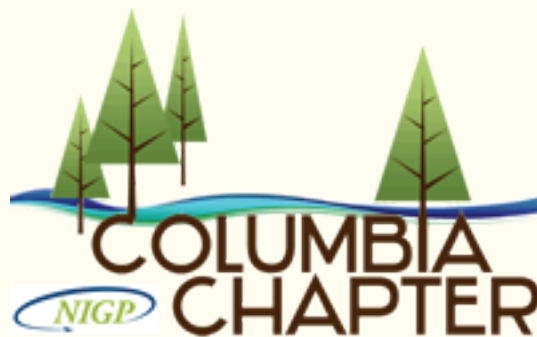




Choosing Public Procurement as a Career

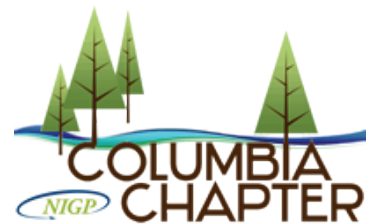


MISSION

To promote the public procurement profession and efficient public procurement while maintaining the public trust by providing educational opportunities, networking, and technical support to it's members.

818 SW Third Ave, PMB 1499, Portland, OR 97204

www.columbiachapternigp.org



What?

Purchasing - Procurement - Buying - What do Purchasers do?

Purchasing Managers, Buyers, Purchasing Agents, Purchasing Analysts, and Contract Specialists are some of the jobs available in this career path.

The field is divided into two main parts:

1. **Public sector procurement** - refers to purchasing done for federal, state, and local government entities.
2. **Private sector procurement** - refers to purchasing done on behalf of for-profit, non-profit, and small businesses in the communities and globally.

Since Columbia Chapter of the National Institute of Governmental Purchasing's membership consists of public sector employees, we'll focus on the Public Sector of Purchasing.

Purchasing Managers, Buyers, and Purchaser's act on behalf of tax-payers to buy goods and services required to support our infrastructure (roads and bridges), society and it's way of life. This is how roads, parks, libraries, water treatment facilities, and mass transit are built and maintained. It's also how health, mental health, dental, addiction services, and other treatment services are provided to underserved populations.

What characteristics do public procurement professionals have in common?

- Dedication to serving the best interests of the community.
- Embracing ethical practices that champion the protection of the taxpayer and the tax dollar.
- Belief that you can make a positive difference.
- Understanding the role as custodian of the public trust.

Over the course of your career you might buy everything from IT infrastructure; trolley cars; syringes for injecting zoo animals; ballistics for law enforcement; mental health services; and dental equipment. That means exposure to all segments of the economic spectrum.



How?

Duties - Skills - Abilities - How Purchasers do their jobs

Write statement and scopes of work detailing the specifications of the item or service being purchased.

Negotiate contracts on behalf of their agency.

Meet with staff and vendors during planning, pre-bid or pre-proposal meetings to outline the purchasing laws, rules, guidelines, and process.

Evaluate and monitor contracts to be sure that vendors and suppliers meet the terms of their contracts, and to determine if there is a need for a change or corrective action.

Study sales records, inventory levels of current stock; identify foreign and domestic suppliers; and keep up to date with changes affecting both the supply of and the demand for, products and raw materials.

Facilitate the evaluation of bids and proposals based on price, quality, delivery, and other qualifying evaluation criteria.

Help set policy, processes, and guidelines.

Attend meetings, trade shows, and conferences to learn about new industry trends and to make contact with suppliers.

To excel in this profession you'll need to develop a broad base of business skills and knowledge. You'll need to constantly hone your abilities. You'll have the opportunity to wear many hats; to be a strategic business person; establish contractual relationships that leverage buying power; shrewd negotiator who understands how to achieve a win-win solution for both the agency as well as the supplier; understand law and policies; money manager; and a champion of the taxpayer and the tax dollar.



Do you love a challenge?

Project management skills
Know how to utilize technology
Work with operations
Strategic thinker
Detail oriented

Do you want to get tangible results for your work?

Roads
Bridges
Buildings
Fleets
Services

Are you well spoken?

Diversity outreach
Vendor negotiation
Stakeholder buy-in
Work with internal clients

Do you have the skills to provide value?

See the big picture
Understand costs & trade-offs
Deliver best value results



Why?



Government purchase of uniforms for the civil war changed how clothing is produced.

Why is Government Spending Important?

Government purchasing is vital in the global economy. In the first quarter of 2013, government purchasing represented 18% of the United States' Gross National Product.

Why is Government Spending Influential?

Because of the high dollars involved, government spending influences private industry in the manufacturing and availability of products.

Did you know, during the Civil War, government purchasing of uniforms necessitated clothing be mass manufactured for the first time and that sizing be standardized. This carried over after the war as those same manufacturers sold ready-made clothing to the public.

In the early 1970s the government became interested in increasing driver safety through the use of airbags. Airbags were not offered in automobiles at that time. In 1973 the government put out a request for a fleet of vehicles equipped with airbags. Chevrolet provided airbags for that contract, which was only offered to the government. The experiment was successful. In 1975 and 1976 airbags were first offered to the public as an option. In 1988 airbags became standard equipment and in 1998 they became mandatory equipment through regulation.



Government purchase of airbags for fleet vehicles enhanced standard safety features for consumers.



What?

What about Bureaucracy?

Because government procurement uses mostly taxpayer money to pay for goods and services, there is a higher level of scrutiny. Ethics is key in order to preserve a fair and equitable process.

What are the Ethical Standards?

Public procurement professionals must adhere to a strict code of ethics in order to keep from breaching the public trust. The National Institute of Governmental Purchasing (NIGP) publishes a list of expectations containing six elements.

1. Conflict of Interest - the standards ensure avoidance of even the appearance of collusion.
2. Conduct with Suppliers - outlines fair and transparent business dealings with suppliers.
3. Corruption - is not tolerated and the expectations are outlined in this section.
4. Business gifts and hospitality - unlike the private sector, government procurement professionals avoid any appearance of favor by not accepting gifts or hospitality from suppliers.
5. Other Policies and Consideration - talks about competition, diversity, equality, and transparency.
6. Ensuring compliance - outlines the expectation that public agencies require compliance from their purchasing and contracting staff.

The full standards can be found at:

<http://www.nigp.org/eweb/docs/Practices/Ethical.pdf>



Where?

Where Can I Find More Information?

Resources:

Columbia Chapter of the National Institute of Governmental Purchasing (NIGP) - was established in 1984 to help further the personal and professional development of Public Purchasing employees in the Portland and Vancouver metro area.

www.columbiachapternigp.org

Oregon Public Purchasing Association (OPPA) - State of Oregon Chapter of NIGP, was formed in 1969 to represent public purchasing in the State of Oregon. OPPA works jointly with Columbia Chapter.

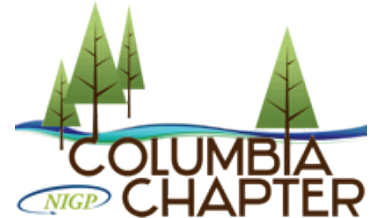
www.oppaweb.org

NIGP - Develops, supports and promotes the public procurement profession through premier educational and research programs, professional support, technical services and advocacy initiatives that benefit members and constituents since 1944.

www.nigp.org/eweb/StartPage.aspx?Site=NIGP&web-code=pd-certification

Founded in 1915, the Institute of Supply Management has served the private sector to enhance the value and performance of procurement and supply chain management practitioners and their organizations worldwide.

www.ism.ws/membership/content.cfm?ItemNumber=4742&navItemNumber=13025



Education - Training - Job Skills

Some entry level purchasing positions still can be obtained which require only a High School diploma and on-the-job training. More and more agencies are also requiring college degrees and / or certifications.

Excellent Supply Chain Management programs can be found both on-line and in classroom style traditional universities.

Portland Metro Area Colleges

Portland State University School of Business Administration: BA/BS - Supply and Logistics Management; MS in Global Supply Chain Management.

www.pdx.edu/gradbusiness/ms-global-supply-chain-management

Chemeketa Community College

1-Year Certificate in Procurement Management

www.chemeketa.edu/programs/management/pathway.html



Potential majors might include:

- Business
- Accounting
- Psychology
- Communications
- Public Administration

On-Line Degrees

Shoreline Community College

Purchasing and Supply Chain Management - Associate in Applied Arts and Sciences

<http://new.shoreline.edu/virtual-college/purchasing.aspx>

Florida Atlantic University

Certified Professional in Supply Management

<http://www.business.fau.edu/executive-education/open-enrollment/course-offerings/supply-management/index.aspx>



Why?

Membership:

Students on a procurement career track and currently enrolled part-time or full-time in a scholastic program are eligible for free memberships at Columbia Chapter NIGP.

Why Join Columbia Chapter?

Columbia Chapter has around 100 members from over 20 Portland metro agencies, including Multnomah County, Washington County, Clark County, City of Portland, Portland Public Schools, City of Vancouver and many others. Our members include everyone from entry level up to agency directors and everyone in between.

General Membership Meetings

Members are able to take advantage of free educational opportunities at our general membership meetings that include lunch. This provides an excellent opportunity to network with other procurement professionals as well as hiring managers. The Chapter hosts about five general meetings throughout the year.

Continuing Education

Columbia Chapter hosts continuing education courses for all levels of public procurement professionals. These courses provide a body of knowledge necessary to obtain a Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) certificate. Many hiring agencies list these certifications as either required or desirable for prospective employees.

Free Workshops

Annually the Chapter hosts a free all-day professional development workshop. Topics have included procurement technology solutions, green purchasing, ethics, cooperative purchasing, and updates on legislation and purchasing processes.

Networking

At our general meetings and our extended holiday luncheon, Columbia Chapter members are able to participate in unparalleled networking with procurement professionals and hiring managers in a relaxed setting.





**Columbia Chapter
National Institute of Governmental Purchasing**

STUDENT MEMBERSHIP APPLICATION

NAME (Print or Type): _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

PHONE: _____ **EMAIL:** _____

SCHOOL/UNIVERSITY: _____

EMPLOYER: _____

MAJOR: _____

Requirements for Free Student Membership

The applicant must be enrolled part-time or full-time in an accredited community college, college, or university and actively pursuing a career in the field of Public Procurement. Applicant must be unemployed or employed on a part-time basis, consisting of less than twenty-one hours per week. This is a non-voting membership that renews annually.

Instructions:

Email the following documents to: columbiachapternigp@gmail.com

1. Completed and signed Membership Application.
2. Copy of applicant's most current transcript, with name of school, OR a copy of applicant's current class schedule provided by the school, with the name of the institution and the name of the student.

If approved for student membership, I will continue to abide by the Rules and Regulations and Ethics of NIGP. I understand that if approved, I will agree to ten (10) hours of volunteer time for the Chapter during the calendar year.

I agree to the terms of Columbia Chapter's Student Membership and certify that the above statements are true.

Applicant's Signature

Date

What?

What's the Buzz?

Here's the scoop from people working in Public Purchasing and Contracting:

"I was pretty clear about my professional goals: be of service to others, make an impact in my community, and do work that holds meaning beyond the bottom line. Public purchasing is a field that enables a person to do all of these things. It's a great career field for someone who likes to develop knowledge of many different areas of work and work with a broad array of clients."

I've gotten a chance to develop and use a variety of skills - especially in the areas of technology and project management; as well as work with a huge variety of people: program managers, attorneys, engineers, elected officials, accountants, business leaders and non-profit staff. The community of public purchasing professionals across agencies are also very supportive of individuals' development and in working cooperatively across agencies."



Brian R. Smith, CPPO, PMP, MPA
Purchasing Manager - Multnomah County

"I enjoy the public procurement profession for many reasons, but one one that is of great meaning to me, is that I actually have a say in how my tax dollars are spent - by being involved in the procurement process. I can actually see how much money I am saving the City (including myself) by going through the procurement process and getting the 'best bang for our buck'. It is very nice to be able to sit back and say, 'nice job, you saved the taxpayers money today.'"



Denice Henshaw, CPPB
Senior Procurement Specialist, City of Portland

"I am proud to be a purchasing professional, and I love the work that I do in this field. Procurement offers me the chance to routinely explore new topics and learn different information as I assist my customers with their purchases, and allows me to work with a diverse group of people at my agency. Being in purchasing gives me the opportunity to see projects through from start to finish, and offers me a huge variety of tasks throughout the work week."



Julie Mosier, Purchasing Coordinator
Central Oregon Community College





"We have the best job ever! We actively help people every day -- internal customers; vendors and contractors; and taxpayers. We work in a growing industry and get to be in on the ground floor in the development of our community's buildings, streets, parks, sewer, water systems, and bikeways. We get to purchase really interesting things like waste treatment plants, dogs for police and fire arson work, playground equipment, fountains, as well as professional and technical services. We get to change the lives of those in our community and beyond, by adopting social initiatives surrounding sustainable procurement, sweatshop-free clothing, healthy products, and social equity programs.

The satisfaction of knowing that we're making a positive impacts on the lives of people around us is the absolute best feeling. But we also get to walk by a building, a fire truck, pet a mounted police horse, read about the care of others, watch people recycling items, see contractors receiving awards for government projects -- knowing that you've played a small part in making all that happen is priceless!"

Barbara J. Gibson, CPPO
Procurement Manager, City of Portland



"Since I first entered public procurement in 1987, the profession has undergone amazing, dramatic, and powerful change. I have experienced the advent of the personal computer in every day use. I have witnessed the transition from internally based software systems to cloud-based solutions. More significantly, I have watched the profession move from clerical to strategic in nature -- from pushing paper to advising government leaders. We have become procurement consultants to our agencies; providing valuable insight into obtaining the greatest value for every dollar spent.

It is rewarding to see how the profession has grown, and the trend will continue into the future. Young people undecided on a future should know that public procurement is stimulating, demanding, and rewarding work. I guarantee that the days go by very quickly!

Demand for new talent in this industry will be even stronger in the coming years, as the multitudes of baby-boomers enter their retirement years. Now is an excellent time to get in on the ground floor of a very rewarding profession"

Craig Johnsen CPPO, CPPB, Purchasing Manager
Port of Portland

How?

How Does a Career in Procurement Benefit my Community?

Public agencies have a long history of supporting women-owned, minority, owned, and emerging small businesses. These are known as MWESB businesses. They do this through developing policies and processes that encourage contracting with these firms, as well as through outreach and training.

According to the Small Business Association, in 2012, Small businesses made up 64% of net new private-sector jobs and 49.2% of private sector employment.

How Does a Career in Procurement Benefit the Planet?

What you buy and how you manage the supply chain can actually reduce costs while increasing efficiency and reducing our environmental impact. In fact, changing what we purchase is one of the most direct ways we can impact the environment in a positive way.

Government buyers do this by including these factors into their selection criteria:

- What is the product made from and how long will it last?
- What are the energy, materials, and emissions associated with manufacture and transport?
- Who made it, how is it made, and what type of working conditions?
- How will it be disposed of, or is it reusable or recyclable?
- Do we really need to buy this at all?



What?

What Does it Pay?

Director, Purchasing: \$79,000 - \$87,000

Manager, Purchasing or Contracts: \$68,000 - \$74,000

Senior Buyer or Contracts Officer: \$56,000

Buyer or Contract Specialist: \$46,000 - 52,000

Assistant Buyer or Entry Level: \$42,000

Source: NIGP, "You are More Than a Statistic" by Cliff McCue, Eric Prier, and Alexandru Roman

How?

How Much does Government Spend on Goods & Services?

Fiscal Year 2013:

Federal Government¹: \$2.5 Trillion

State of Oregon²: \$28 Billion

Multnomah County³: \$515 Million

City of Portland⁴: \$313 Million

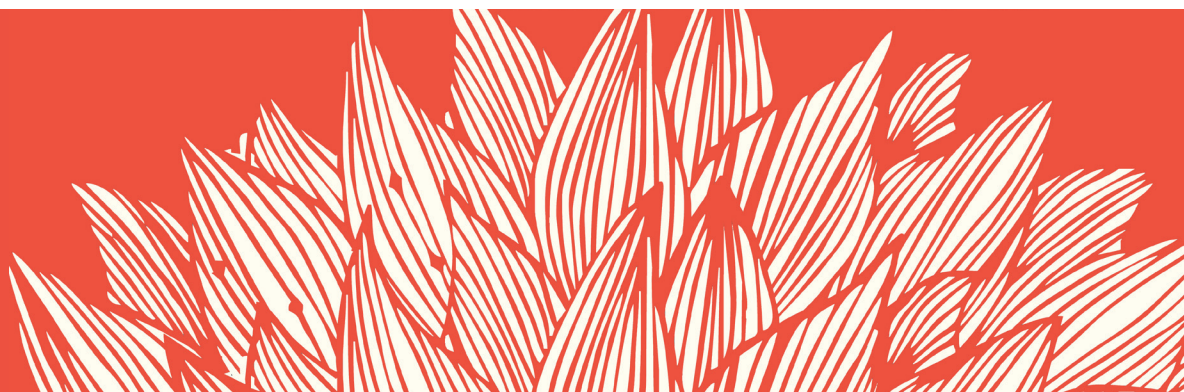


¹Source: www.usgovernmentspending.com;
Note: includes contracted and pass-through monies

²Source: 2013-15 State Budget; Note: includes in-house, contracted, and pass-through monies

³Source: Brian R. Smith, Purchasing Manager

⁴Source: City of Portland Annual Procurement Services Report (Fiscal Year12 data)



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