

# THE BUYERS FLYER

*East Tennessee Purchasing Association*

July 2009

## Message from the President



It seems like only yesterday that the board started planning the Emergency Preparedness conference with, what I considered to be, plenty of time to spare but it's now July and the event is only a few months away. There are still a few details to work out but everything seems to be falling into place. The program committee is working hard to insure that anyone who attends this conference will feel it was time well spent and as information becomes available it will be posted to the website.

There is no charge for the training and lunch for both days will be provided. This conference is not restricted to government procurement professionals only. It's open to EMA directors, finance/accounting officials/directors, city managers and city/county administrators in the following types of agencies: City, county and state governments, .

public universities, utility districts and quasi-government agencies (i.e. airport authorities, public building authorities, etc.) located in the State of Tennessee so please invite your colleagues to attend.

In addition to the emergency preparedness conference scheduled for October 14-15, ETPA is sponsoring a Small Business Matchmaking Event in Knoxville on September 10. All ETPA member agencies are invited to participate. An invitation describing various aspects of the event and any cost involved is enclosed with the newsletter. If interested please register by July 20.

### 2009 E.T.P.A. Membership Meetings

• July 21, 2009

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**E.T.P.A. Officers and Committee Chairs****President - Linda Crabtree, City of Knoxville**

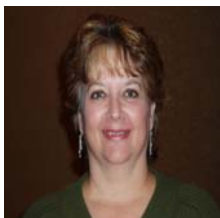
Linda has been with the City of Knoxville for thirty-three years and in Purchasing for fourteen years. She has served ETPA on various committees & positions such as Professional Development, Secretary and Vice-President. But her most important position is the Grandmother of two.

**Vice President - Pamela Cotham, Anderson County Purchasing**

Pamela has been with Anderson County for 10 years and in Purchasing for the past 7 years. She has served on various committees & positions such as the Newsletter, Treasurer, and Secretary. She has been married for 18 years and has 2 daughters.

**Secretary - Jay Garrison, Knox County Purchasing**

Jay has been with Knox County for 2 years as a Buyer as well as the Procurement Card Coordinator for the County. He will be sitting for his CPPB in May 2009. Good luck Jay!

**Treasurer - Lynn Farnham, Roane County Purchasing**

Lynn has been with Roane County for 14 years. She sits on the Board of the Roane County Chamber of Commerce and works with the Roane County Industrial Development board as needed to develop the County's industrial parks. Lynn resides in Harriman with her husband Bill and their daughter Katy.

## Message from the Treasurer

The Invoice for ETPA Membership Dues for 2009 is attached. Please contact me at 865-376-4317 or email: [lfarnham@roanegov.org](mailto:lfarnham@roanegov.org) if you have any questions.



The following agencies HAVE renewed their membership:

Anderson County	Blount County	City of Athens
Chattanooga	City of Cleveland	City of Johnson City
City of Kingsport	City of Knoxville	City of Maryville
City of Oak Ridge	Hamblen County	Knox County
Loudon County	Public Building Authority-Knox	Roane County
Elizabethton	Cocke County	KCDC
Knox County Schools	Sullivan County	

## Public Building Authority of Knoxville

Public Building Authority Property Management’s Procurement Department consists of two people. David Griffin is the Operations and Procurement Manager and Wanda Hayes is the Procurement Specialist. Although both have been with PBA much longer, they have only been in their current roles since April, 2006.

David is a 1989 graduate of the University of Tennessee, Knoxville. Having worked in the property management support field for almost 11 years David came to work for PBA in January, 2001 as the Contract/Quality Assurance Administrator. Wanda started with PBA in December, 1993 as a PBX Operator and progressed as the Administrative Assistant to the Director of Property Management before joining David in the procurement department.

PBA is under operating contracts with the City of Knoxville and Knox County for the comprehensive management of various properties. This necessitates a close working relationship between these entities in order to meet procurement goals. David and Wanda support the PBA Property Management staff by handling all RFPs and contracts from “cradle to grave” as well as a quite active purchase order system. They maintain an eye on the operating budget for each individual property and notify the Director of Property Management or the PBA Finance Department of any issues.

David and Wanda have been members of ETPA for 2 years and have enjoyed the great learning opportunities and meeting the many wonderful people.



EAST TENNESSEE PURCHASING ASSOCIATION 2009 MEMBERSHIP INVOICE

**2009 INVOICE FOR DUES**

An initial \$50.00 fee for the first one or two members and there is a \$20.00 fee for each additional member

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Make check payable to East Tennessee Purchasing Association c/o Lynn Farnham, Treasurer, Roane County Purchasing, 200 East Race Street Ste #3, Kingston, TN 37763.

\_\_\_\_ NIGP Member    \_\_\_\_ Non-NIGP Member    \_\_\_\_ New ETPA Member    \_\_\_\_ Renewal Member

NIGP Membership Number: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

**Please List Members Paying 2009 Dues:**

<u>Name</u>	<u>Title</u>	<u>NIGP Certification</u>	<u>Email Address</u>
Member 1	_____	_____	_____
Member 2	_____	_____	_____
Member 3	_____	_____	_____
Member 4	_____	_____	_____
Member 5	_____	_____	_____
Member 6	_____	_____	_____
Member 7	_____	_____	_____
Member 8	_____	_____	_____
Member 9	_____	_____	_____
Member 10	_____	_____	_____



**QUARTERLY MEETING OF THE EAST TENNESSEE PURCHASING ASSOCIATION**

- When: Tuesday, July 21, 2009  
3:30 p.m. - Business Meeting
  - Where: Harrison's  
110 Hillvale Road, Clinton
- Speaker: City of Knoxville Purchasing Agent Boyce Evans
- Topic: Proper Management of ARRA Procurements, Contracts & Grant Reporting
  - Cost: \$25.00 Per Person

Payment may be made at the meeting but **please fax your registration form by July 20, 2009** to Lynn Farnham with Roane County Purchasing at 865-376-4318 so we may R.S.V.P. for dinner.

**Please note:** Submission of registration form obligates payment whether or not you attend the event.

**MENU****Harrison's Select Menu**

**Choice of Chicken Breast, 12 oz Ribeye Steak and a Fish/Shrimp Platter**

**Salad, Bread and a Side Item also included**

**Coffee, Tea, & Soda**

EAST TENNESSEE PURCHASING ASSOCIATION REGISTRATION FORM

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

For confirmation of attendance, fax your registration forms no later than July 20, 2009 to Lynn Farham, Fax: (865)376-4318 or email her at [lfarnham@roanegov.org](mailto:lfarnham@roanegov.org)

Payment may be made at the meeting, but please fax your registration for so we may R.S.V.P. at the restaurant.

Please make checks payable to East Tennessee Purchasing Association and mail completed Forms and your check to:

Roane County Purchasing  
Attn: Lynn Farnham  
200 East Race Street, Ste #3  
Kingston, TN 37763

**Please note: Submission of a registration form obligates payment whether or not you attend the event.**

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## DIRECTIONS

### From Knoxville and Areas South of Anderson County

- Take I-75 north and get off at exit 122 (Clinton Norris Exit)
- At exit 122—make a left turn heading west on HWY 61 and go about a quarter of a mile
- Then make a right turn at the first redlight onto Hillvale Road & go about 2 tenths of a mile
- Harrison's will be on your right

### From Counties West of Oak Ridge

- Take HWY 61 & head east for approximately 30-35 miles
- Make a left onto Hillvale Road just prior to intersecting with I-75, go 2 tenths of a mile
- Harrison's will be on your right

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## Diversity Spotlight

### **Mark Ritchie Unlimited**

Mark Ritchie, President of Mark Ritchie Unlimited is a trainer & Development Consultant for leadership, customer service enhancement & personal empowerment. Mark Ritchie Unlimited is a development-consulting firm that specializes in human resource development. Mr. Ritchie assists managers by helping customer service teams in organizations connect their passions with what they do on the job. Mark Ritchie Unlimited helps each team member identify & define his/her life purpose. Mr. Ritchie also works with organizations that have a desire to increase the sense of value for low paid, low motivated customer

service workers. Mark has also built the nations 1st Faith-Based & Community Initiative Consulting Firm. He also serves several TN Counties & organizations increase their capacity to participate in one of America's most innovative public policy initiatives. Mr. Ritchie facilitates groups in a manner that employs lots of interaction & ensures purer individual & team focus, which creates powerful, actionable alignment. He also has seminars/workshops in varying length from two hours to multiple days. Mr. Ritchie has been conducting developments sessions, speeches & workshops since 1985. Mark can be reached at 865-769-4135.



Robert L. Minter, Jr. Knox County Supplier Diversity Coordinator  
Bernard King, Former U.T. Basketball Player

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## East Tennessee Purchasing Association Emergency Preparedness Conference October 14 – 15, 2009 Knoxville, TN

- **About the Event** This two-day conference is an excellent educational opportunity to gain a better understanding of your role during a disaster. Learn about the need for cooperation between agencies/departments during a disaster and the importance of pre-planning/contracting for an emergency.
  
- **Where & When** October 14<sup>th</sup> & 15<sup>th</sup>, 2009, 8:30 to 5:00 p.m.  
Crowne Plaza; 401 W. Summit Hill Drive; Knoxville, Tennessee
  
- **Who Should Attend** Purchasing directors and staff, EMA directors, finance/accounting officials/directors, city managers and city/county administrators in the following types of agencies: City, county and state governments, public universities, utility districts and quasi-government agencies (i.e. airport authorities, public building authorities, etc.) located in the state of Tennessee.
  
- **Education**
  - Lessons learned from Hurricane Katrina presented by Ms. Andree M. Cohen, Purchasing Director, City of New Orleans
  - Financial aspects of a disaster
  - New legislation
  - Risk management
  - Logistics
  - Available resources
  - Emergency cooperative contracting
  - Emergency Operations Center (EOC) overview
  - TEMA/FEMA reimbursement requirements
  
- **Registration** The East Tennessee Purchasing Association presents the education portion of this conference at no cost to you. Opportunities for free hotel accommodations available subject to eligibility. Go to [www.etpanews.org/epcregistration.html](http://www.etpanews.org/epcregistration.html) for details and to register today!
  
- **Meals & Parking** Lunch and snacks will be provided for free both days. A free networking event with heavy hors d'oeuvres will follow the first day's conference. Parking information is forthcoming – please visit the ETPA website for further information and maps.
  
- **Presenters** To be announced pending confirmation of speakers
  
- **Exhibitors** To be announced at a later date
  
- **Sponsors**



TN Homeland Security  
District 2

[www.etpanews.org](http://www.etpanews.org)





## Emergency Preparedness Conference

October 14 – 15, 2009

Registration Form

### Contact Information

Full Name	Badge Name	
Agency	Department	Title
Address		
City	State	Zip Code
Office Phone	Cell Phone	Email Address
Emergency Contact Information (Name and Phone)		

### Educational Sessions

Please check the sessions you will be attending:

#### October 14, 2009

Morning Session       Lunch       Afternoon Session       Networking Session  
 8:30 a.m. – 12:00 noon      1:00 – 5:00 p.m.      5:00 p.m.

#### October 15, 2009

Morning Session       Lunch       Afternoon Session

### Hotel Reservations

If you will be attending this event on the 14<sup>th</sup> and 15<sup>th</sup> and your business address is 50 miles or more from Knoxville, you may be eligible to receive a complimentary hotel room for October 14<sup>th</sup> (one night only) at the Crowne Plaza for no charge, subject to availability on a first-come first-serve basis. Rooms are double occupancy. We encourage you to double-up with co-workers so we can provide this option to more participants. Participants receiving a complimentary room will be required to provide a credit card at check-in for incidental charges.

#### **NO EXCEPTIONS.**

If the requests for complimentary rooms exceed the number reserved, a waiting list will be created. As we receive cancellations, we will award rooms to those on the waiting list on a first-come first-serve basis.

To request a complimentary room, contact Jenny Holden, Tennessee Office of Homeland Security District II, at (865) 215-1161 or email address [jenny.holden@knoxcounty.org](mailto:jenny.holden@knoxcounty.org).

To be considered for a complimentary room, the request must be received **NO LATER THAN August 28, 2009.**

**CANCELLATION:** After September 1, 2009, participants registered for a complimentary room must notify Jenny Holden at (865) 215-1161 of any cancellation no later than 48 hours prior to the event. ETPA will make a good faith effort to fill the vacancy from the waiting list and the cancelling agency will incur no charge. **HOWEVER**, if the vacancy cannot be filled, the participant's agency will be invoiced for the cost of the unoccupied room(s) at a rate of \$83.00 per night, per room, plus applicable hotel/motel tax. This same cancellation policy shall apply in the event of no-shows.

#### **ROOM RATES:**

If you will be attending and **do not meet** the eligibility requirements for a complimentary room or you miss the deadline, you may reserve a room, subject to availability, through the Crowne Plaza at a rate of \$83.00 per night (government rate) plus hotel/motel tax. Contact the hotel at (865) 522-2600 and mention the East Tennessee Purchasing Association to get the group rate.

#### **PARKING:**

Please check [www.etpanews.org](http://www.etpanews.org) for parking details as they become available.

QUESTIONS? Go to [www.etpanews.org](http://www.etpanews.org) or contact Linda Crabtree, ETPA President, at [lcrabtree@cityofknoxville.org](mailto:lcrabtree@cityofknoxville.org).

If you cannot complete and submit this form online, fax the completed form to Penny Owens at (865) 215-2277.



## INVITATION TO MATCHMAKING ENTITIES



Business Matchmaking is coming to Knoxville on September 10, 2009. You are cordially invited to participate in this unique event designed to directly support your firms' procurement and supplier diversity goals.

The purpose is to match small businesses with governmental agencies and major corporations that have contract opportunities for products/services offered by small, growing companies and to create relationships for future contracts and business opportunities.

This event is sponsored by the **East Tennessee Purchasing Association** and will bring together numerous small business representatives who will meet in pre-scheduled face-to-face meetings with approximately 35 procurement representatives from both the public and private sector. Planned participating procurement representatives include such organizations as The University of Tennessee, Y-12, Oak Ridge National Laboratory, Knox County Schools, Knox County, Comcast, major construction firms, Ameresco, Trane, The City of Chattanooga, the Knoxville Airport Authority, Knoxville Community Development Corporation, Knoxville Utility Board, Roane County, Knoxville/Knox County Public Building Authority and numerous other entities.

We are pleased to extend an invitation to have your Supplier Diversity/Procurement officials participate. Your procurement team will meet with small businesses that are vetted and prepared to discuss contract opportunities.

Key things to remember about participating:

- The program consists of 15 minute appointments scheduled with small businesses that are matched to your stated buying needs.
- Your team will have the opportunity to meet with the other major matchmaking organizations as time and opportunity presents itself in order to network for your own potential business needs.
- The program takes place from 8:30 am to 5:30 pm on September 10, 2009 at Rothchild's located at 8807 Kingston Pike where there is plenty of free parking for all participants. Participants will receive lunch as well as snacks/beverages throughout the day.
- The nominal cost to participate is \$280.
- You can register online at [www.etpanews.org](http://www.etpanews.org) or by contacting (Ms. Owens) at (865-215-2648) or email [powers@cityofknoxville.org](mailto:powers@cityofknoxville.org)
- Please register to attend by Wednesday, July 20, 2009 so that you can reserve a spot for this worthwhile event.

**In sum, this event will provide your organization more potential business partners from small companies to match additional competitive entities to your business needs and will help you achieve your business diversity goals.**

Thank you for your consideration.

Linda Crabtree, CPPB  
President  
East Tennessee Purchasing Association

**Birthdays**

**July**

- 12 - Debbie Zimmer (City of Athens)
- 17 - Sharee Long (Hamblen County)
- 26 - John Bennett (KUB)
- 27 - Heather Stooksbury (Roane County)
- 29 - Dale DuBose (Knox County)

**August**

- 6 - Teresa Johnson (Blount County)
- 31 - Mike Reeves (Knox County)

**September**

- 1 - Melinda Carroll (City of Cleveland)
- 16 - Terry Burns (Knox County)
- 30 - Lynn Farnham (Roane County)

**ATTENTION ALL ETPA MEMBERS**

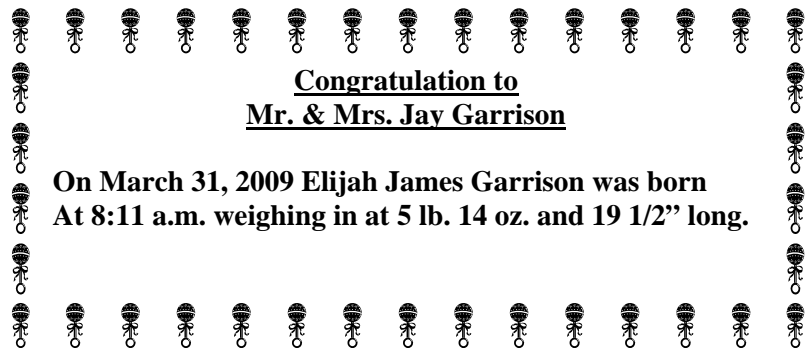
Comments and suggestion for the Buyers Flyer are welcomed. Please submit any Birthdays, Announcements, Marriages, New Babies or Personal

**N.I.G.P. CERTIFICATIONS**

Congratulations to both Mike Reeves and Jay Garrison with Knox County Purchasing.

Mike has received his CPPO and Jay has received his CPPB.

Congratulations for your hard work and dedication to the purchasing profession!



**E.T.P.A. Website**

Are you looking for upcoming events for ETPA, TAPP or NIGP? Take a look at the NEW E.T.P.A. Website: [www.etpanews.org](http://www.etpanews.org) to get all the information you need!

A BIG thank you to all who have worked so hard to get the Website up and running.

And a very SPECIAL THANK YOU to Penny Owens with the City of Knoxville for all her hard work she has put into Creating, designing and the upkeep of the website.

Thank you Penny from the E.T.P.A. Membership!

## *Talk Radio Show*



# **Business on Demand**

**HOST:** *Robert L. Minter Jr., Works with small and minority business owners to provide guidance on how to successfully compete for contracts.*

**CO-HOST:** *M.D. Blakemore and Tatia Harris*

**WHAT:** A local independent talk radio show for small business owners. The radio show provides information about bid opportunities and networking events to business owners.

**WHEN:** 4:00 – 4:30pm, every Wednesday

**WHERE:** WNPZ 1580 AM

**WE ARE NOW BROADCASTING FROM THE BECK  
CULTURAL EXCHANGE CENTER 1927 DANDRIDGE AVE,  
KNOXVILLE, TN 37915  
Phone: 865-525-1189**