

Data controls

Chat history & training

Save new chats on this browser to your history and allow them to be used to improve our models. Unsaved chats will be deleted from our systems within 30 days. This setting does not sync across browsers or devices. [Learn more](#)



Shared links

Manage

Export data

Export

Delete account

Delete

Help & FAQ

Release notes

Terms & policies

Keyboard shortcuts

Custom instructions

Settings

Log out

BS Brooke Smith

Custom instructions ⓘ

What would you like ChatGPT to know about you to provide better responses?

Prompt: Help me write a short custom instruction for ChatGPT for a Public Procurement Professional who is in charge of complex projects for their agency.

153/1500

How would you like ChatGPT to respond?

Prompt: Write a short instruction about how I would want ChatGPT to respond as a Public Procurement Professional.

113/1500

Enable for new chats

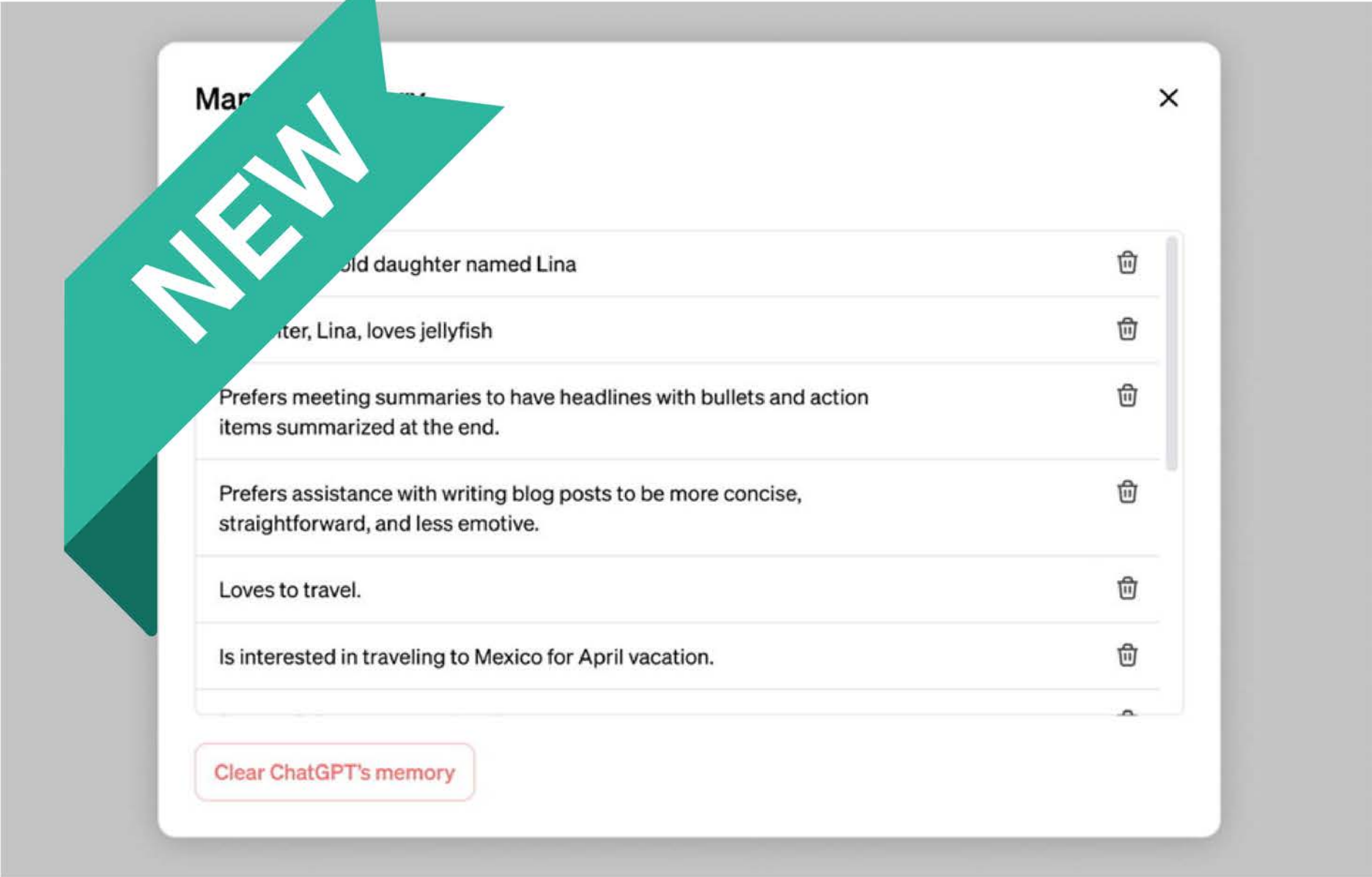


Cancel

Save

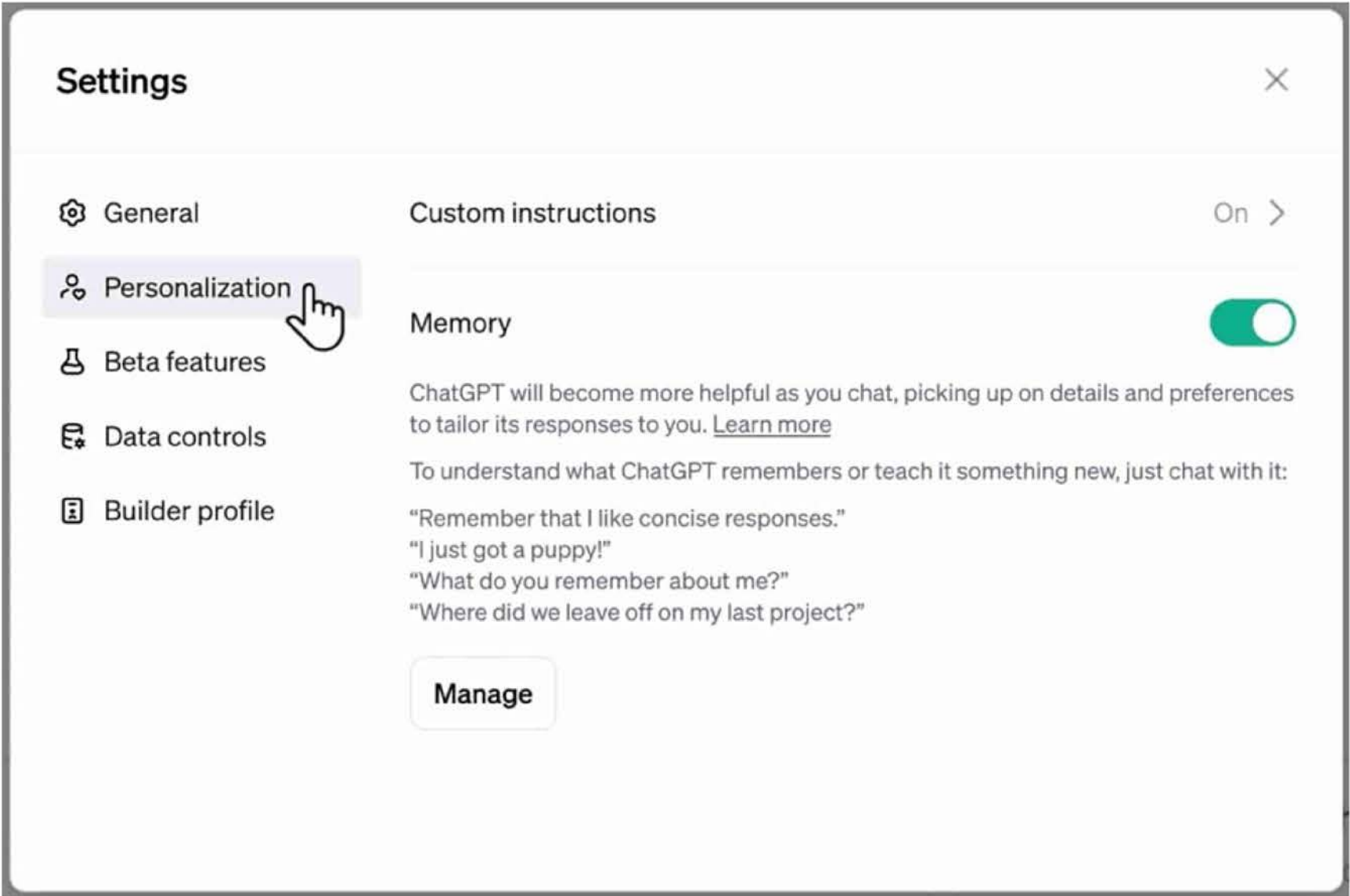
NIGP

OpenAI announces new memory feature for ChatGPT



AI AT WORK

How to use ChatGPT's new memory feature



Sample prompt instructions:

Format: Always use bullet points/numbered lists/ short sentences when I ask for a summary.

Role: I am an [insert your profession]. Tailor all your answers to my role.

Company/Industry: I work at [describe company or industry]. Tailor all your answers to my company.

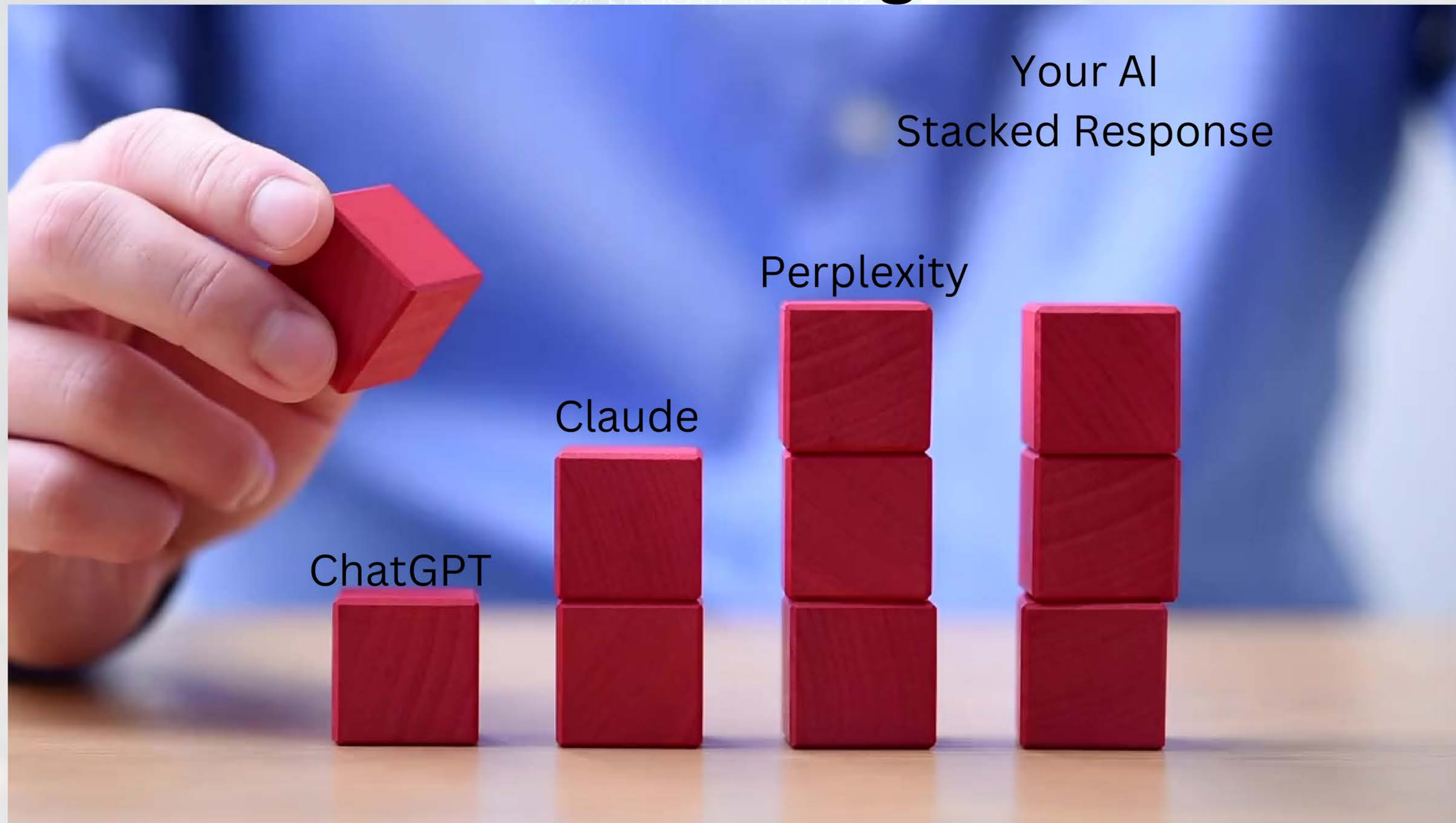
Constraints: I am a professor and I teach 60 minute classes. When I prompt you for a lesson plan, give me lesson plans that can be taught in under 60 minutes.

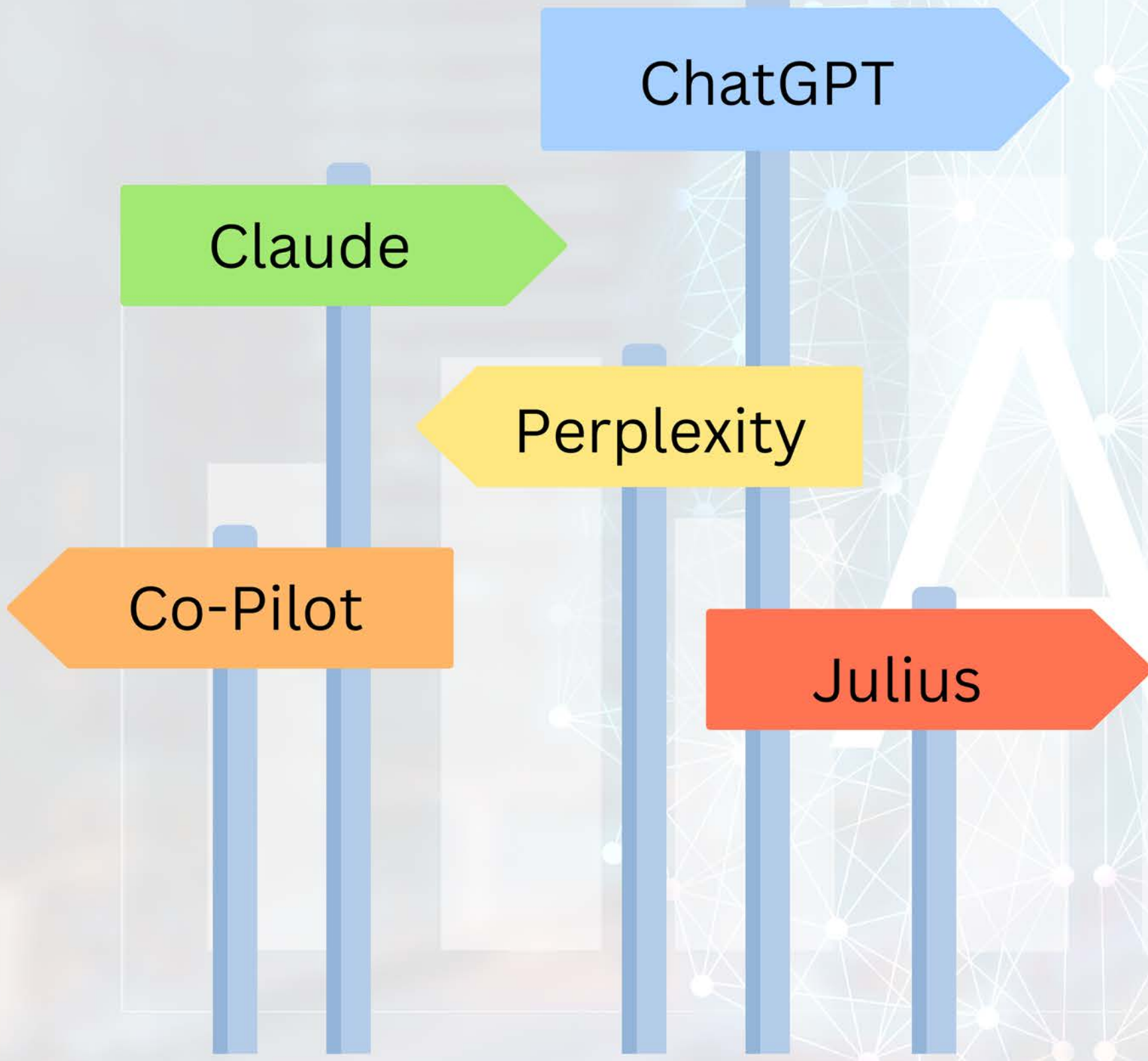
[EXTERNAL] ChatGPT gets memory 🗨️



Superhuman AI <superhuman@mail.joinsuperhuman.ai>
To  Brooke Smith

AI Stacking





ChatGPT

Claude

Perplexity

Co-Pilot

Julius

DIFFERENT TYPES OF AI

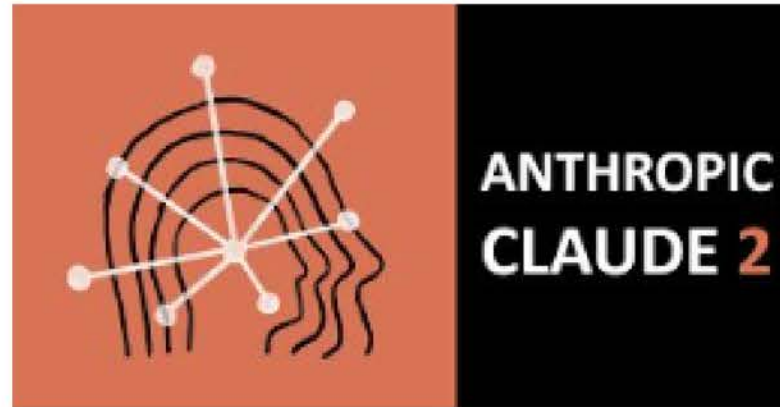
Types of AI Relevant to Procurement



ChatGPT 3.5 (Free)
ChatGPT 4 (\$20/Month)



Create a Procurement Manual
w/ References
Free/Paid version (\$20/Month)



Analyze Procurement Code
Free/Paid version (\$20/Month)



Presentations (Free)
Basic (\$17.99/Month)
Essential (\$37.99/Month)
Pro (\$49.99/Month)



Integration with Word, Excel,
PowerPoint, Keyboard (Free and Paid
\$30/Month includes Microsoft 365)



Googles AI – Release 2024

Prompt Engineering

How to get the best
response from your prompts.



Basic Structure of a Prompt:

Acting as a [ROLE] perform [TASK] in [FORMAT]

Act as a [ROLE]

Procurement Agent
Buyer
Supervisor
Manager
Interviewer/ee
Accountant
Project Manager
Hiring Manager
Negotiator

Create a [TASK]

RFP
Bid
Award Letter
Denial Letter
Cover Letter
Justification Letter
Nomination Letter
Interview Questions
News Article
Meeting Outline
Social Media Post
Course Outline

Show as [FORMAT]

Professional Letter
Email
Summary
Bullet Points
List
Spreadsheet
Graphs
Presentation Slides



PROMPT ENGINEERING

I WANT YOU TO ACT AS A PROCUREMENT CONSULTANT.

I WILL PROVIDE YOU WITH THE NECESSARY INFORMATION AND REQUIREMENTS FOR THE PROCUREMENT PROJECT.

YOU WILL ASSIST IN DRAFTING A COMPREHENSIVE RFP DOCUMENT THAT MEETS OUR ORGANIZATION'S NEEDS AND COMPLIES WITH INDUSTRY BEST PRACTICES.

YOU WILL ENSURE THAT THE RFP DOCUMENT INCLUDES ALL RELEVANT SECTIONS, SUCH AS AN INTRODUCTION, PROJECT DESCRIPTION, PROPOSAL GUIDELINES, EVALUATION CRITERIA, CONTRACTUAL AND LEGAL REQUIREMENTS, TIMELINES, AND CONTACT INFORMATION. ADDITIONALLY, YOU WILL MAKE SURE THAT THE DOCUMENT IS WELL-STRUCTURED AND CLEARLY COMMUNICATES OUR EXPECTATIONS TO POTENTIAL SUPPLIERS/SERVICE PROVIDERS.



Target Your Audience





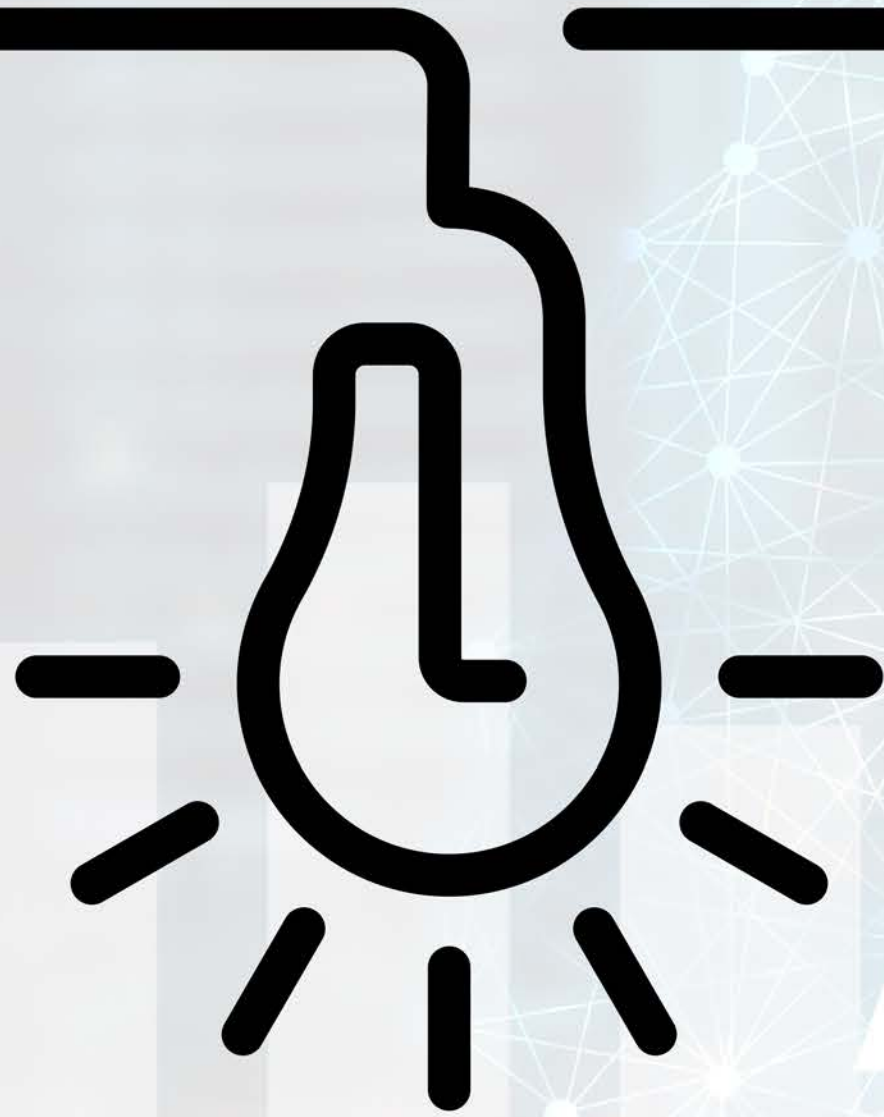
Prompt Hacks:



“Take Your Time”

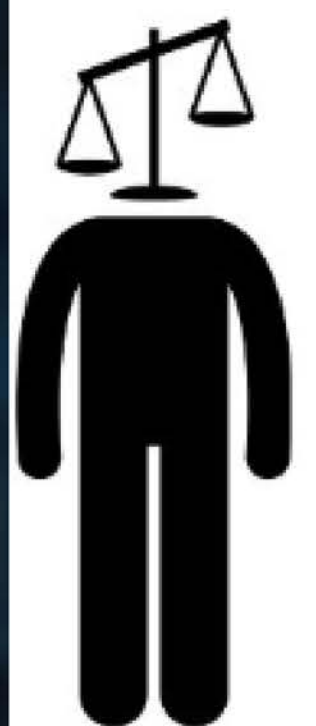
Take
YOUR
Time

“I’ll give you a \$200 Tip, if....”:



**Things you need to
know about AI**

During the Evaluation



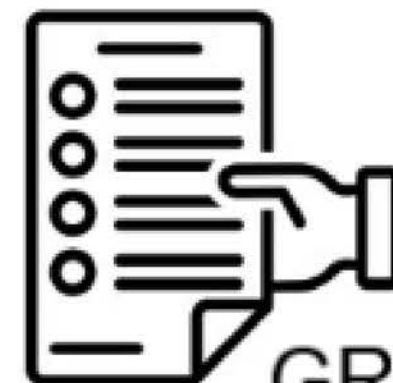
Biases



Transparency



Prompts



GRAMA/FIOA



Hallucinations



Drift



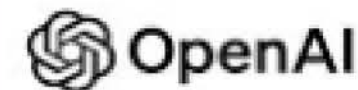
Data/Risk



Educate- Preparedness Framework (Beta)

"We believe the scientific study of catastrophic risks from AI has fallen far short of where we need to be.

To help address this gap, we are introducing our **Preparedness Framework**, a living document describing OpenAI's processes to **track, evaluate, forecast, and protect against catastrophic risks posed by increasingly powerful models."**



Preparedness
Framework
(Beta)

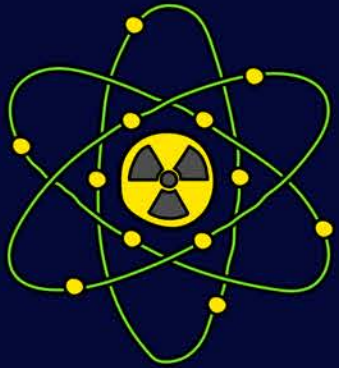
Educate

Threat Level



Cybersecurity

Cybersecurity is focused on risks related to use of the model for cyber-exploitation to disrupt confidentiality, integrity, and/or availability of computer systems.



CBRN (chemical, biological, radiological, nuclear)

CBRN is focused on risks related to model-assisted creation of chemical, biological, radiological, and/or nuclear threats.



Persuasion

Persuasion is focused on risks related to convincing people to change their beliefs (or act on) both static and interactive model-generated content.



Model autonomy

Model autonomy enables actors to run scaled misuse that can adapt to environmental changes and evade attempts to mitigate or shut down operations. Autonomy is also a prerequisite for self-exfiltration, self-improvement, and resource acquisition.





Content Storage

Is my content shared with third parties?

We share content with a select group of trusted service providers that help us provide our services. We share the minimum amount of content we need in order to accomplish this purpose and our service providers are subject to strict confidentiality and security obligations. We do not use or share user content for marketing or advertising purposes.

Please see our [Privacy Policy](#) for more information on who we may share your content with.

Where is my content stored?

Content is stored on OpenAI systems and our trusted service providers' systems in the US and around the world. We may also send select portions of content to trusted service providers (subject to confidentiality and security obligations) for data annotation and safety purposes.



[Help & FAQ](#)

Copyright and AI: Legal Considerations

Can I use output from ChatGPT for commercial uses?

- Subject to the Content Policy and Terms, you own the output you create with ChatGPT, including the right to reprint, sell, and merchandise – regardless of whether output was generated through a free or paid plan.



Recommended AI Policy: Guideline for Procurement

Clear Guidelines on AI use:

This should detail what tasks AI can be used for, and who gets the green light to use it.

Data Protection Measures:

Your policy should lay down the law on how data is to be handled when using AI, including data privacy and security protocols. A simple rule of thumb: If you wouldn't post it online, don't put it in AI.

Ethical Guidelines:

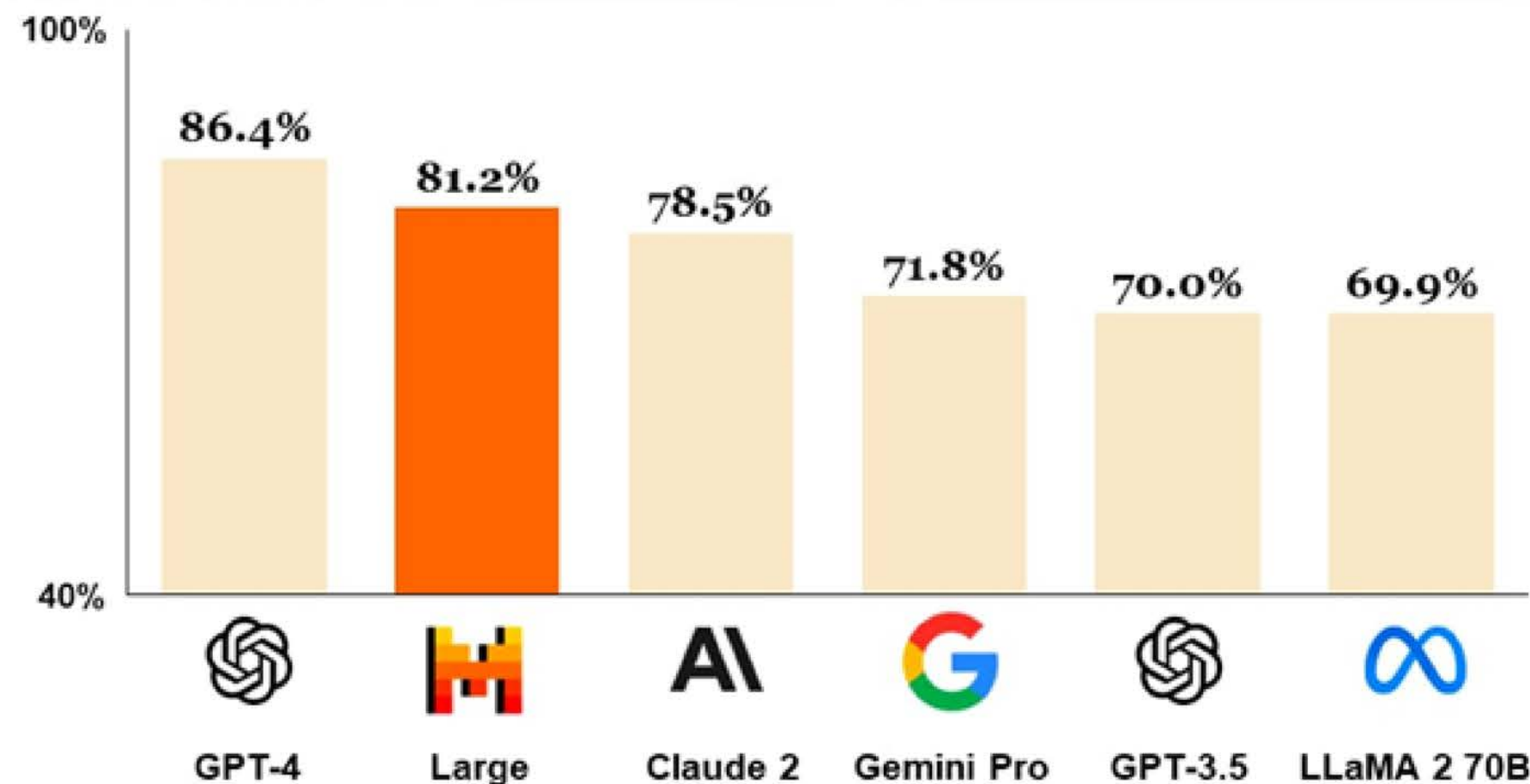
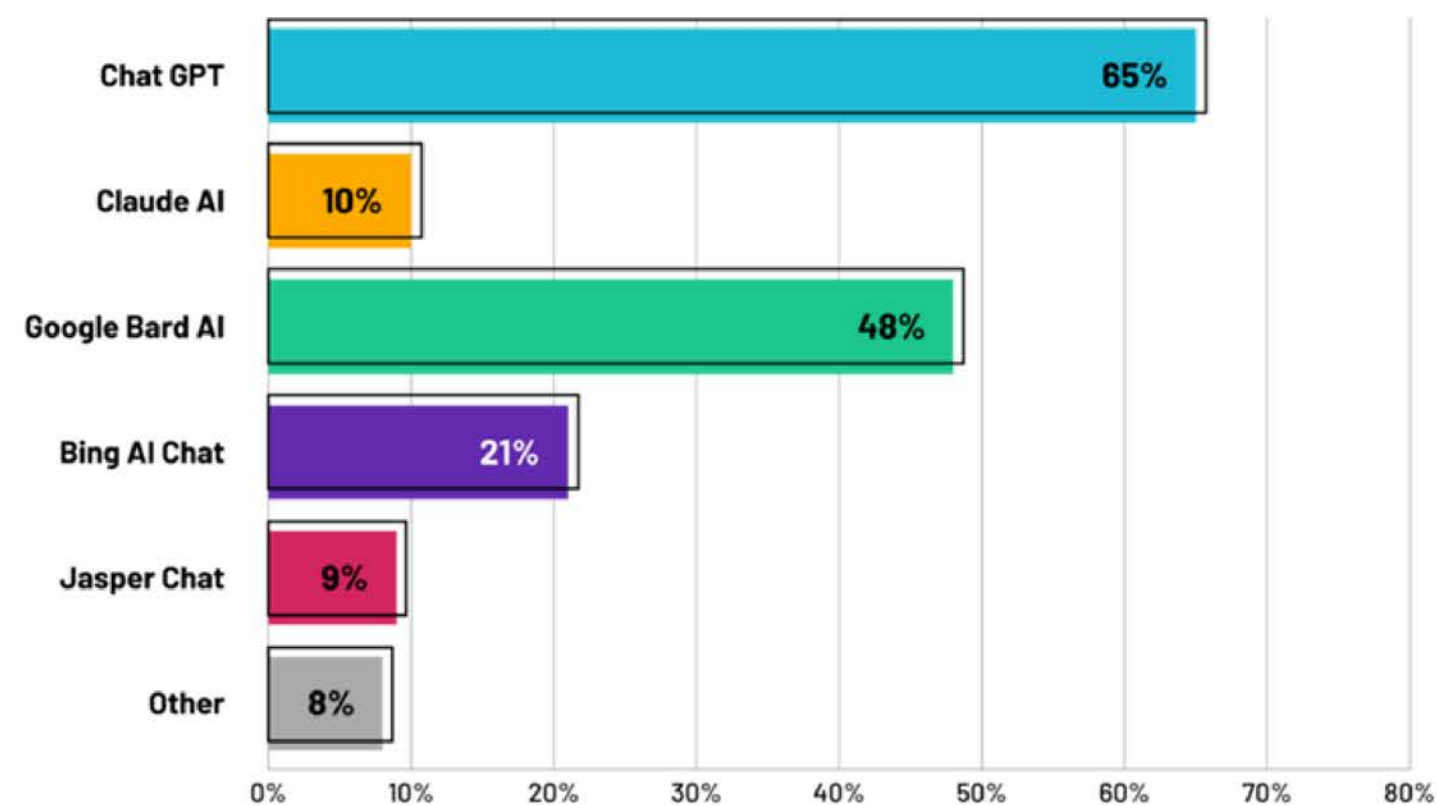
The policy should also tackle ethical considerations, like making sure AI is used in a way that's fair and unbiased. A simple ethics litmus test? If the usage may show up on the cover of the New York Times, would you be proud of it?



CHART

The most popular AI tools used for business

Top AI Tools



[EXTERNAL] ChatGPT gets memory 🧠



Superhuman AI <superhuman@mail.joinsuperhuman.ai>
To 🟢 Brooke Smith

[EXTERNAL] 5 ways to use Gemini at work



Superhuman AI <superhuman@mail.joinsuperhuman.ai>
To 🟢 Brooke Smith

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

MMLU benchmark scores for Mistral Large vs other major AI models. The MMLU is a benchmark that measures the reasoning ability of AI models. Source: Mistral

The graphic features a central network of nodes and lines, resembling a neural network or data flow, overlaid on a blurred city skyline. The text 'AI CHAPTER RESOURCES' is prominently displayed in the center. The background is a light blue and white gradient with a subtle grid pattern.

AI CHAPTER RESOURCES



Camva



DOODLE POLL

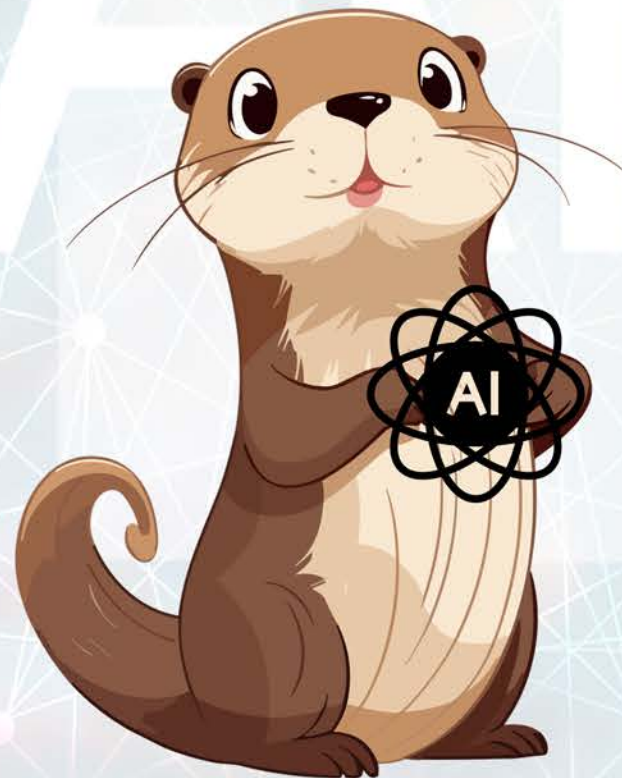
	SUN 14	MON 15	TUE 16	WED 17	THU 18	FRI 19	SAT 20
All day							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
Connect your calendar							

**SIGN UP
SHEETS
(NEW)**

Sign Up

	☆ FEB 23 THU	☆ FEB 23 THU	☆ FEB 23 THU	☆ FEB 23 THU	☆ FEB 28 TUE	☆ FEB 28 TUE
	12:00 PM - 1:00 PM	12:30 PM - 1:30 PM	1:00 PM - 2:00 PM	1:30 PM - 2:30 PM	12:30 PM - 1:30 PM	1:00 PM - 2:00 PM
	1	1	1	1	3	3
Participants						
BS Brooke Smith You	✓	✓	✓	✓	✓	✓
MH Mariah Hill	×	×	×	×	✓	✓
AT April Townsend	×	×	×	×	✓	✓

OTTER.AI





HEYGOV



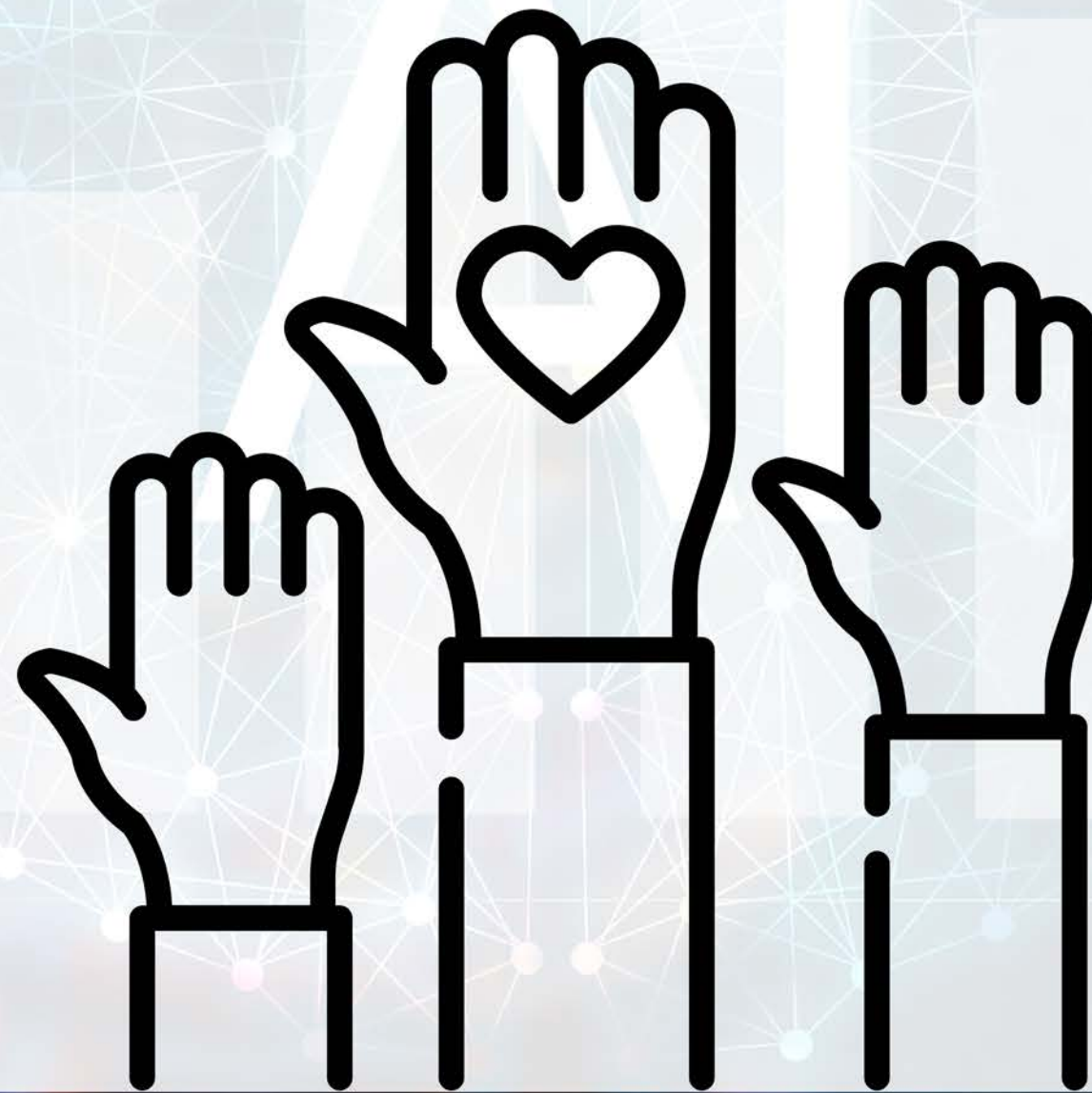
CHAPTER PAIN POINTS



The background features a blurred cityscape with tall buildings. Overlaid on this is a semi-transparent white rectangular area containing a network diagram of interconnected nodes and lines, and a bar chart with seven vertical bars of varying heights. The text 'BREAKOUT ROOM' is centered in this area.

BREAKOUT ROOM

RECRUITING VOLUNTEERS



Peggy

CREATING NEWSLETTER ARTICLES



Brooke

MARKETING ON SOCIAL MEDIA



Charles

**BREAKOUT
ROOM
DISCUSSION**

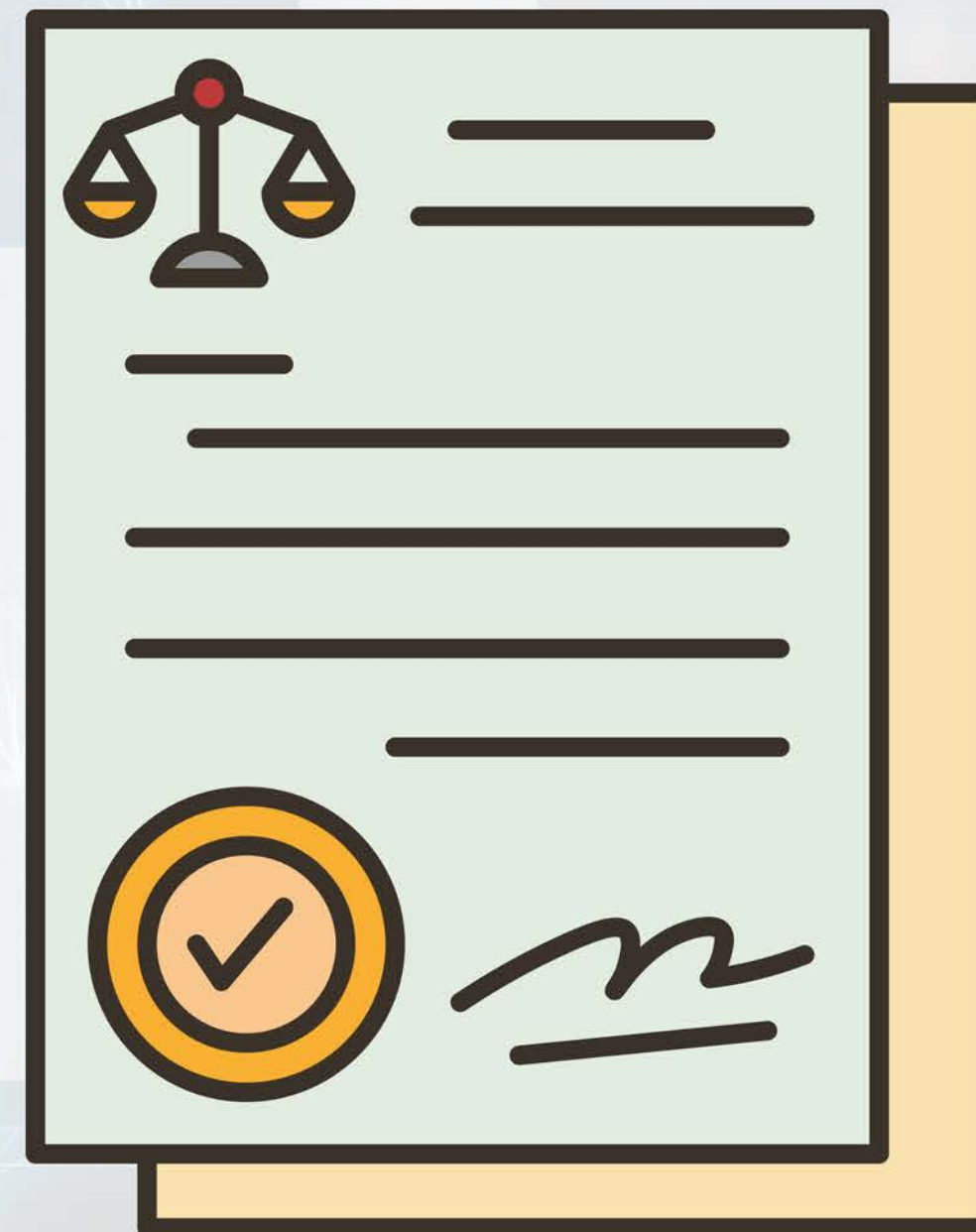
CHAPTER ACTIVITIES AND IDEAS



UNDERSTAND LEGISLATIVE CHANGES

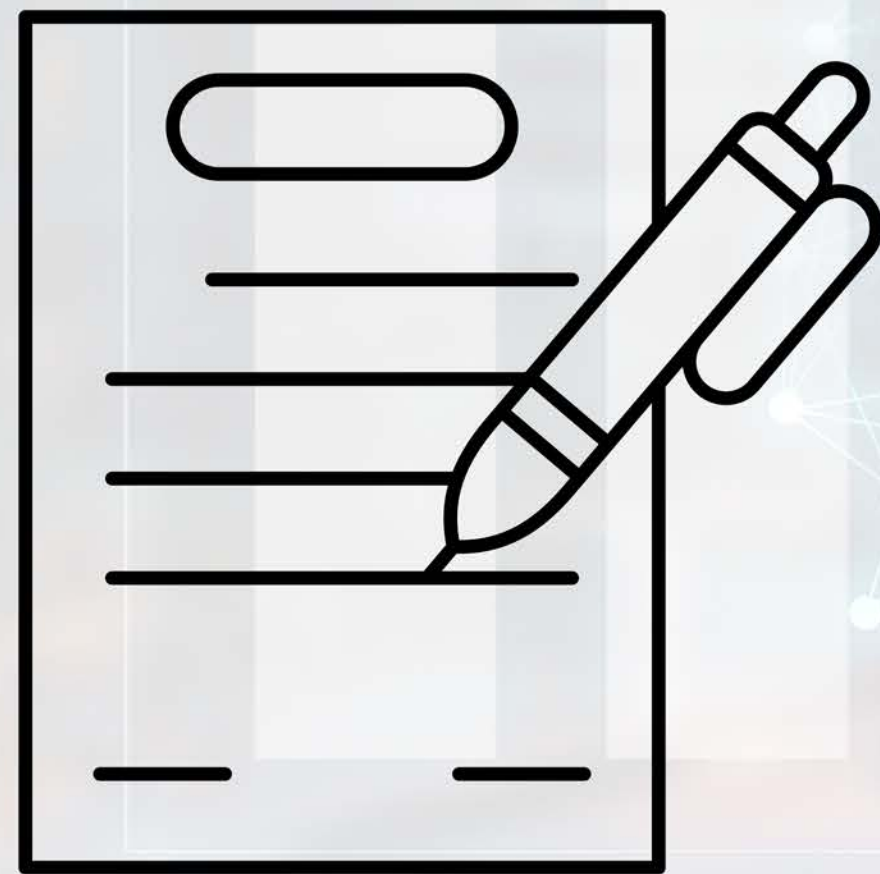


UPDATING BYLAWS





CREATING MEETING AGENDAS



WRITING MEETING MINUTES

ELECTIONS



Purpose of the Guide

The purpose of this guide is to provide candidates for municipal elections in Murray City, Utah, with the information they need to understand the electoral process and successfully participate in it.

Running for public office can be a complex and challenging endeavor, and candidates may be unfamiliar with the specific requirements and regulations of municipal elections. **This guide aims to simplify the process by explaining the eligibility requirements, understanding important dates, campaigning rules, election and post-election procedures in a clear and concise manner, and the nomination process.**

Municipal elections are critical to the functioning of local government and are an essential component of democracy. The guide highlights the importance of civic engagement and encourages candidates to actively participate in the electoral process. Through the provision of this guide, we hope to promote transparency and fairness in the election process, while also encouraging a greater diversity of candidates to run for office.

The guide is intended to provide an overview of the electoral process in Murray City, Utah, and should not be taken as legal advice. Candidates are encouraged to seek legal guidance where necessary and to consult the City Recorder's Office for specific questions related to the election process.

Overall, this guide serves as a valuable resource for candidates looking to engage in the electoral process in Murray City, Utah. By providing essential information and guidance, we hope to ensure a fair and transparent election process, ultimately contributing to the overall success and prosperity of Murray City.

SENDING RENEWAL NOTICE REMINDERS

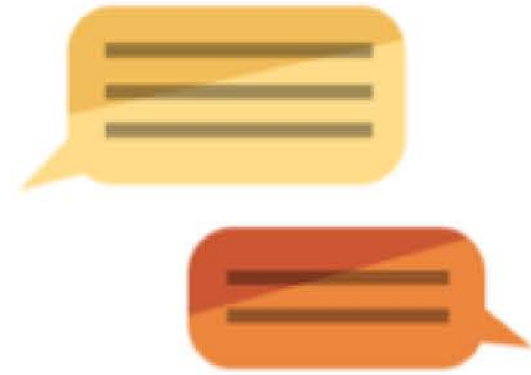


REVERSE TRADE SHOW PLANNING GUIDE





MEMBERSHIP DATA ANALYSIS



Communication



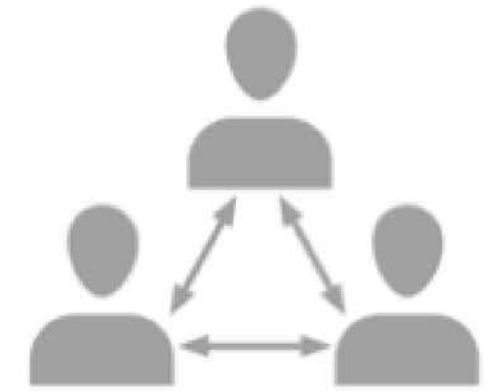
Self-motivation



Leadership



Responsibility



Teamwork



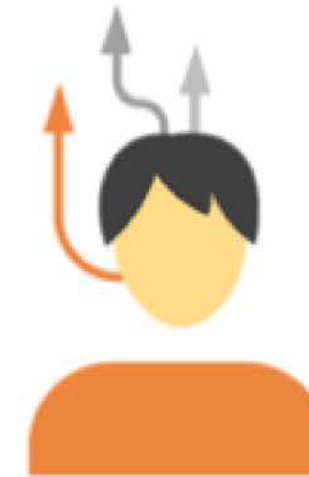
Problem solving



Decisiveness



Ability to Work



Flexibility



Negotiation

Soft Skills Will Grow Increasingly Important With Generative AI. What skills do you think you'll need?

Professional Development



Procurement Essentials, Methods & Management Course

Procuring goods and services using public funds is a critical responsibility of government and other public institutions including school districts, universities, colleges, cities, counties and states. This course is designe...

SUU Southern Utah University / Feb 12

Choose from two participation options:

- Procurement Essentials, Methods & Management - successful completion earns three Continuing Education Units (CEU).
- Procurement Essentials, Methods & Management Fast Track - **successful completion earns three credits that may transfer into associate's and bachelor's degree programs at Southern Utah University.**

Please contact us at prodev@suu.edu or (435) 865-8529 with any questions.

8 week course
\$399-\$749

MY COMMUNITIES

[CREATE A NEW COMMUNITY](#)

17 total

All Community Types

Communities to which I belong

Alphabetical

20 per page

2023 ANNUAL FORUM AND PRODUCTS EXPOSITION

member last person joined 19 days ago

DISCUSSIONS 415

LIBRARIES 14

MEMBERS 2.6K

AI IN PUBLIC PROCUREMENT

member last person joined 15 days ago

DISCUSSIONS 22

LIBRARIES 1

MEMBERS 264

AREA 9 MEMBERS

Community for NIGP members who are located in Arizona, California, Colorado, Nevada, New Mexico, Utah and Wyoming.

member last person joined 8 days ago

DISCUSSIONS 33

LIBRARIES 5

MEMBERS 99

CERTIFICATION PREP

All things certification and recertification. Collaborate with peers who are on the same certification (or re-certification) journey!

member last person joined 22 days ago

DISCUSSIONS 151

LIBRARIES 2

MEMBERS 342

CHAPTER LEADERS

All Chapter Officers

member last person joined 13 days ago

DISCUSSIONS 1.6K

LIBRARIES 207

MEMBERS 456

The background of the image is a blurred cityscape at night, with tall buildings and lights. Overlaid on this is a stylized graphic of a human brain. The brain is composed of a network of white lines connecting various colored dots (blue, green, yellow, red) that represent neurons. The letters 'AI' are prominently displayed in the center of the brain, rendered in a large, white, sans-serif font. Below the brain graphic, there is a semi-transparent white rectangular box that serves as a background for the text 'Q&A Session'.

AI

Q&A Session

Thank You

Conclusion



Get in touch:

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NIGP Finance Council & Radio NIGP

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LinkedIn: <https://www.linkedin.com/in/brooke-belle-smith/>