

SCAGPO

South Carolina Association of
Governmental Purchasing Officials

ESTABLISHED IN 1978



Extra Large CHAPTER OF THE YEAR SUBMISSION

2017

Preferred Excellence Award Consideration
EXCELLENCE IN
*Membership Recruitment, Retention,
Engagement*

Stacy Adams, CPPB
President



Thank you for considering SCAGPO's entry for Chapter of the Year.

The process of creating this document for you has been meaningful to us; and has provided us with an opportunity to reflect on last year's successes and challenges and consider this year's goals and strategies.

For that, we appreciate the opportunity.

Sincerely,

Stacy Gregg, Immediate Past President

Navigation Directions

- Bold, Red font is meant to identify an example of the instance being documented.
- All Pictures with Blue borders are links. Please click on it to receive a larger view.
- Blue font indicates a link. **If any link does not work, please copy and paste the URL into your browser.**
- A glossary of links is provided in the back just in case the link on the picture is broken.



2017 Chapter Award Entry

SC Association of Governmental Purchasing Officials

Chapter

Stacy Gregg, CPPO, CPPB

Immediate Past President

Submitted By

Current Position

803-737-2609

forum@scagpo.org

Phone

E-mail

Please select the award your Chapter is applying for. If applying for more than one please indicate each.
Email submissions to chapters@nigp.org or
mail to NIGP Chapter Awards, 2411 Dulles Corner, Suite 350, Herndon, VA 20171

Entries Due by May 23, 2017

Award Categories:

☒ CHAPTER OF THE YEAR

Chapter of the Year submissions must include documentation for the four Excellence categories below as well as documentation to show excellence in Chapter Operations.

- ☐ Small Chapter (under 100)
- ☐ Medium Chapter (101-200)
- ☐ Large Chapter (201-350)
- ☒ Extra Large Chapter (351 or more)

- ☐ EXCELLENCE IN MEMBERSHIP RECRUITMENT, RETENTION AND ENGAGEMENT
- ☐ EXCELLENCE IN EDUCATION AND PROFESSIONAL DEVELOPMENT
- ☐ EXCELLENCE IN ADVOCACY FOR MEMBERS AND THE PROFESSION
- ☐ EXCELLENCE IN INSPIRING PROCUREMENT FOR THE FUTURE



Section 1

Entry Form

I. EXCELLENCE IN CHAPTER OPERATIONS (Chapter of the Year Only)

1. Conducted an Officer Transition meeting providing written policies and procedures.
2. Had a current strategic plan with action items.
3. Established a formal marketing plan.
4. Conducted the following (No documentation required, simply indicate Yes or No for each on the blank provided):

Yes	Updated bylaws	Yes	Written job descriptions for Board and Committee positions
Yes	Prepared a yearly budget	Yes	Board of Director succession plan
Yes	Filed required IRS documents (990 or 990N)	Yes	Conducted a minimum of four Board and Committee meetings throughout the year
Yes	Established audit program	Yes	Chapter members serving on NIGP councils, committees or task forces
Yes	Record retention schedule	Yes	NIGP logo on membership materials
Yes	Internal financial controls	Yes	NIGP logo on chapter website

5. Bonus: Show us something new or innovative in Chapter Operations.



Officer Transition Planning *I. Excellence in Chapter Operations*

NOTE: Page 2 of our Strategic Plan discusses our Transition Planning.

http://scagpo.org/images/downloads/strategic_plan_2016.pdf

BOARD MEETING AGENDA			
Attachments			
IV.	Expectations for Future Meetings:		
	<div> <div>➤</div> <div>December 14, 2016 @ 2:00 p.m. Board Training</div> </div>		
V.	Adjournment		
	Motioned:		
	Seconded:		
	Vote:	All in favor	
	Meeting Adjourned At:		

From: Gregg, Stacy
To: Adams, Stacy; Geneva Jackson
Cc:
Subject: RE: December 14 Meeting - 10:00 a.m. and Board Boot Camp following Luncheon
Sent: Tue 12/13/2016 4:50 PM

-----Original Message-----
From: Adams, Stacy [<mailto:sadams@mmo.sc.gov>]
Sent: Tuesday, December 13, 2016 4:38 PM
To: Adams, Stacy <sadams@mmo.sc.gov>
Subject: FW: December 14 Meeting - 10:00 a.m. and Board Boot Camp following Luncheon
Importance: High

Hello 2017 SCAGPO Board!

I would love to extend an invitation for each of you to attend the 2016 Board Meeting tomorrow morning at 10am as sent out by Stacy Gregg, 2016 President this afternoon. We will break for the SCAGPO Luncheon, then we have an event just for you as the 2017 Board as discussed last month.

We are doing a 2017 SCAGPO Board Boot Camp following the luncheon until 4:00 PM. Please make every effort to come. You will need the same documents printed as attached to this email. We will discuss the plans for the year and make sure that everyone is marching to the beat of the same drum. :-)

If you are receiving this email and you are not sure why, be sure to show up as I have an opportunity to discuss with you specifically!!!! :-)

If you have any questions or need additional information, please let me know.

If you are unable to attend, please communicate that to me as well so provisions can be made to update you with necessary information.

Warm regards and looking forward to an exciting new year!
Stacy A.

Stacy Adams, CPPB | Procurement Manager | Team Lead Division of Procurement Services | SC State Fiscal Accountability Authority
1201 Main Street, Suite 600 | Columbia, SC 29201 | Office: (803) 737-4375 | sadams@mmo.sc.gov |

The December Board meeting is traditionally the organization's "pass-off" meeting. About half of the 2016 Board is either new or not a recent return. To prepare for the coming year, returning and new Board members participated in a special session on the Afternoon of December 14 for the sole purpose of reading and discussing the Operations Manual, By-Laws, and Strategic Plan. The old Board met that morning to close the year, with the incoming Board members in attendance.

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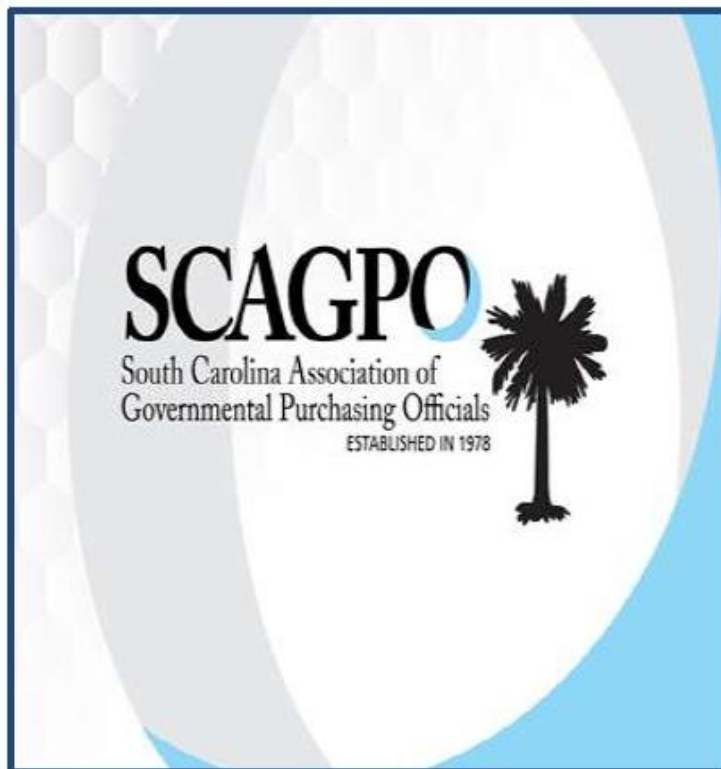
Current Strategic Plan

I. Excellence in Chapter Operations

The SCAGPO Board revised the Strategic Plan in January 2016.

The strategic plan was also reviewed and discussed in the June Meeting as the Board reviewed the status of their goals.

http://scagpo.org/images/downloads/strategic_plan_2016.pdf



Strategic Plan

2016-2018



Established a Formal Marketing Plan

Pages 2-4 of SCAGPO's Strategic Plan includes our **Formal Marketing Plan**. Please find it online.

http://scagpo.org/images/downloads/strategic_plan_2016.pdf



I. Excellence in Chapter Operations

Formal Marketing Plan

Executive Summary

The South Carolina Association of Governmental Purchasing Officials is a chapter of the National Institute of Governmental Purchasing, Incorporated (NIGP). The Association is a nonprofit organization providing a wealth of support to purchasing agencies throughout South Carolina. Through its programs, purchasing officials learn the finer points of source selection, competitive bidding, negotiation, transportation, quality assurance, contract administration, tracking, inventory management, and specification writing.

Target Customers

The membership of SCAGPO shall be limited to persons who are employed by a State, County, City, Town, Municipality, School District, or other Governmental Agency or Subdivision unless otherwise approved for membership by a majority vote of the Board of Directors. The classes of membership are:

- **Regular Members:** Restricted to persons who are actively engaged in governmental purchasing activities of any state, county, municipal, educational agency or special purpose political subdivisions. May also be extended to anyone interested in the profession, vendors excluded, and sponsored by a regular member.
- **Lifetime Members:** May be conferred upon active members upon retirement and written request for such membership.
- **Honorary Members:** May be bestowed upon individuals who have made distinguished contributions to the purchasing profession, or to the Association, upon recommendation and majority vote by the Executive Board.
- **Agency Members:** Up to 15 members may have membership in the name of any state, county, municipal, educational agency, or special purpose political subdivision which is actively engaged in governmental purchasing activities.

Strategic Plan 2016-2018 - 2

Also, the SCAGPO Board voted at the March 20, 2016 Board meeting to enact a **social media policy** for the Chapter. In 2016, Social Media was a major marketing tool for SCAGPO as updates about training classes, meetings, NIGP special events, and all other types of Chapter business were shared via Facebook or Twitter. http://scagpo.org/images/downloads/social_media_policy_final_draft.pdf

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Established a Formal Marketing Plan

Marketing is a major focus of operations as it was discussed as a part of the Strategic Plan and Social Media Policies.

Also, the Chapter continues to expand branding efforts through the use of the logo on every communication, door prize, speaker gift, promotional gift, etc.

The Chapter uses an all encompassing brochure for trade shows, student shows, and vendor events. Our branding efforts includes the use of our signature "o" and logo on our letterhead, business cards, and powerpoint template (being used for this submission).

We also hired a local Graphic Design firm for most of our marketing materials.

Brochure

<http://scagpo.org/images/downloads/scagpobrochure2.pdf>

Blood Drive

http://scagpo.org/images/downloads/blood_drive_2016.pdf

Cancer Awareness

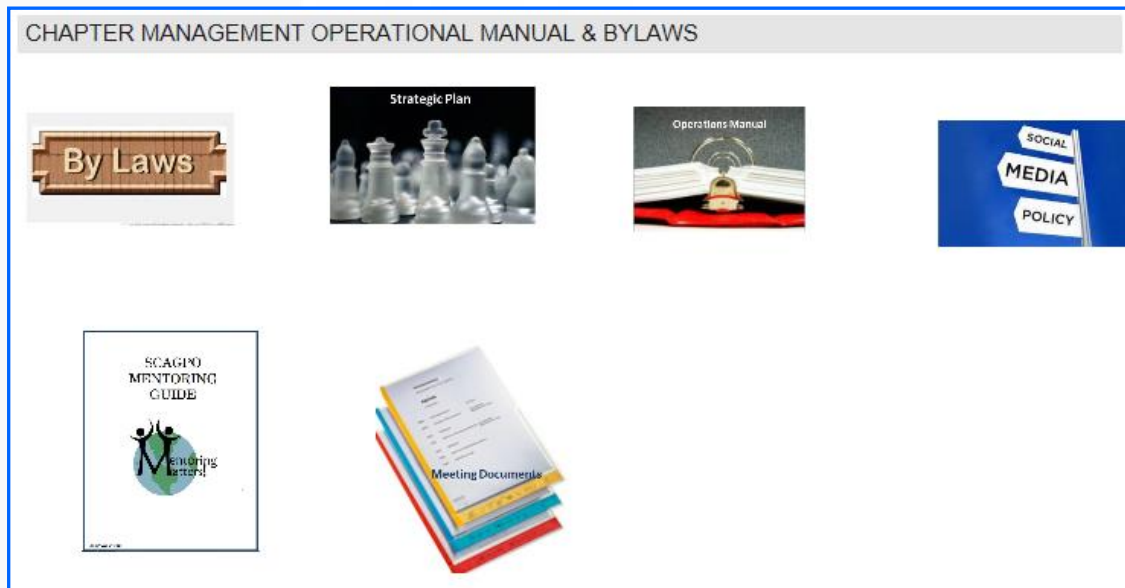
http://scagpo.org/images/downloads/cancer_awareness_2016.jpg





Bonus 1: Chapter Manuals

1. Excellence in Chapter Operations



The Ops Manual includes regular operations for different committees, including officer job descriptions, travel policy, region descriptions, audit procedures, etc.

The Chapter uses a **Professional Development Manual**. This manual described in full, complete operations for the Committee, for all regular events, including NIGP Courses and Quarterly Training events. This manual is not published on the website because it contains private information and account numbers.

The **Mentoring Program** also had on the website a Guide for all Mentoring Participants.



Bonus 2: Volunteer Database

I. Excellence in Chapter Operations

The screenshot shows the SCAGPO website's volunteer form. The header includes the SCAGPO logo and navigation links: Relations Officer, Member Area, and Contact Us. Below the header is a menu bar with links: About Us, Leadership, Events, Committees, Resources, Join, Calendar, Newsletter, and Contact Us. The main content area is titled 'VOLUNTEERS (COPY)' and contains a list of committees with checkboxes for selection. A 'Board Service' section asks if the user is interested in future opportunities to run for a Board position, with radio buttons for 'Yes' and 'No'. A text field for 'Name' is provided, followed by a text field for 'Organization/Agency'.

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Relations Officer Member Area Contact Us

About Us Leadership Events Committees Resources Join Calendar Newsletter Contact Us

QUICK LINKS

- About Us
- Archives
- Calendar of Events
- Career Opportunities
- NIGP Courses
- Photo Gallery
- SCAGPO Charitable Projects
- Sponsorship Information
- Volunteers
- WS

VOLUNTEERS (COPY)

*** Please check one or more of the committees on which you are interested in volunteering.**
Once you have chosen, notification will be sent to the Secretary, who will forward your interest to the appropriate Chairperson. If you do not hear back from the Chairperson within a few weeks, please contact him or her directly.

- ☐ Annual Forum
- ☐ Annual Forum: Golf Committee
- ☐ Annual Forum: Bowling Committee
- ☐ Awards & Scholarships
- ☐ Awards & Scholarships: Hall of Fame Search
- ☐ Certification Committee
- ☐ Certification Committee: Silent Auction Organization
- ☐ Certification Committee: Lead a Study Group
- ☐ Co-Sponsorship Committee
- ☐ Finance Committee
- ☐ Historian Committee
- ☐ Information & Publicity
- ☐ Membership Committee
- ☐ Membership Committee: Mentor or Mentee
- ☐ Nominating Committee
- ☐ Professional Development Committee
- ☐ Professional Development Committee: Host an NIGP Course
- ☐ Program Committee
- ☐ Special Projects: Charitable Events (Food Bank)
- ☐ Special Projects: Charitable Events (Cancer Awareness Campaign)
- ☐ Special Projects: Charitable Events (Veterans)
- ☐ Special Projects: Reverse Trade Show

Board Service
Would you be interested in future opportunities to run for a Board position?

☐ Yes
☐ No

*** Name**
Please list your first name and last name.

Organization/Agency

Members interested in volunteering for committees may do so by completing a form on SCAGPO's website. This form collects the information in a **database** for current reference by Committee Chairs and also to allow the nominating Chairperson to get a good idea of who may be interested in candidacy for a Board seat.

http://scagpo.org/form.php?form_id=34&c=1



Bonus 3: Equipment Policy *I. Excellence in Chapter Operations*

SCAGPO EQUIPMENT POLICY

Inventory control of South Carolina Association of Governmental Purchasing Officials (SCAGPO) owned equipment may be defined as the locating of property, recording and maintaining of information on the acquisition, identification, location, value, condition, and disposition of each type of property. The investment in equipment represents a SCAGPO expenditure and adequate records are essential.

Equipment is defined as tangible or intangible assets that are owned by SCAGPO and have an estimated useful life extending beyond one calendar year and a minimum acquisition cost of \$500.

PURPOSES OF INVENTORY CONTROLS

A current inventory of SCAGPO property is essential not only from the standpoint of accounting for items, but as an aid in preventing loss or theft, and providing accurate information for the SCAGPO Board and members. The major purposes of the inventory control are the following:

- An analysis of property owned by the SCAGPO.
- The property inventories bring together in one place all data of ownership, use, location and identification of SCAGPO property.
- The property inventory assists in preventing theft and misuse and establishes an accurate proof of loss for filing insurance claims.
- The property records are the basis for establishing the accounting records and on the SCAGPO reports.
- Fix responsibility for property and property control with the individuals that the property has been assigned to.
- The property inventory will help in the planning for future acquisition of property and disposal.

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Bonus 4: Mailbox Instructions for Use *I. Excellence in Chapter Operations*



SCAGPO

South Carolina
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INSTRUCTIONS FOR USE
SCAGPO E-mail Boxes



The following is a brief explanation of how to access and use your SCAGPO mailbox:

E-mail Address: Corresponds with the position held. For example, the president's e-mail address is president@scagpo.org. If you are unsure of your e-mail address, you may find it on the website on the Board Members and Committee Chairs Page: <http://scagpo.org/board.php>

The exceptions to this are the mailboxes for Directors At Large. Their E-mail addresses are Director<LastName>@scagpo.org

E-mail Password: _____

Mailbox Website: Our mailboxes are hosted by Network Solutions on the following page: <http://mail.scagpo.org/interfaces/sso/login.php>.

You may access a link to this page from SCAGPO's *Member's Only* page: <https://scagpo.starchapter.com/members.php>

Mail Options: You may find it helpful to customize the mailbox to suit you. Most of this will occur on the Options Tab on the left menu. Please remember to check the following settings:

- Password: **PLEASE DO NOT CHANGE THE PASSWORDS!**
- Auto-Responder: To cancel/enable your auto-response message
- Forward: To forward the mail to an e-mail address you check frequently
- Signatures: To create, update, or delete existing signature



Bonus 5: Operations Manual

I. Excellence in Chapter Operations (excerpt from 25 pages)

Professional Development Committee

The Professional Development Committee is charged with the responsibility of planning, establishing and furnishing cost efficient quality professional educational programs three times per year. Such educational programs are to further the knowledge, expertise and professionalism of the SCAGPO membership.

Each Incoming SCAGPO President appoints the Committee chair for one year. The President also approves the members.

Quarterly Training Events:

The three programs are called Spring, Summer and Fall.

- The Spring program is generally held one day during the months of January - March. March is typically selected to coincide with Procurement Month activities.
- May is usually the month for the summer training. April conflicts with school spring breaks and June is the end of the fiscal year.
- September is favored for the fall program since August is a vacation and back to school period that would compete for attendance. October is too close to the annual forum and may result in some agencies rejecting requests to attend both events.

Quarterly Training events are typically held on the second Thursday of the month; however, please remember to check for conflicting events (holidays, training events, and special vacation times) prior to planning your event. You may want to also notify other organizations (IMMO, ITMO, OSMBA, and Member Consortiums) prior to scheduling your event.

It is important to remember that the quarterly training events serve two very significant purposes: (1) to provide substantial, relevant, and memorable training to our members, and (2) generate revenue for the chapter. Please take both of these purposes into consideration when planning the agenda.

The Professional Development Chairperson generally assists with the Spring Quarterly Training event for their year; however, takes the lead on planning the Summer and Fall event for their year; and also planning the Spring event for the next year. As a courtesy, you may want to remember to keep expenses as low as possible for the May training, because you will be working within that Chairperson's budget. If you have the funding available, then you may want to consider paying your deposits and perhaps some other expenses from your current budget as well.

Expenses

All expenses, including location, speaker, printing, and caterer/refreshments are part of the budget of the committee. For Quarterly training events, you may expect to have the following expenses

- Training Room
- Facility
- Speaker Gifts
- Door Prizes
- Speaker Fees
- Refreshments

Once you have established the dates and locations, you can start booking speakers. (It is easier to obtain speakers when you allow several months between the date you booked the speaker, and the actual date of the program.) Experience has shown that speakers should be selected a minimum of three months prior to the program.

To keep the expenses to a minimum, you may want to consider finding speakers within the membership. Also, specifically request to your committee members to reach out to friends, who would provide quality



Bonus 6: Events Budget Form

I. Excellence in Chapter Operations

2016 Quarterly Training Budgets														
	A	B	C	D	E	F	G	H	I	J	K	L	M	
1	2016 Summer Quarterly Training			Venue: SC State Museum										
2	Fee	Travel	Meals	Misc	Extra Needs	Totals								
3	Speakers							<div>Calculations</div> <div>Number of Attendees75</div> <div>Cost Per Person\$38.33</div> <div>Fee Per Person\$60.00</div> <div>Total Expense\$2,875.00</div> <div>Total Revenue\$4,500.00</div> <div>Total Commission\$1,625.00</div>						
4	Mike Spicer	\$60.00												
5	Tony Ellis	\$60.00		\$150.00										
6	Ron Harvey	\$500.00												
7	Clarissa Clark	\$60.00												
8	Tammy Isham	\$60.00												
9	John White	\$60.00												
10	Facility													
11	Room Fee	\$500.00				\$500.00								
12	AV	\$75.00				\$75.00								
13	Food													
14	Morning Break	\$2,000.00				\$2,000.00								
15	Lunch					\$-								
16	Afternoon Break					\$-								
17	Drinks (Day)					\$-								
18	Service Charges					\$-								
19	Taxes					\$-								
20	Extras													
21	Printing					\$-								
22	Name Badges	\$100.00				\$100.00								
23	Speaker Gifts	\$100.00				\$100.00								
24	Signage					\$-								
25	Member Gifts					\$-								

Calculations

Number of Attendees	75
Cost Per Person	\$ 38.33
Fee Per Person	\$ 60.00
Total Expense	\$ 2,875.00
Total Revenue	\$ 4,500.00
Total Commission	\$ 1,625.00

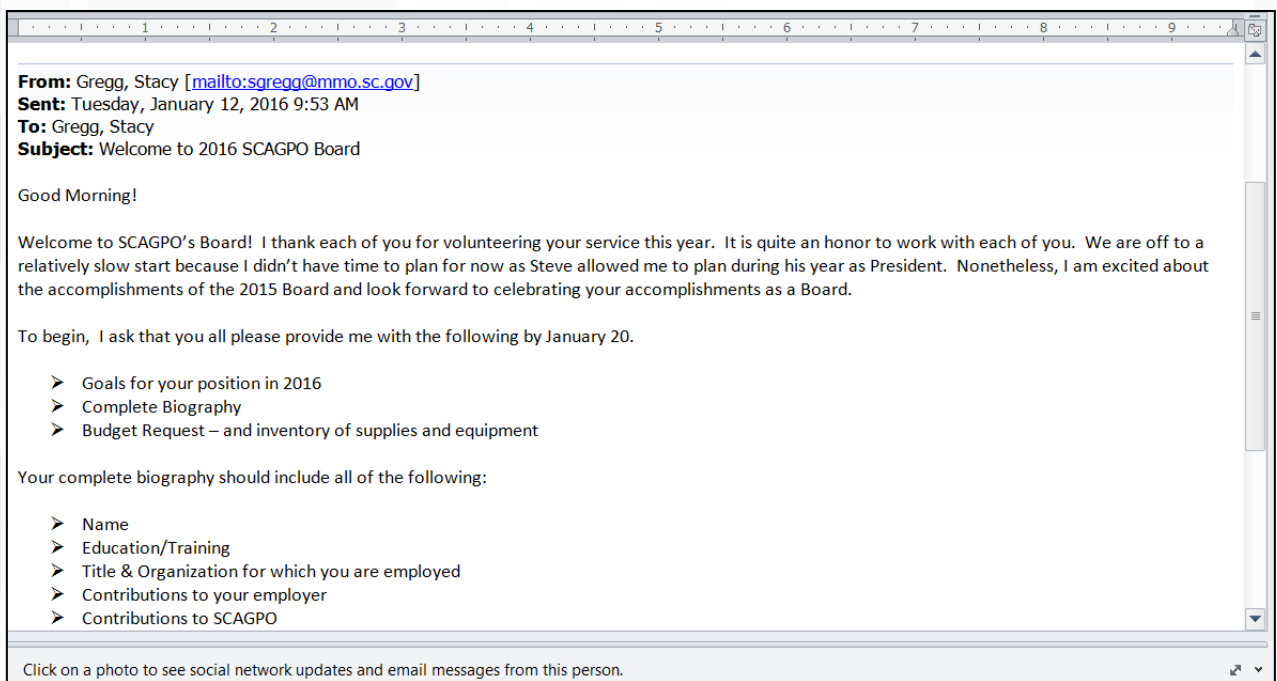
Many of SCAGPO's events were expected to generate revenue for the Operating budget. As such, the Chapter used a special budget form to ensure that the Chapter (at least) broke even for every event (unless it was specifically planned as a complimentary benefit to members).

As the expenditure numbers on the left were added, the results in the blue box changes. This gave organizers information to make informed decisions about what they could afford and also how to set registration fees.



Bonus 7: Board Ownership

I. Excellence in Chapter Operations



Oftentimes, volunteers may take positions of leadership with the expectation of filling seats (and perhaps not much else). The President began the year off with a call for the Board members to take a look at what their role on the Board would be; and to assume ownership of their role by developing , maintaining and fulfilling independent goals.



Bonus 8: Storage

I. Excellence in Chapter Operations

Riverchase Self Storage
115 Riverchase Way
Lexington, SC 29072
803-996-1399

Payment Receipt

Company
Tenant Stacy Gregg SC Assoc. of Gov. Purchasing Officials
Address P O Box 8626
City, State, Zip Columbia, SC 29202

By Sandra Milczewski

Date Printed January 04, 2016
Payment Date January 04, 2016 10:11 AM
Available Credit 0.00
Current Balance 0.00
Paid Thru January 31, 2016
Receipt Number 31878
Unit 1150

Date	Unit	Description	Charge	Discount	Tax	Total	Payment	Method
01/01/16	1150	Rent 1/1-1/31	69.00	0.00	0.00	69.00	69.00	Visa
							Taxes	0.00
							Payment (less tax)	69.00
							Payment Subtotal	69.00
							Credits Applied	0.00
							Refunds Applied	0.00
							Total Applied to Account	69.00
							Current Account Balance	0.00
							Paid By	Visa *****1093
							Paid Thru Date	January 31, 2016

Online payments can be made on our website: www.riverchase-selfstorage.com. Online payments can only be made by Visa or Mastercard credit cards.

Transaction Type Sale
Authorization 131216
Reference 1

I agree to pay the above amount according to the card issuer statement.

x _____

Memo:

For years, the Chapter struggled with managing what we own. Our Chapter has been around since 1978. As the Historian Committee slowly scanned and archived our (historical data) files, we still struggled with where to house them. Space is an issue. And there were other questions. What happens if the keeper of a box is no longer available? How do we retrieve our artifacts? Also, how do we store equipment that we may use only for particular events? We needed one central location to house everything. As such, we rent storage space with multiple keys for our Historian, President, Forum, and Professional Development Chairs to have access.



Section 2

II. EXCELLENCE IN MEMBERSHIP RECRUITMENT, RETENTION AND ENGAGEMENT

1. Engaged in member recruitment activities and programs.
2. Engaged in member retention activities and programs.
3. Conducted member engagement activities and programs (i.e. Newsletters, surveys, awards, membership meetings).
4. Created membership enhancements through technology (i.e. Resource Library/research tools, job posting, online member directory, online payments, calendar of events).
5. Established a mentor program (young professionals, career development, chapter leadership, or certification).
6. Bonus: Show us something new or innovative in membership recruitment, retention and engagement.



Member Recruitment Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

NIGP Members in South Carolina -

	A	B	C	D	E	F	
1	Ms.	Keisha	Byrd	CPPB	1431 Assembly Street	NULL	Col
2	Mr.	E. Steven	Taylor	C.P.M.	108 Shadowmoss Parkway	NULL	Cha
3	Mrs.	Gwendolyn	Singleton	CPPO, CPPB,	1584 Grimball Road	Extens	Cha
4	Mr.	William	Brady	CPPO	239 Natures View Circle	NULL	Pav
5	Mr.	Michael	Emory	CPPB	366 North Church Street	NULL	Spa
6	Mr.	William	Leath	CPPO	1027 Jack Stoudemayer R	NULL	Litt
7	Ms.	Christian	Tutt	CPPB	301 University Ridge, Ste	NULL	Gre
8	Ms.	Venis	Manigo	NULL	1600 Hampton Street	Suite 606	Col
9	NULL	Vinnie	Miller	NULL	5400 Broad River Road	NULL	Col
10	NULL	Dale	Edwards	NULL	1429 Senate St.	NULL	Col

In 2016, the Directors collaborated to seek out new members in their respective regions.

SCAGPO received a **list of members from NIGP** to identify National members, who are not Chapter members; and they followed up with invitations to join.

Likewise, each year, the Membership Chairperson consults the **UPPCC's newly certified announcements** to identify South Carolina Professionals who are not SCAGPO members and send Congratulatory messages and also invitations to join the Chapter.



Member Retention Activities

II. Excellence in Membership Recruitment, Retention and Engagement

SCAGPO's leadership understand that economic challenges may hinder member retention and activity. As a result, Committees have programs in place, which enhance the member experience, demonstrate the value of SCAGPO's membership and encourage retention.

Retention 1

The Forum Committee **gave a night's stay** at each Quarterly event and two at the Annual Forum. (Total of 5)

Retention 2

SCAGPO gave away at least **THREE complimentary Quarterly Training** Certificates at each Quarterly event; and a total of **FIFTEEN (15)** at our Annual Forum. (Total of 24 for the year)



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Member Retention Activities

II. Excellence in Membership Recruitment, Retention and Engagement

The screenshot displays the SCAGPO website's header with the logo and navigation links: About Us, Leadership, Events, Committees, Resources, Join, Calendar, Newsletter, and Contact Us. Below the header is a 'QUICK LINKS' sidebar and a 'CERTIFICATION STUDY SESSION LOTTERY' form. The form includes fields for Name, Organization, and E-mail, followed by checkboxes for certification types (CPPO, CPPB) and events (Aiken, West Columbia). A security image with the text 'ymZ6' is shown, along with a 'Submit' button and a 'Clear' link. At the bottom, there is a 'SPONSORS' section with logos for Mead, Balfour Beatty, and others.

Retention 3

The Professional Development Committee conducted four **lotteries** to give away Training Opportunities to SCAGPO Members who couldn't afford them. This was a win-win for the Chapter because it helped us to keep some NIGP courses, which would otherwise cancel and it while demonstrating another benefit for members. It also assisted members who needed the Professional Development Opportunity.

http://scagpo.org/form.php?form_id=46&c=1



Member Retention Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

SCAGPO's Leadership works hard to maintain a familial culture among the membership. We believe that doing so gives members a feeling of "ownership" in the Chapter and also an incentive to remain in the organization.

LINDSEY O. GRAHAM
SOUTH CAROLINA



290 RUSSELL SENATE OFFICE BUILDING
WASHINGTON, DC 20510
(202) 224-5972

UNITED STATES SENATE

Dear Jo Marie:

Thank you for contacting me regarding your tour request. My name is Meghan Dorn and I am currently the tour coordinator for Senator Graham's office. I am glad to assist you with the scheduling of your tour.

Unfortunately, we will be unable to accommodate your White House tour request. The White House is already full for the dates you requested. **However, I do encourage you to still visit the White House Visitor Center as it features many aspects of the White House including its architecture, furnishings, first families, social events, and relations with the press and world leaders, as well as a 30 minute video.** The White House Visitor Center is located at 1450 Pennsylvania Avenue NW. It is open 7 days a week from 7:30am until 4:00pm. For more information please visit the White House Visitor Center website at <http://www.nps.gov/whho/planyourvisit/white-house-visitor-center.htm>, or call at (202) 208-1631.

Retention 4

In anticipation for the trip to National Harbor, SCAGPO Members spent the Saturday touring the Whitehouse and other tourist sites.



Member Retention Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Volunteerism! Many Chapters are working hard to address not only how to adequately retain members; but a very popular question among leadership in Chapters is "How do we recruit & retain volunteers? SCAGPO addressed this in several ways...

#1

To encourage hosting of NIGP courses, SCAGPO provided complimentary course registrations for hosts, who would not have been able to afford to attend otherwise.

Retention 5



8/10/2016

Invoice: 206949

Purchase Order: SCAGPO
Paying Invoice

Mrs. Mary Ellen Williams
Administrative Coordinator
South Carolina Department of Natural Resources
1000 Assembly Street
217 Fort Johnson Road
Charleston, SC 29412

FLM 082516 Charleston, SC
08/25/2016 - 08/26/2016
Charleston, SC

1 Non-Member: Late

Mrs. Mary Ellen Williams, South Carolina Department of Natural Resources

	Seminar Fee
\$760.00	\$760.00

Subtotal	\$760.00
----------	----------

Less Payments	\$0.00
---------------	--------

Balance Due	\$760.00
-------------	----------

Payment Terms: Net 30

\$760.00

SCAGPO - NIGP Courses

Register, 2016

Jim Davis, CPPO
[Clarendon County](#)

Fundamentals of Leadership & Management - Confirmed
August 25, 2016
Mary Sims, CPPO
Charleston, SC - DNR

Please make checks payable to NIGP and return remittance with payment.
Payment must be made to the following address:
NIGP / Accounting Department
2411 Dulles Corner Park Suite 350
Herndon, VA 20171

If you have any questions or would like to pay by credit card, please contact NIGP Events
Registrar at 800-367-6447 or email registrationinfo@nigp.org



Member Retention Activities- Volunteerism

II. Excellence in Membership Recruitment, Retention, and Engagement

#2

Online volunteer sign-up to build a database of volunteers.

This list was updated and provided to committee chairs monthly.

Retention 6

The screenshot shows a web browser window with the URL <http://scagpo.org/Forms.php>. The page title is "SCAGPO - Volunteer...". The form is titled "VOLUNTEERS (COPY)". It includes a "QUICK LINKS" section on the left with links to About Us, Archives, Calendar of Events, NGPO Courses, Photo Gallery, SCAGPO Charitable Projects, Sponsorship Information, Volunteers, and W9. The main content area has a heading "Please check one or more of the committees on which you are interested in volunteering. Once you have chosen, notification will be sent to the Secretary, who will forward your interest to the appropriate Chairperson. If you do not hear back from the Chairperson within a few weeks, please contact him or her directly." Below this is a list of committees with checkboxes: Annual Forum, Annual Forum: Golf Committee, Annual Forum: Bowling Committee, Awards & Scholarships, Awards & Scholarships: Hall of Fame Search, Certification Committee, Certification Committee: Silent Auction Organization, Certification Committee: Lead a Study Group, Co-Sponsorship Committee, Finance Committee, Historian Committee, Information & Publicity, Membership Committee, Membership Committee: Mentor or Mentee, Nominating Committee, Professional Development Committee, Professional Development Committee: Host an NGPO Course, Program Committee, Special Projects: Charitable Events (Food Bank), Special Projects: Charitable Events (Cancer Awareness Campaign), Special Projects: Charitable Events (Veterans), and Special Projects: Reverse Trade Show. There is also a "Board Service" section with a heading "Would you be interested in future opportunities to run for a Board position?" and radio buttons for "Yes" and "No". At the bottom, there is a field for "Name" with a note "Please list your first name and last name."

Copy of 2016 Committee Volunteer List (10.18.16) - Copy [Compatibility Mode]

	A	B	C	D	E	F	G	H
1								
2		Volunteer	Organization	E-mail Address	Forum	Bowl	Golf	Awards
3	Belk	Clarissa Belton	SC Dept Commerce	cbelton@sccommerce.com	X			
4	Blair	Billy Bland	Retired	bbland@sc.rr.com				
5	Clark	Clarissa Clark	USC	clarkcg2@mailbox.sc.edu	X			X
6	Dun	Annette Dunemayer	Sea Grant Consortium	annette.dunmeyer@scseagrant.org	X			
7	Gresham	Bryan Gresham	School District of Newberry County	bgresham@newberry.k12.sc.us	X			
8	Isham	Tammy Isham	Beaufort Jasper Water	tammyi@bjwsa.org				
9	Jackson	Linda Jackson	USC	ljackson@fmc.sc.edu	X			
10	Pullie	Steve Pullie	DJJ	slpull@dji.net	X			
11	Thurstin	Melissa Thurstin	Wil Lou Gray	thurstinm@wlgos.sc.gov	X			
12	Williams	Mary Ellen Williams	SC DNR	williamsm@dnr.sc.gov	X			
13	Wiggins	Charles Wiggins	Charleston County Government	cwiggins@charlestoncounty.org	X			
14	Marshall	Toni Marshall	Aiken Technical College	marshalt@atc.edu	X			
15	Ackerman	Lisa Ackerman	Georgetown County School District	lackerman@gcsd.k12.sc.us				
16	Goff	Jessica Goff	SLED	jgoff@sled.sc.gov				
17	Peterson	Jan Peterson	Lancaster School District	ian.peterson@lcsdmail.net	X			



Member Retention Activities- Volunteerism

II. Excellence in Membership Recruitment , Retention, and Engagement

#3

Its easy to take hard working members for granted. SCAGPO honored volunteers who took the time to host classes, plan Charitable events, etc with service certificates. Leadership felt that doing so was important because sometimes showing people that they are appreciated is the best encouragement imaginable. [Retention 7](#)

SC Association of Governmental Purchasing Officials

Certificate of Service

This Certificate is awarded to

Jo Marie Brown, CPPB

On March 23, 2016

By President, Stacy Gregg, CPPB, CPPB

*For exceeding the expectations of Board requirements for your commitment to the Chapter;
and in recognition and appreciation of your willingness to support SCAGPO's missions and objectives;
and for your services in planning and successfully executing the organization's
Spring Charitable Project on behalf of SCAGPO's Board*

Recommended Recertification Value:

Awards /Recognition—one (1) point

(Final determination of points eligibility shall be made by the UPPCC)



SCAGPO

South Carolina Association of
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Member Engagement Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

SCAGPO regularly e-mails announcements to members from the Information & Publicity Committee.

Gregg, Stacy

From: Information and Publicity <information@scagpo.org>
Sent: Tuesday, July 19, 2016 1:01 PM
To: Gregg, Stacy
Subject: SCAGPO Announcements

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South Carolina Association of Governmental Purchasing Officials

SCAGPO Awards

The Awards & Scholarships Committee is currently accepting submittals for this year's Awards Candidates. Please [visit our website](#) for more information and to nominate a deserving Procurement Professional.

Young Professionals Database

The Membership Committee is seeking information about SCAGPO's Young Professionals. If you are 40 years or younger **OR** if you have 2 or less years' experience in the field of public

Engagement 1

SCAGPO

South Carolina Association of
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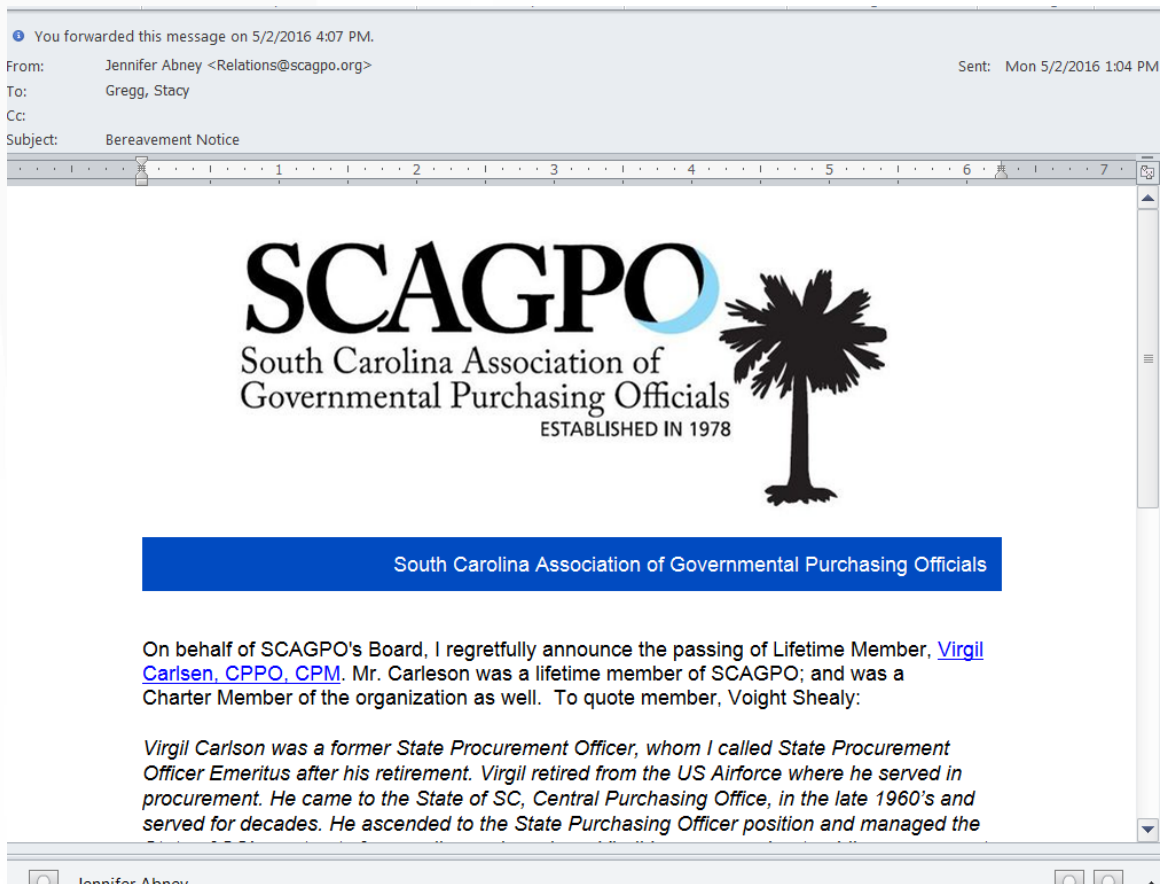
Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Engagement 2

SCAGPO has a Relations Officer, who sends cards on behalf of the Chapter for good events, illnesses, and bereavement. The Relations Officer also informs members of these special announcements as requested.

Below is a bereavement notice for the passing of retired member.





Member Engagement Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Engagement 3

In addition to sending announcements by *e-mail*, the Relations Officer has a **page on SCAGPO's website**, which allows members to read at their convenience updates regarding other members.

http://scagpo.org/content.php?page=Relations_Officer

We have good news and bad news; and we are sharing it with you below:

- **December 28, 2016** - Bereavement Notice for [Ferris Smith](#), Father to Donna Potts (SFAA ITMO)
- **November 4, 2016** - Bereavement Notice for [Able Register](#), Father to Allen Register (SFAA SPO)
- **August 8, 2016** - Bereavement Notice for [Alice Emery](#), mother to Denise Badillo (City of N. Charleston)
- **June 30, 2016** - Jeff Patterson (USC) Official Retirement
- **June 30, 2016** - Wayne Putnam (School District Oconee County) Official Retirement
- **May 1, 2016** - Bereavement Notice for [Virgil Carleson](#) (Lifetime Member)
- **January 29, 2016** - Jim Stiles (State Museum) official retirement



Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Engagement 4

SCAGPO has a “Members on the Move” section on our website, which identifies and congratulates those members who attain new positions.

http://scagpo.org/content.php?page=Relations_Officer

Please note that the following members have recently made changes in their employment:

- **October 2016** - Albert Morant (LLR) is now Procurement Manager for Kershaw Co. School District
- **February 2016** - Valorie Galloway (DSS) is now Procurement Manager for SCDNR
- **August 2015** - Debra Cannon (MUSC) is now Procurement Manager for Charleston Schools
- **August 2015** - Jo Marie Brown (Riverbanks Zoo) is now Procurement Manager for SFAA, SPO
- **July 2015** - Ashley Williams (Richland County) is now Procurement Manager for SFAA, SPO
- **May 2015** - Kathy Santadreu (City of Columbia) is now Procurement Manager for SC Budget & Control, SPO
- **April 2015** - Jo Ann Sullivan (DSS) is now Procurement Manager for ITMO
- **April 2015** - Emmit Kerwin (ITMO) is now Procurement Manager for SC Department of Transportation
- **April 2015** - Ron Conner (ITMO) is now Procurement Manager for SC Department of Transportation
- **January 2015** - Ann Paulhus (Horry County Schools) is now Procurement Supervisor for Georgetown County
- **January 2015** - Norma Hall (SC ITMO) is now Procurement Director for Commodities & Services for SCDOT
- **January 2015** - Stacy Gregg (Richland One) is now Procurement Manager for SC Budget & Control, SPO
- **December 2014** - Jennifer Abney (DOT) is now a Procurement Manager for SC Budget & Control Board, Inter
- **December 2014** - Deloris Sweeper is now Procurement Specialist for SC Department of Public Safety
- **December 2014** - Sheila Willis (DOT) is now Procurement Manager for SC Materials Management Office
- **December 2014** - David Rawl (DOT) is now Senior Auditor for SC Materials Management Office
- **September 2014** - Juaquana Brookins (USC) is now Procurement Manager for SC Materials Management Off
- **September 2014** - Kristen Gordan (SCDHEC) is now Procurement Manager for SC Materials Management Of

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Member Engagement Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Engagement 5

There are some members who enjoy traveling to events with their spouses. The President's effort on several occasions to include and engage these guests was appreciated by these couples.

You forwarded this message on 10/25/2016 2:25 PM.

From: Thomas, Dave <dthomas@bcgov.net> Sent: Tue 10/18/2016 3:06 PM
To: Gregg, Stacy
Subject: RE: President's Luncheon - Your Spouse is invited

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**SCAGPO PRESIDENT, STACY GREGG,
INVITES YOU TO A SPECIAL LUNCHEON TO
HONOR PAST AND PRESENT CHAPTER LEADERS.**

President's Luncheon

**ON NOVEMBER 9, 2016 | 12:00 PM
MYRTLE BEACH MARRIOTT RESORT & SPA
IN GRAND DUNES**

Thomas, Dave

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Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Engagement 6

SCAGPO publishes a Quarterly newsletter, *Buyways*, which is housed on our website and e-mailed to members.



About Us	Leadership	Events	Committees	Resources	Join	Calendar	Newsletter	Contact Us
--------------------------	----------------------------	------------------------	----------------------------	---------------------------	----------------------	--------------------------	----------------------------	----------------------------

IN THIS ISSUE

Election Edition

Vice President

Forum News

Director at Large

Vote Box

Vote Button



October 2016

ELECTION EDITION



Sam Hanvey, CPPB - Nominating Chairperson

"Welcome to" the *Election Edition of Buyways*. As SCAGPO's Nominating Chairperson, it has been my responsibility to prepare a ballot for the Board and Membership of viable candidates for office next year.

As you can imagine, this can be somewhat of a challenge, but I am proud to share that we have a great list of enthusiastic, professional, and dedicated members to choose from.

The election will be open from October 26 through November 8, 2016. I ask that each and everyone of you take a moment to review the enclosed bios and choose the candidates that you believe will best serve membership in their respective categories.

Finally, as we look to the future, I ask that you please consider committee participation. This aspect of volunteerism is critical to the success of the Chapter and is your first steps in obtaining future leadership opportunities in SCAGPO.

Please take part in the process. As always, the successful candidates will be announced during the Annual Forum.

NEWSLETTER

Archives

QUICK LINKS



Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Engagement 7:

SCAGPO has an [Awards Program](#), which honors deserving members nominated by their peers.

This year's awards winners were announced at the Gold Medal Gala in Myrtle Beach and included:

- Barnes Award: Steve Pullie (pictured on left)
- Bland Award: Melissa Thurstin
- Manager of the Year: Joe Tommie
- President's Awards:
 - Jim Davis
 - Sam Hanvey

Please visit our website for more information:

http://scagpo.org/SCAGPO_Awards

http://scagpo.org/content.php?page=Award_Recipients






Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Engagement 8

SCAGPO hosted our annual Member Business meeting on September 10, 2016



Executive Board

Stacy Gregg, CPPO, CPPB President	8:00 - 8:30
Stacy Adams, CPPB Vice President	8:30 - 8:45
Denise Badillo, CPPO, CPPB Treasurer	8:45 - 9:30
LaWana Robinson-Lee, CPPO, CPPB Secretary	9:30 - 9:45
Clarissa G. Clark, CPPO, CPPB Database Administrator	9:45 - 10:30
Federal ID: 57-0661196	

2016 Summer Training Seminar

May 12, 2016
SC State Museum


Tammy Isham, CPPB - Guest Host

AGENDA
Not to be used for recertification purposes

8:00 - 8:30	Registration
8:30 - 8:45	Stacy Gregg, CPPO, CPPB <i>Opening Remarks by 2015 SCAGPO President</i>
8:45 - 9:30	Mike Spicer <i>Timing & Dating Your Solicitations for Optimal Efficiency</i>
9:30 - 9:45	Break
9:45 - 10:30	Mike Spicer <i>So What Happened? Protest Case Studies from a CPO's Desk</i>
10:30 - 11:30	Speaker Pending TBD
11:30 - 12:45	Lunch
12:45 - 2:30	Tony Ellis, CPPO <i>Professional Styles & Profiles of Top Negotiators</i>
2:30 - 2:45	Break
2:45 - 3:30	Ron Harvey <i>Telling Ain't Training</i>
3:30 - 4:15	Clarissa G. Clark, CPPO, CPPB <i>Maximizing your Professional Membership</i>
4:15 - 4:45	Stacy Gregg, CPPO, CPPB <i>Member Meeting</i>
4:45 - 5:00	Announcements & Final Drawings

CERTIFICATION:
6.0 Hours
Note: This agenda should not be used for the purposes of recertification. The Official Certificate of Participation will be e-mailed.

P.O. Box 8626 • Columbia, SC 29202
WEBSITE: www.scagpo.org • EMAIL: contactus@scagpo.org
FACEBOOK: <https://www.facebook.com/SCAGPO> • TWITTER: <https://twitter.com/SCAGPO>



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Member Engagement Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Section II – Engagement 9

To celebrate the achievements of ALL certified members, the Chapter displayed this banner at our Annual Forum






Member Engagement Activities

II. Excellence in Membership Recruitment, Retention, and Engagement


NIGP: 71ST ANNUAL FORUM AND PRODUCTS EXPOSITION (2016)



August 21, 2016
8:00 AM to 5:00 PM
[Add to Calendar](#)

Gaylord National Convention Center
201 Water Front Street
National Harbor, MD 20745
[Venue Website](#)
[Directions](#)

GROUP REGISTRATION NOW OPEN FOR NIGP FORUM



Discounted NIGP Member Rate: \$814.50

Please complete the [Forum Registration Form](#) and forward to Denise Badillo at Treasurer@scagpo.org by April 20, 2016. ALL interested members must complete registrations through our website. Payments must be made to SCAGPO either online by card or checks may be mailed to the Charleston P.O. Box.

Section II – Engagement 10

SCAGPO offers complimentary NIGP Forum registration and travel expenses to three Board members annually.

Through this, we know that our Chapter will receive the 10% Group Discount.

This is a great benefit to share with members.

By collaborating with our membership, 13 attendees were able to take advantage of the 15% registration discount and early registration.



Member Enhancements Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Technology Enhancement 1

Members are encouraged to **provide Relations information through SCAGPO's website**. This allows us to keep a database of this news for future reference. http://scagpo.org/form.php?form_id=20&c=1



Technology Enhancement 2

SCAGPO enjoys a **mobile-friendly website**, to encourage member visitation with the website.

MEMBER RELATIONS OFFICER

Member Submitting Announcement

* Type of Announcement

☐ Member on the Move
☐ Congratulatory
☐ Bereavement
☐ Other

* Please share if this person was an actual member of SCAGPO or if they are a relative of a SCAGPO Member.

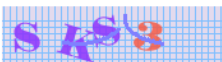
* SCAGPO's Member name and agency for which he or she most recently worked.

Please describe any service the member may have provided to the SCAGPO organization.

Information to be shared with membership

In the space below, please provide any helpful links.

*Please enter the text displayed in the security image below:





Member Engagement Activities – Technology Enhancements

II. Excellence in Membership Recruitment , Retention, and Engagement

Technology Enhancement 3:

SCAGPO has a closed **FaceBook Group** for members only, which allows members to share and collaborate in a safe social media setting. There is also a public **Fanpage** for members and vendors to use.

<https://www.facebook.com/#!/groups/SCAGPO/>

Technology Enhancement 4:

SCAGPO sends weekly announcements to members, which included **links** to other website for access to more information.



Holiday Luncheon – December 14, 2016

This year's holiday luncheon is scheduled for Wednesday December 14, 2016 and will feature a special ceremony for Lifetime members. Please make plans to be there. Seating is limited to 40 guests; however, if registrations sell quickly, we will try to accommodate additional requests.

Current NIGP Courses

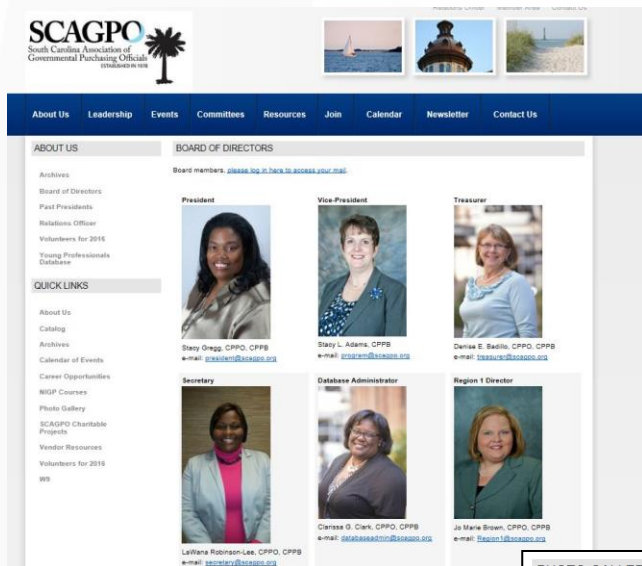
Course	Instructor	Dates	Regs Needed
Risk Management in Public Contracting (Spartanburg)	Tony Ellis	April 4-5, 2016	0
Sourcing in Public Sector (Spartanburg)	Jim Davis	May 4-6, 2016	2
Fundamentals of Leadership (Charleston)	Mary Sims	August 25-26, 2016	8
Legal Aspects of Public Procurement (Spartanburg)	Tony Ellis	August 31 – Sept 2, 2016	8
Strategic Procurement Planning (Manning)	Jim Davis	August 3-5, 2016	8

NOTE: There was a waiting list created for the Contract administration course in Conway. We are currently looking for a space to host a second course in the same general area.



Member Engagement Activities – Technology Enhancements (Website)

II. Excellence in Membership Recruitment , Retention, and Engagement



Technology Enhancement 5

It is important that SCAGPO Board members are identifiable for all members. For this reason, they are introduced at every event.

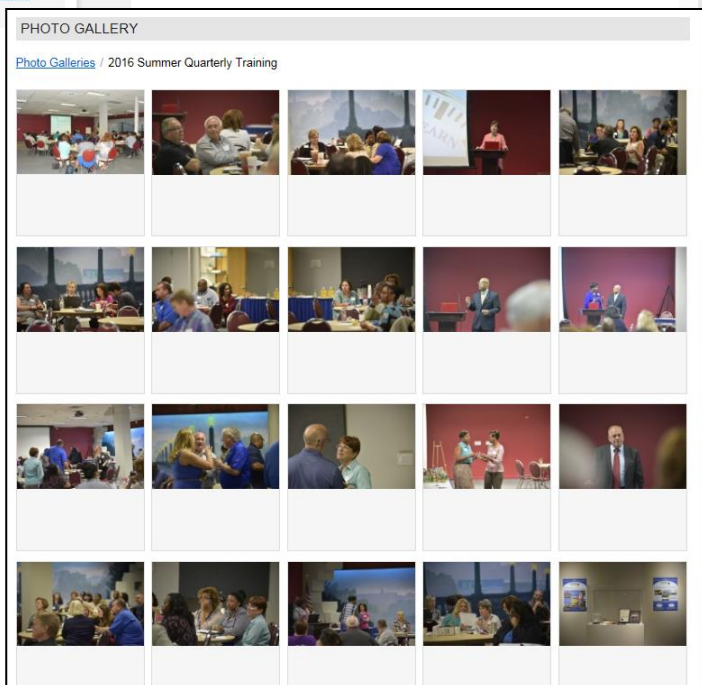
Likewise, their pictures are housed on our website.

<http://scagpo.org/board.php>

Technology Enhancement 6:

SCAGPO's website includes a **photo gallery**, which is regularly updated with pictures from events.

<http://scagpo.org/gallery.php?list=1>






Member Engagement Activities – Technology Enhancements (Website)

II. Excellence in Membership Recruitment, Retention, and Engagement




Technology Enhancement 7:

Member Directory

<http://scagpo.org/directory.php>

View by ☒ Alphabetic Listing ☐ Business Categories ☐ Member Groups 

Search [Clear](#)

Company	Member Name	Address	Contact Info
Wil Lou Gray Opportunity School	Charles Abbott	Wil Lou Gray Opportunity School 3300 West Campus Rd. West Columbia, SC 29170	(p) (f) (e) 
SC Department of Administration (OAS)	 Jennifer V. Abney Procurement Manager	1200 Senate Street Columbia, SC 29201	(p)(803) 737-1580 (f) (803) 734-2390 (e) 

About Us	Leadership	Events	Committees	Resources	Join	Cal
----------	------------	--------	------------	-----------	------	-----

QUICK LINKS

About Us
Catalog
Archives
Calendar of Events
Career Opportunities
NIGP Courses
Photo Gallery
SCAGPO Charitable Projects
Vendor Resources
2017 Volunteers
W9

JOB VACANCY ANNOUNCEMENT

* Organization

* Title of Position

* Link to Posting

Point of Contact

*Please enter the text in the security image:



[Clear](#)

Technology Enhancement 8:

Career Opportunities on website

[http://scagpo.org/Career Opportunities](http://scagpo.org/Career_Opportunities)



Member Engagement Activities – Technology Enhancements (Website)

II. Excellence in Membership Recruitment , Retention, and Engagement

Technology Enhancement 9

Calendar on Website

CALENDAR						
« November 2016 »						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
		2016 Pre- Forum Event (Bowling and Golf)	Member Registration ... 2016 VENDOR REGISTRA... SCAGPO ANNUAL FORUM	Member Registration ... 2016 VENDOR REGISTRA...	Member Registration ... 2016 VENDOR REGISTRA...	
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

<http://scagpo.org/calendar.php?date=0-11-2016>



Member Engagement Activities – Technology Enhancements (Website)

II. Excellence in Membership Recruitment, Retention, and Engagement

Technology Enhancements 10

Electronic Registrations & Payments

Meeting Registration for Meeting on 11-09-16

[+ Add a Registration](#)

[Hide Filter](#)

Filter By

▸ Member/Guest

▸ Pay Status

196 records selected

[Toggle Panels](#)

[Clear](#)

[Refresh](#)

Sort by: Name ▼

[Search](#)

[Clear Search](#)

Name	Amount	Total Due	Actions
[REDACTED] son, CPPO <i>Attended</i> [REDACTED] son, CPPO <i>Attended</i>	\$187.00	\$0.00	Send Receipt 1 receipt(s) sent Cancel
[REDACTED] (dit) [REDACTED] 6 [REDACTED] bobbott <i>Attended</i>	\$195.00	\$0.00	Send Receipt 1 receipt(s) sent Cancel
[REDACTED] [REDACTED] Member: Connor V. Parney <i>Attended</i>	\$195.00	\$0.00	Send Receipt 1 receipt(s) sent Cancel
[REDACTED] (dit) [REDACTED] on, CPPB, CPCP <i>Attended</i>	\$195.00	\$0.00	Send Receipt 1 receipt(s) sent Cancel
[REDACTED] (dit)			Send Receipt



Member Mentor Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Mentor Program 1

SCAGPO's **Mentoring Program** matches seasoned members with less knowledgeable ones to assist in helping members to meet their goals.

SCAGPO MENTORING

The SCAGPO Mentoring Program is a benefit provided to members through the Membership Committee.


The program's coordinator is now accepting applications for Mentors & Mentees. Members interested in serving the profession as a mentor, may request a mentor by completing the online [Mentor Volunteer Form](#). Members seeking a mentor may make a request by completing the online [Mentee Application Form](#).

Members are asked to complete the forms to provide information to assist in identifying and match pairs based on SC location, agency type, experience level, interest, etc. Members who prefer, may download a copy of the application below and forward a completed copy to mentor@scagpo.org.

Mentoring Documents

[Mentor Application](#) (pdf)

[Mentee Application](#) (pdf)

MENTOR VOLUNTEER FORM	
* Name of Mentor Applicant	<input type="text"/>
* Employer	<input type="text"/>
* Position/Job Title	<input type="text"/>
* Telephone	<input type="text"/>
* E-mail Address	<input type="text"/>
* What Procurement experience level would you like to mentor?	<input type="checkbox"/> Entry Level <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
* What type of Mentor/Mentee relationship do you desire?	<input type="checkbox"/> Very Interactive - Regular In-person Meetings <input type="checkbox"/> Somewhat Interactive - Few meetings and telephone & e-mail contact <input type="checkbox"/> Virtual - Mostly telephone & e-mail contact
In what geographic location or region are you best suited to mentor?	<input type="text"/>
* As a Mentor, what technical area could you provide the most valuable professional development assistance to your Mentee? In the space below, please list any special skills you possess which may add value to your mentor/mentee relationship and also any aid	<input type="text"/>
Please add any additional information in the space below.	<input type="text"/>
*Please enter the text displayed in the security image below:	
 <input type="text"/>	

MENTEE APPLICATION FORM	
* Name of Mentee Applicant	<input type="text"/>
* Employer	<input type="text"/>
* Position/Job Title	<input type="text"/>
* Telephone	<input type="text"/>
* E-mail Address	<input type="text"/>
Is there a particular SCAGPO member you desire to have as a mentor?	
* What type of Mentor/Mentee relationship do you desire?	<input type="checkbox"/> Very Interactive - Regular in-person meetings <input type="checkbox"/> Somewhat Interactive - Few meetings and telephone & e-mail contact <input type="checkbox"/> Virtual - Mostly telephone & e-mail contact
* Please describe what you hope to gain by participating in a mentoring relationship?	<input type="text"/>
* Which would you say most accurately describes your level of procurement experience?	<input type="checkbox"/> Entry Level <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced
* In what geographic region(s) do you live and/or work?	<input type="text"/>
* In the space below, please provide additional information on your ideal Mentor including desired	<input type="text"/>

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Member Mentor Activities

II. Excellence in Membership Recruitment , Retention, and Engagement

Mentor Program 3

The President hosted a special event for Young Professionals. The “meet and greet reception” was scheduled on the first night of the Annual Forum.

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**SCAGPO PRESIDENT, STACY GREGG,
INVITES YOU TO MEET WITH THE
ORGANIZATION’S LEADERSHIP FOR THIS EVENT
SET ASIDE ESPECIALLY FOR YOU.**

Young Professionals Reception



Member Mentor Activities

II. Excellence in Membership Recruitment, Retention, and Engagement

Mentor Program 4

The Chapter keeps a Young Professionals Database. Appropriate members are encouraged to “register” online; and subsequently contacted for special events and programs related to them.

http://scagpo.org/form.php?form_id=49

The screenshot shows a web browser displaying the SCAGPO website. At the top, there is a navigation bar with links: Home, Committees, Resources, Join, Calendar, Newsletter, and Contact Us. Below the navigation bar is a section titled "YOUNG PROFESSIONALS DATABASE". The form contains the following fields and options:

- * Name: Text input field.
- * Employer: Text input field.
- * E-mail Address: Text input field.
- * Years service in Public Procurement: Radio buttons for 1 and 2.
- * Age: Radio buttons for 20-30 and 31-40.
- * What would you say is the area, which most interests you in the field of Public Procurement?: Text input field.
- Please check any areas below in which you believe you may provide Chapter service:
 - ☐ Social Media
 - ☐ Information & Publicity
 - ☐ Legislative Reporting & Advocacy
 - ☐ Member Retention
 - ☐ Member Engagement
 - ☐ Strategic Planning
 - ☐ Professional Development
 - ☐ Event Planning
- In the space below, please provide any feedback or ideas on how SCAGPO may add value to your membership.: Text input field with a vertical scrollbar.
- Please upload a resume or bio. This document may be as brief or complex as you prefer.: Text input field with a "Browse..." button.
- *Please enter the text in the security image: Text input field with a security image showing the text "NWfd" in red on a purple background.



Member Engagement Activities Bonus

II. Excellence in Membership Recruitment, Retention, and Engagement

SCAGPO provided monetary assistance to Members who were being honored/recognized at NIGP's Forum

Section II - Bonus 1

Kathy Santandreu walked the red carpet for receiving CPPO designation!



Executive Board

Stacy Gregg, CPPO, CPPB
President

Stacy Adams, CPPB
Vice President

Denise Badillo, CPPO, CPPB
Treasurer

LaWana Robinson-Lee, CPPO, CPPB
Secretary

Clarissa G. Clark, CPPO, CPPB
Database Administrator

Federal ID: 57-0661196

January 27, 2016

Kathy Santandreu, CPPB
SFAA - Division of Procurement Services
1201 Main Street; Suite 600
Columbia, SC 29201

Dear Kathy,

Congratulations for having recently earned the prestigious designation of Certified Professional Public Buyer (CPPB)! Your achievement is a great significance to our organization. The UPPCC reports that you were among a small class of 102 newly certified individuals, of which only 66 earned the CPPB Designation.

I am very proud of you for being the only SCAGPO member to be in that class; and also the only professional from the state of South Carolina as well.

Because of this great and unusual achievement, I would like to offer assistance to the NIGP Forum so that you may be recognized at its Annual Forum & Products Exposition August 21-24, 2016. I was blessed to walk the red carpet for both my certifications; and I would like for you to have the same opportunity. As such, the SCAGPO Board has agreed to pay for your room fees (\$199.00 per night) if you are able to pay registration to the Forum.

Achieving your certification is a great accomplishment. We thank you for your commitment to your professional development and the betterment of the procurement profession.

I look forward to seeing you honored by NIGP in National Harbor!

Sincerely,

Stacy Gregg, CPPO, CPPB



Member Engagement Activities Bonus

II. Excellence in Membership Recruitment , Retention, and Engagement

Many times, Past-Presidents may be forgotten once their Board service has ended. SCAGPO sought to engage these individuals as follows:


Section II - Bonus 2

SCAGPO Honored Past Presidents with a Banner at our Annual Forum

Section II – Bonus 3

We started an annual “pinning ceremony” beginning with our oldest living Past President through the 2016 President. Moving forward , the current President’ will be pinned by our incoming President.





PRESIDENTS

1978	B. D. BLAND
1979	JOSEPH K. WESTBURY
1980	B. D. BLAND
1981	FRED WOODHAM, CPPO
1982	JOHN H. PORTER, CPPO
1983	DAVID WATSON, CPM
1984	WILLIAM . MORROW, CPPB
1985	WILLIAM KELLY, JR., CPPO
1986	GREGG LONG, CPPB
1987	EMILY COLLIER, CPPO
1988	JOE TOMMIE, CPPO
1989	NORMA HALL, CPPO, CPM
1990	WALTER GRANT, CPPO
1991	ALICE COPELAND
1992	REGENA HARTLEY, CPPO
1993	TERRY MATHIS, CPPB
1994	DEBORAH WELCH, CPPO
1995	MARY SIMS, CPPO
1996	WILLIAM BRADY, CPPO
1997	DIANE WEATHERS, CPPB
1998	IVRY MOON, CPPO
1999	WANDA DIXON, CPPB
2000	SAM STEPHENS, CPPO
2001	MICHAEL BURK, CPPO
2002	BILL PACE, CPPO
2003	JEFF PATTERSON CPPB
2004	WILLIAM LEATH, CPPO
2005	DAVID THOMAS, CPPO
2006	DARLYN ADAMS, CPPO
2007	SANDRA WRIGHT, CPPB
2008	WENDY WILLIAMS, CPPO, CPM
2009	ROCHELLE DANIELS, CPPB
2010	DONNA POTTS, CPPB
2011	CLARISSA CLARK, CPPB
2012	SAM HANVEY, CPPB, APM
2013	GEORGIA GILLENS, CPPO, CPPB, CPM
2014	STEPHEN L. PULLIE, CPPB
2015	STACY GREGG, CPPO, CPPB
2016	STACY GREGG, CPPO, CPPB

SCAGPO

South Carolina Association of
Governmental Purchasing Officials
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Member Engagement Activities Bonus

II. Excellence in Membership Recruitment, Retention, and Engagement

Section II - Bonus 4

The Chapter Sponsored a
Bowling Social.

Section II - Bonus 5

The Chapter hosted a **Golf
Tournament.**

Section II - Bonus 6

The President hosted a **Luncheon** for
Board members and Past Presidents.

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4th Annual SCAGPO SCHOLARSHIP Golf Tournament

GOLF SPONSORSHIP & REGISTRATION

NOVEMBER 8, 2016
MYRTLEWOOD PINEHILLS
GOLF COURSE - 1500 48TH AVE N. EXT.

REGISTRATION: 8:00 A.M. @ CLUBHOUSE **TEE TIME: 9:05 AM-9:33 AM**

SPONSORSHIP OPPORTUNITIES:

GOLD PIN \$800.00	SILVER PIN \$400.00	BRONZE PIN \$200.00
Includes: • 4 Players • Sign prominently displayed at the course • Sponsorship Recognition • Food & beverage reception 4 days of tournament	Includes: • 2 Players • Sign displayed at the course • Sponsorship Recognition • Food & beverage reception 4 days of tournament	Includes: • 1 Player • Sign displayed at the course • Sponsorship Recognition • Food & beverage reception 4 days of tournament

The \$35 SCAGPO Member Registration and \$75 Vendor & Guest Registration includes:
Green fee, cart, welcome gift, Cocktail reception and opportunity to win various prizes

To register please visit www.scagpo.org
and link under the Events section.
Payment & Registration forms are due by October 3, 2016.
After October 3, 2016 ALL registration fees
MEMBER & VENDOR will be \$65

REGISTRATION DEADLINE: OCTOBER 28, 2016. NO EXCEPTIONS!
For inquiries or more information please contact: Rob Lynn at rlynn@scagpo.org

TEES	YARDAGE
WOMEN	4905
MEN	6640

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ANNUAL FORUM & TRADE SHOW

BOWLING
SPONSORSHIP &
REGISTRATION

**NOVEMBER
08, 2016**
710 Bowling
1105 Highway 17 South
North Myrtle Beach, SC

Check-In: 6:00 pm
Check-Out: 8:00 p.m.

SPONSORSHIP OPPORTUNITIES:

GOLD PIN \$200.00	SILVER PIN \$125.00	BRONZE PIN \$75.00
Includes: • 8 players • Sign displayed at the center • Recognition by SCAGPO	Includes: • 4 players • Sign displayed at the center • Recognition by SCAGPO	Includes: • 2 players • Sign displayed at the center • Recognition by SCAGPO

Let's get together and bowl! We bowl three games, eat (meal included in registration) and have a great time. It's a great way to make everyone new friends in a low key and relaxed environment, especially if you're new to SCAGPO or our forum. This is a fun event, and competition is secondary to getting to know everyone and sharing time together: members, non-members, vendor partners, and friends all are welcome. So even if it has been years since you bowled, who cares! Come have fun with us. There will be lots of prizes and awards so you won't want to miss it!

Come experience a fun new game in a fun new atmosphere!
Random Scotch Doubles tournament. Other gaming activities include Table Tennis, Billiards, Air Hockey, Foosball, and more!
Check out the 710 Bowling website to see how amazing this place is! You will love it! <http://www.710bowling.com/>

All Registrations Include: 8 games, shoes, and your meal	Member Registration \$25.00	Member Guest Registration \$25.00	Vendor Registration \$25.00	Vendor Guest Registration \$25.00
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For inquiries please contact Sam Harvey at bowling@scagpo.org or (803)832-8070
Register online at www.scagpo.org by October 14, 2016

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SCAGPO PRESIDENT, STACY GREGG,
INVITES YOU TO A SPECIAL LUNCHEON TO
HONOR PAST AND PRESENT CHAPTER LEADERS.

President's Luncheon

ON NOVEMBER 9, 2016 | 12:00 PM
MYRTLE BEACH MARRIOTT RESORT & SPA
IN GRAND DUNES

RSVP by October 28, 2016
online http://scagpo.org/form.php?form_id=67&c=1;
Please click on this invitation to do so.

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Member Engagement Activities Bonus

II. Excellence in Membership Recruitment , Retention, and Engagement

Section II - Bonus 7

Holiday Luncheon
Capital City Club

<http://scagpo.org/meetinginfo.php?id=42&ts=1481644235>

Section II - Bonus 8

Keepsake Ornament

Section II - Bonus 9

Family Day Event

<http://scagpo.org/meetinginfo.php?id=41&ts=1488396267>



from: Stacy Gregg <president@scagpo.org>
to: president@scagpo.org
cc:
subject: Luncheon

SCAGPO

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Holiday Luncheon

When
Wednesday, December 14, 2016
12:00 PM to 2:00 PM

Tickets
\$30 Member Ticket before December 4
\$25.00 Member Ticket
(\$5.00 Late Fee)
\$20 Member Guest before December 1
\$25.00 Member Guest

Hello, I noticed that you aren't registered. We wanted to honor our retirees. If you are interested in attending, then please let me know and I will set aside two complimentary registrations for you.

2016 culminates in this great event hosted by Club Member, Rob Lyon and SCAGPO President, Stacy Gregg. This special event will feature a brief member meeting and will honor members who retired between December 14, 2016 - December 14, 2017.

NOTE: Payments will NOT be accepted at the door without prior approval made by the President.





Member Engagement Activities Bonus

II. Excellence in Membership Recruitment , Retention, and Engagement

Section II - Bonus 10

The Chapter filled our Calendar of Events early in the year. With our reminder to members about their overdue member fee, we reminded them of the wonderful events they would be missing.

From: Gregg, Stacy

To: clarkcg2@mailbox.sc.edu

Cc:

Subject: FW: SCAGPO Renewal Notice

Sent: Wed 4/20/2016 9:01 AM

1 2 3 4 5 6 7 8

South Carolina Association of Governmental Purchasing Officials

Greetings!

This e-mail is your notification that your Membership dues for SCAGPO are now show past due. We appreciate your support of our organization in previous years and we hope that you will consider renewing your membership for this year.

To do so, please visit our website and log on to make a payment. You may also choose to send a check to our Treasurer 61989; North Charleston, SC 29419. If you have multiple members at your site; we ask that you please complete the [ON INVOICE FORM](#) and return it to Clarissa Clark by e-mail to databaseadm@scagpo.org.

Thank you for your consideration. We hope to see you at some of our scheduled events as follows:

Summer Quarterly Training	May 12, 2016	SC State Museum
2016 Reverse Trade Show(s)	June 2, 2016 (Lexington)	Charleston Area Convention Center (June 16)
UPPCC Certification Study Session	August 21, 2016	Aiken (Lower Savannah Council of Govts)
Family Day at the Ball Park	September 4, 2016	Spirit Stadium (Columbia, SC)
NIGP Annual Forum	August 21-24, 2016	National Harbor, MD
UPPCC Certification Study Session	September 22-23, 2016	Midlands Technical College (AC)
38th Annual Forum & Trade Show	November 9-11, 2016	Myrtle Beach Marriott at Grand Dunes
Holiday Luncheon	December 14, 2016	Capital City Club (Columbia, SC)

Stacy Gregg



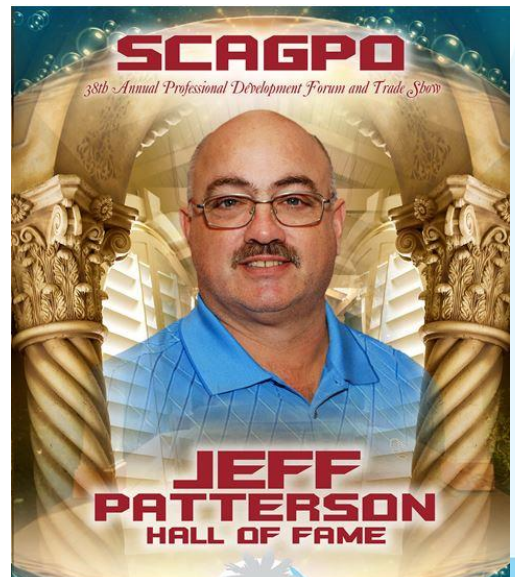
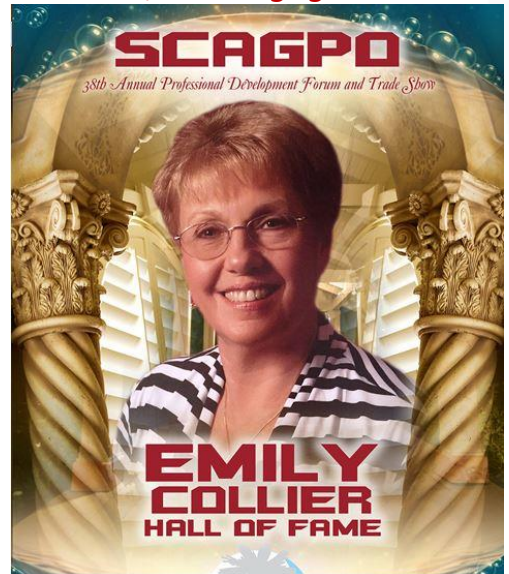
Member Engagement Activities Bonus

II. Excellence in Membership Recruitment, Retention, and Engagement

Section II - Bonus 11

The Chapter inducted our 3rd Class for the Hall of Fame. Honorees included Jeff Patterson and Emily Collier.

Each were given all expense paid trips to our Annual Forum for two; and honored with their awards and these banners made in their honor.





Section 3

III. EXCELLENCE IN EDUCATION AND PROFESSIONAL DEVELOPMENT

1. Administered an NIGP educational curriculum for members (list NIGP classes that were scheduled, NIGP classes that were held and, indicate the number of attendees).
 2. Hosted events such as conferences, trade shows or reverse trade shows (list and include dates and agendas).
 3. Hosted Chapter professional development opportunities (list and include dates and agendas).
 4. Supported certification through CPPB and CPPO prep classes, study groups, and recognition of newly certified members.
 5. Provided speakers, facilitators, or moderators at procurement related educational events and seminars, including those for NIGP.
 6. Bonus: Show us something new or innovative in education and professional development.
-



NIGP Educational Curriculum

III. Excellence in Education and Professional Development

NIGP Courses 1-9

Administered a total of NIGP Courses with a total of 122 Attendees.

Course		Date	Attendees
1	CPPB Prep	03/10/2016	8
2	Introduction to Public Procurement	04/11/2016	10
3	Risk Management for Public Sector Contracts	03/14/2016	8
4	Sourcing in the Public Sector	05/05/2016	8
5	Introduction to Public Procurement	05/08/2016	24
6	Fundamentals of Leadership & Management	08/25/2016	16
7	Legal Aspects of Public Procurement	10/13/2016	24
8	Advancing your Negotiation Skills	10/7/2016	9
9	Managing Your End Users & Suppliers	11/15/2016	15
			122



Events, Trade Shows, Conferences

III. Excellence in Education and Professional Development

Hosted Events 1 & 2:

Reverse Trade Shows

REVERSE TRADE SHOW

SCAGPO
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Excellent opportunity for small, minority, new start-up, veteran and historically under-utilized businesses but a great networking event for any business.

Visit different agency booths at each location to learn how to maximize the public procurement process, increase networking opportunities and meet with State-wide Municipalities, Counties, School Districts and State Procurement Agency officials.

THURSDAY, June 2nd from 9am-12pm
LEXINGTON MUNICIPAL CONFERENCE CENTER
111 Maiden Lane
Lexington, SC 29072

THURSDAY, June 16th from 9am-12pm
CHARLESTON AREA CONVENTION CENTER
Entree Hall A1
5000 Coliseum Drive
North Charleston, SC 29411

\$50.00 per person or \$80.00 per person for BOTH events.
\$65.00 at the door on the day of the show

Registration information online at: www.scagpo.org
For Information, Call 803-896-0670
or email Jo Marie Brown at Region1@scagpo.org

A few agencies that will be represented: Lexington County and Town of Lexington, Materials Management Office, North Charleston, SC Department of Corrections, SC DNR, SC Department of Juvenile Justice, Dorchester, Berkeley and Charleston County, Midlands Technical College, University of South Carolina, SC 201, Greenville County and many more.

SCAGPO hosted 2 Reverse Trade Shows, 1 in Lexington, SC and the other in Charleston, SC.

<http://scagpo.org/meetinginfo.php?id=38&ts=1464703395>

Hosted Events 3:

SCAGPO supported the Annual Trade Show for the State's office for Small, Minority Business Contracting & Certification. We hosted registration for Procurement professionals our website, provided bags, and prepared and provided name badges.

<http://scagpo.org/meetinginfo.php?id=35&ts=1490016806>

About Us	Leadership	Events	Committees	Resources	Join	Calendar	Newsletter	Contact Us
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MEETING INFORMATION

Future Meetings

Previous Meetings

[NIGP Courses](#)

QUICK LINKS

About Us

Catalog

Archives

Calendar of Events

Career Opportunities

NIGP Courses

Photo Gallery

SCAGPO Charitable Projects

Vendor Resources

2017 Volunteers

WS

MEETING/EVENT INFORMATION

2016 SMBCC TRADE SHOW - PROCUREMENT REGISTRATION

March 02, 2016
11:00 AM to 2:30 PM

[Add to Calendar](#)

Medallion Center
7309 Gamers Ferry Road
Columbia, SC 29209

[Venue Website](#)

[Directions](#)

2016 SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION FORUM

TAKE IT TO THE NEXT LEVEL

MARCH 2, 2016

MEDALLION CENTER
7309 Gamers Ferry Road

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Events, Trade Shows, Conferences

III. Excellence in Education and Professional Development

SCAGPO
South Carolina Association of
Governmental Purchasing Officials
SERVICE
The Pillar of Great Procurement

forum
NOVEMBER 9-11 2016

38th Annual Professional Development Forum and Trade Show

PLENARY/KEYNOTE SPEAKERS:

Wednesday, NOV 9TH:
Corey Jackson
From Walmart to the NFL
(Followed by Book Signing)

Thursday, NOV 10TH:
Walt Stasinski
You Can Be A Great Leader
Only If You Have A Heart

Friday, NOV 11TH:
Rick Grimm
CPPD, CPPB, FCIPS
Chief Executive Officer,
NIGL, The Institute for
Public Procurement - From
Occupation to Profession:
Are You Prepared for the
Journey?

GUEST SPEAKERS:
JOHN STEVENS, CPPB • JOE TOMMIE, CPPD
DIXON ROBERTSON • JIM DAVIS, CPPD, M.B.A.
JIMMY AYCOCK • MIKE SPIER • TONY ELLIS, CPPD
KIMBER CRAIG, CPPD • SANTI GREGG, CPPD, CPPB
DELBERT SINGLETON • JOHN WHITE and more....

NETWORKING OPPORTUNITIES INCLUDE:

- Networking Luncheon
- 1st Timer's Orientation
- Awards Banquet
- Silent Auction
- President's Reception
- Vendor Trade Show
- Golf Tournament
- Boasting Social
- Gala Reception
- Concessions that Connect session
- Young Professionals networking session

ALSO FEATURING:

- Silent Auction - Thursday, Nov 10th
- Golf Tournament - Nov 9th
- Boasting Social - Nov 9th
- Blood Drive - Wednesday, Nov 9th from 10-3

MYRTLE BEACH MARRIOTT RESORT & SPA AT GRANDE DUNES
8400 Costa Verde Drive
Myrtle Beach, SC 29572

Friday, NOV 11TH:
Success is Spelled L-O-L
(Followed by Book Signing)

Hosted Events 3 & 4

SCAGPO hosted the [38th Annual SCAGPO Professional Development Forum and Trade Show](http://scagpo.org/images/meeting/110916/2016_forum_booklet_final3.pdf) in Myrtle Beach, SC November 9-16, 2016. This Forum received 228 Member Registrations, 259 Vendor Registrations, and the trade show sold over 105 booths. http://scagpo.org/images/meeting/110916/2016_forum_booklet_final3.pdf



Chapter Professional Development Opportunities

III. Excellence in Education and Professional Development

Chapter Professional Development 1, 2, 3

SCAGPO hosted three quarterly training events in 2016:

- March 23, 2016 **Spring Training Seminar** was held at Agape Conference Center <http://scagpo.org/meetinginfo.php?id=37&ts=1473255996>
- On May 12, 2016 the **Summer Quarterly Training** was held at the SC State Museum <http://scagpo.org/meetinginfo.php?id=44&ts=1471539579>
- September 8, 2016 the **Fall Quarterly Training** was held at Midlands Technical College. <http://scagpo.org/meetinginfo.php?id=47&ts=1473775390>

2016 Spring Training Event



March 23, 2016
8:00 AM to 5:00 PM

Agape Conference Center
1624 Main Street
Columbia, SC 29201
[Venue Website](#)

Spring Training Event

[Read More](#)

2016 Summer Quarterly Training



May 12, 2016
8:00 AM to 5:00 PM

South Carolina State Museum
301 Gervais Street
Columbia, SC 29201
[Venue Website](#)

\$60.00 Registration Fee

[Read More](#)

2016 FALL QUARTERLY TRAINING



September 08, 2016
8:00 AM to 8:00 AM

[Add to Calendar](#)

Midlands Technical College - Auditorium
Academic Center
West Columbia, SC 29170
[Venue Website](#)

[Directions](#)



Supported Certification

III. Excellence in Education and Professional Development

Supported Certification 1

SCAGPO held 1 Prep Course in 2016:

- CPPB Prep in Charleston

Supported Certification 2

Of these, SCAGPO had a total of 1 member, Kathy Santandreu attend NIGP's Forum and walk the red carpet to celebrate their achievements. Due in large part to the travel expenses paid by the Chapter for Certificants to attend the conference in National Harbor

Supported Certification 4

At SCAGPO's Annual Forum, all newly certified professionals (5) received special recognition during the **Networking Luncheon**. They were also honored with a desk plate boasting their newly earned certification

Supported Certification 5

SCAGPO hosted 2, two-day Cram Sessions:

West Columbia <http://scagpo.org/meetinginfo.php?id=43&ts=1474997752>

Aiken <http://scagpo.org/meetinginfo.php?id=40&ts=1470846877>

Also, held a lottery for members to receive free training for West Columbia event.

Supported Certification 6

The President shared congratulations to newly certified professionals through e-mails to all members & announced them on website.

Supported Certification 7

Gave 3 members Scholarships to further their certification efforts: Tameeka Donald, Faith Williams, Jalorie Robinson,

Supported Certification 8

Honored all Certified Members at Forum

III. Excellence in Education and Professional Development

[➤ Read More](#)

57



Provided Speakers & Facilitators

III. Excellence in Education and Professional Development

SCAGPO members were very active in NIGP and other Professional Forums:

NIGP Courses:

- Tony Ellis
- Jim Davis
- Joe Tommie
- Mary Sims
- Stacy Gregg
- Nadine Chasteen

NIGP Forums

- Stacy Gregg
- Stacy Adams

g SparX Schedule... x

Friday, March 18

3 Contact Hours

7:00AM - 8:00AM

Breakfast

at your leisure

8:15AM - 9:15AM

Keeping the Pro in Procurement

In the course of any day the procurement department and its professionals are required to be PROficient, PROtective, PROfessional, PROductive, PROgressive, PRO-active, a PROvider, and a PROMoter. In this interactive session, participants discuss techniques and multiple ways to improve their procurement and customer service skills. They also learn which areas of their performance may need improvement and receive tips on how to more effectively communicate and perform in order to receive the desired results. Be PROactive and take charge of your skills!

[Stacy Adams, CPPB, Procurement Manager II, State of South Carolina, Columbia, South Carolina](#)

• Presentation

Ask Handouts Surveys

DETAILS REMOVE

Government & Procurement Ethics

Wednesday, Aug. 24
7:30 AM - 8:30 AM
Room #:National Harbor 6-7
Location:Gaylord Hotel and Convention Center

About Speakers Notes

Speakers

Gregg, Stacy
State of South Carolina, Divi...
Procurement Manager

SCAGPO members

**Stacy Adams,
Jimmy Aycock,
John Stevens,
Mike Spicer,
Kimber Craig,
John White
Jim Davis,
Norma Hall,
Joe Tommie,
Delbert Singleton,
Tony Ellis
Steve Pullie, and
Keith McCook**

**all hosted training
sessions at SCAGPO
Sponsored events this
year.**



Section 4

IV. EXCELLENCE IN ADVOCACY FOR MEMBERS AND THE PROFESSION

1. Monitored and reported legislative updates and had a positive influence.
 2. Held a successful community service or grassroots effort that significantly increased the visibility of the procurement profession.
 3. Held a Chapter-sponsored Procurement Month activity or event.
 4. Forged a partnership with a non-traditional partner (i.e. Other Professional Associations, Municipal Associations, Non-Profit organizations, etc.).
 5. Collaborated with another NIGP Chapter or other procurement association.
 6. Bonus: Show us something new or innovative in advocacy.
-



Legislative Updates & Positive Influence

IV. Excellence in Advocacy for Members & the Profession

As written in the By-Laws, SCAGPO has a **Legislative & Resolutions Committee**. Last year's Chairperson provided updates on legislation as it was occurring.

SCAGPO also shared announcements from The State's **Materials Management Office** as well as shared **current news**.

SCAGPO ANNOUNCEMENTS

LEGISLATIVE & RESOLUTIONS

Procurement is Everywhere!

Please find below, links to recent announcements, newstories, and legislation, which may be helpful to you as a Public Procurement Professional.

SC Legislature - March 2016 - Bill to amend section 8-13-1110 regarding [State Employees Economic Interest](#) relating to an employees who directly participates in a competitive procurement process.

March 2016

FEMA Request - October 15, 2015 - Each State agency is asked to submit a [FEMA Request for Public Assistance](#) Form to ensure we identify State response efforts and damages of agency facilities and equipment sustained during the disaster. The Request for Public Assistance may be found on the SC Recovery Grants's website and should be mailed by the agency POC to esf14a@emd.sc.gov. The State Agency Applicants' Briefing has been set for 2pm Friday, 10/16, at 10301 Wilson Blvd Blythewood, SC. (South Carolina Department of Public Safety Complex) in the auditorium.

SCAGPO ANNOUNCEMENTS

ANNOUNCEMENTS

[UPPCC Testing Deadline Approaches](#)

Professionals planning to test in the October class must apply by July 18 to avoid the \$50.00 late fee, which will be required through August 1, 2016.

The Professional Development is conducting a lottery for complimentary registrations to the UPPCC Testing Study Sessions in [Aiken](#) and [West Columbia](#). Interested members may register for the lottery by clicking on the tickets on the Event Meeting Pages

Professionals considering professional certifications may want to study the findings of NIGP's Research Report : [The Value of Procurement Certification](#). This report presents the findings of research undertaken to gain insight into how North American public procurement officials

Barnes Award

The Awards Committee is accepting nominations for the James H. Barnes Award. This year's winner will receive not

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Grassroots Efforts/Community Service

IV. Excellence in Advocacy for Members & the Profession



Not all heroes wear capes.
Donate blood and be an Everyday Hero to someone in need.

BLOOD DRIVE

When: Wednesday Nov. 9th
Time: 10:00am – 3:00pm
Place: On the Bloodmobile

Sponsored by: SCAGPO

To schedule your appointment please see Pam Hassan or go to
WWW.REDCROSSBLOOD.ORG
Sponsor code : SCGov

RAPIDPASS is a great way to help save lives in less time!
Visit: redcrossblood.org/RapidPass

American Red Cross | redcrossblood.org | 1-800-RED CROSS

Community Service 1, 2, 3, 4

- Spring – Food Drive Homeless Shelter
- Summer – Veterans Supply Drive
- Fall – Cancer Awareness
- Winter - Blood Drive



SC Oncology Associates

CANCER AWARENESS

We are collecting personal items for patients receiving treatment at SC Oncology Associates. We will be making Goodie Bags for them to include: Puzzle books, writing utensils, notepads, individual snacks, sunscreen, unscented hand lotion, lip balm, mints, gums, hats & scarves, or any other small item a chemo patient may use to be comfortable.

Members may donate items by bringing them to the September Training or by dropping them off at SC Department of Corrections Purchasing Department

October 31st
4420 Broad River Road
Columbia, SC 29210

Points of Contact are Director-at-Large
Ruthie Bishop or Trina Free at 896-8533
or may bring to Fall Quarterly Training



Grassroots Efforts/Community Service

IV. Excellence in Advocacy for Members & the Profession



South Carolina Association
of Governmental Purchasing Officials

6/10/2015

Fellow Board Members and Chairs,

Recently SCAGPOs Regional Directors lead a series of drives for non-monetary donations to benefit South Carolina's Veterans. Our drive for clothing, toiletries, snacks, eye glasses, gift cards, clothing and other miscellaneous items was quite successful. Due to the participation of our members and other state agency personnel, SCAGPO donated boxes and boxes of items to the following Veteran Centers:

1. Richard M. Campbell Veterans Home; Anderson, SC
2. Veterans Welcome Home and Resource Center; Little River, SC
3. Ralph H. Johnson VA Medical Center; Charleston, SC
4. Veterans Affairs Community Outpatient Clinic; Aiken, SC
5. Dorn Veterans Administration Medical Center; Columbia, SC



Drop off to Dorn VA



VA Toiletry Drive in
Aiken SC

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Grassroots Efforts/Community Service

IV. Excellence in Advocacy for Members & the Profession



Veterans Day found the members at the Annual Forum in Myrtle Beach. To honor our Veterans, SCAGPO gifted coins with the above designs to members, vendors, hotel employees, and other guests of the hotel.



Purchasing Month Events

IV. Excellence in Advocacy for Members & the Profession

Purchasing Month is a special month for SCAGPO members.

Purchasing Month

1:

To begin, we requested and received a **Proclamation** from the Governor.

Purchasing Month

2:

The President accepted online requests from members to send Purchasing Month **announcement letters** to administrators across the State as requested.

http://scagpo.org/forum.php?form_id=21&c=1

State of South Carolina Governor's Proclamation

WHEREAS, the purchasing and materials management professions play a significant role in the efficiency and effectiveness of both government and business; and

WHEREAS, with an annual combined purchasing power of billions of dollars, purchasing and materials management professionals have a significant impact on economic conditions throughout the world; and

WHEREAS, the South Carolina Association of Governmental Purchasing Officials, a chapter of the National Institute of Governmental Purchasing, and other professional purchasing associations engage in special efforts during the month of March to inform the public about the importance of the role played by the purchasing profession in business, industry, and government.

NOW, THEREFORE, I, Nikki R. Haley, Governor of the great State of South Carolina, do hereby proclaim March 2016 as

PURCHASING PROFESSIONALS MONTH

throughout the state and encourage all South Carolinians to recognize the many contributions made by purchasing and materials management professionals to the responsible administration and monitoring of goods and services.



Nikki R. Haley

NIKKI R. HALEY
GOVERNOR
STATE OF SOUTH CAROLINA

Leadership	Events	Committees	Resources	Join	Calendar	Newsletter	Contact Us
PURCHASING MONTH							
Please provide your name.							
<input type="text"/>							
Please provide the name of your organization.							
<input type="text"/>							
Would you like for SCAGPO to send a request to proclaim March as Purchasing month for your organization? If yes, please provide the appropriate person's name, address, and e-mail.							
<input type="text"/>							
Would you like for SCAGPO to send your organization's leadership a Purchasing Month e-mail sharing the value of public procurement? If yes, please provide the appropriate name(s) and e-mail address(es).							
<input type="text"/>							
If you responded "yes" to the question above, please share anything special or extraordinary that your team has done to bring value to the organization.							
<input type="text"/>							
Is your organization doing anything special to observe National Purchasing Month? If so, please provide the information below. (You are also encouraged to forward pictures at a later time.)							
<input type="text"/>							
*Please enter the text in the security image:							
<input type="text"/>							



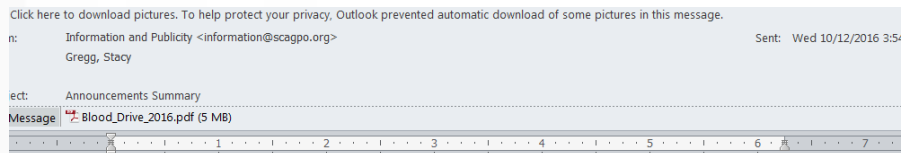
Non-Traditional Partnerships

IV. Excellence in Advocacy for Members & the Profession

Partnership 1:

Following Hurricane Matthew, SCAGPO worked with the Emergency Management Division to disseminate much needed information to members about training and meetings.

A month after the flood, we added an additional session on FEMA training at our Annual Forum.



FEMA Disaster Training

The SC Department of Mental Health has offered to host FEMA's Procurement Disaster Training at the SCDMH Administration Building, 2414 Bull Street, Columbia, SC on October 17th at 2:00 in Room 323. The training will provide an overview of the procurement standards imposed by federal regulations when procuring services and property in response to the recent severe flooding. If you would like to attend or would like additional information, please RSVP to Danielle Maynard at dmaynard@emd.sc.gov.

Winter Charitable Project

Members (and Vendors) are encouraged to participate in the SCAGPO Sponsored Blood Drive during the Forum. Please register on the Red Cross's webpage. More information may be found on our website as well as the attached flyer.

Door Prize/Scholarship Training

If you have a Scholarship or Door Prize for NIFG Training, Darin Matthew's Pre-Forum NIGP course is the final opportunity for you to use it. Information about the course and about using your certificate may be found on the Professional Development page of SCAGPO's website.

SCAGPO

South Carolina Association of
Governmental Purchasing Officials
ESTABLISHED IN 1978



Non-Traditional Partnerships

IV. Excellence in Advocacy for Members & the Profession



Reverse Trade Show

Meet Procurement & Contracting
Professionals From the Following
Organizations:

SC Department of Corrections
SC Department of Public Safety
Riverbanks Zoo
Wil Lou Gray Opportunity School
University of South Carolina
SC Department of Health & Human Services
Lexington School District 2
SC Department of Social Services
Charleston County School District
SC DOT Procurement
Small Business Administration
Palmetto Health Alliance Purchasing
SC State Museum
SC Materials Management Office
Department of Insurance
SC Consumer Affairs
SC Adjutant General's Office
Fairfield School District
Sea Grant Consortium
County of Greenville
SC Criminal Justice Academy
Town of Lexington
SC Education Lottery
SC Department of Commerce
SC Department of Labor, Licensing, and Regulation
Spartanburg Housing Authority
Wando Technical College
Governmental Financial Officers Association
SC Enterprise Information System (SCGIS)
City of Columbia
Greenville County School District
SC Department of Mental Health
SCDOT Business Development Center
County of Lexington
SC Department of Juvenile Justice
SC Women's Center
SC Department of Disabilities & Special Needs
SC Law Enforcement Division

Partnership 2

In 2016, SCAGPO Partnered with GFOA to exchange members for several events, including their conference, and SCAGPO's Conference and Reverse Trade Show



Non-Traditional Partnerships

IV. Excellence in Advocacy for Members & the Profession

MEMBERSHIP BENEFITS

Participation in SCAGPO's numerous training programs will sharpen professional skills in the often complex and rapidly changing world of public purchasing. Contact and dialogue with colleagues through networking with other SCAGPO members is extremely beneficial to the individual, as well as to the entity he or she serves.

[Read More](#)

MEMBERS ONLY AREA

[Login](#)

2016 Volunteer Sign-Up

2016 SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION FORUM
TAKE IT TO THE NEXT LEVEL
MARCH 2, 2016
MEDALLION CENTER
7309 Garners Ferry Road
Columbia, SC 29209
REGISTRATION ONLY \$25.00
Procurement Professionals \$1,000 (all-in - \$250 per person)
Includes: Registration, Lunch, Materials, and a Certificate of Completion
Vendor Registration Includes: Booth Space, Table, Chair, and a Certificate of Completion

VENDOR REGISTRATION

Procurement Professionals May Register on SCAGPO's Site

UPCOMING EVENTS

2016 SMBCC Trade Show - Procurement Registration

March 02, 2016
11:00 AM to 2:30 PM
Medallion Center
7309 Garners Ferry Road
Columbia, SC 29209
[Venue Website](#)

Formerly the OSMBA Trade Show

[Read More](#)

REGISTER NOW for free Webinars

Kehoe Consultants

Please click the link below to register for each session

Partnership 3


In 2016, SCAGPO Partnered with the Governor's Office for Small Minority Business Administration to plan and execute their annual trade show. The Chapter provided members to help plan. Also, provided marketing, and secured a booth for the show.



Non-Traditional Partnerships

IV. Excellence in Advocacy for Members & the Profession



 The linked image cannot be displayed. The file may have been moved, renamed, or deleted. Verify that the link points to the correct file and location.

[Agenda](#)
[Event Website](#)

You are confirmed to attend the Palmetto PCard Summit taking place on Friday, October 14th. Please see below for event details.

Friday, October 14, 2016

8:30 a.m.- 9:30 a.m. Check-in/Registration
9:00 a.m. - 3:00 p.m. PCard Summit

Midlands Technical College, Airport Campus
Academic Center (AC) Building
1260 Lexington Drive
West Columbia, SC

Please view the current [Agenda](#) and below are the presentations for your reference.

- [SC Overview Master 2016](#)
- [Commercial Payments Industry Review](#)
- [Unleash the power of Works - combined](#)
- [Higher Education 2016](#)
- [School Districts 2016](#)

Partnership 4

SCAGPO Partnered with Bank of America to provide marketing through a reciprocal link on the website for registration to BOA's annual P-Card summit.

The event was also marketed through the organization's weekly announcements.


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Collaboration with other Associations

IV. Excellence in Advocacy for Members & the Profession



A nonprofit educational organization dedicated to helping governments manage tax dollars wisely

Alberta Kincaid, CPPB
President
304-341-0723

Vacant
Secretary

West Virginia Chapter NIGP, Inc.
PO Box 5033
Charleston, West Virginia 25361

Angela Negley, CPPO, CPPE
Vice-President
304-558-3397

Melissa D. Mullins, CPA
Treasurer
304-356-4990

December 22, 2015

Sending via Electronic Communication

SCAGPO
Ms. Stacy Gregg, President
PO Box 8626
Columbia, SC 29202

Dear Ms. Gregg:

The WV Chapter of NIGP is happy and excited to accept an offering complimentary webinars that have been garnered by

Upon the approval of your Board of this request, WV NIGP w Members along with the directives accordingly.




WV NIGP extends its many thanks to your entire membership should have any questions, you may contact me or Robert (B

Sincerely,

Alberta Kincaid
Alberta Kincaid,

Robert 'Bobby' O
Robert Bobby

cc: R. Price



MEMBERSHIP BENEFITS

Participation in SCAGPO's numerous training programs will sharpen professional skills in the often complex and rapidly changing world of public purchasing. Contact and dialogue with colleagues through networking with other SCAGPO members is extremely beneficial to the individual, as well as to the entity he or she serves.

[Read More](#)

MEMBERS ONLY AREA

[Login](#)

[WANT TO VOLUNTEER](#)
CLICK HERE

2016 Volunteer Sign-Up

UPCOMING EVENTS


2016 SMBCC Trade Show - Procurement Registration

March 02, 2016
11:00 AM to 2:30 PM
Medallion Center
7309 Gamers Ferry Road
Columbia, SC 29209
[Venue Website](#)

Formerly the OSMA Trade Show

[Read More](#)

REGISTER NOW for free Webinars


Kehoe Consultants

Please click the link below to register for each session

TAKE IT TO THE NEXT LEVEL
MARCH 2, 2016
MEDALLION CENTER

2016 SMALL AND MINORITY BUSINESS CONTRACTING AND CERTIFICATION FORUM

REGISTRATION ONLY \$25.00

[VENDOR REGISTRATION](#)

Procurement Professionals May Register on SCAGPO's Site

Collaboration 1:

SCAGPO offered free Webinar Series in January to other NIGP Chapters.



Collaboration with other Associations

IV. Excellence in Advocacy for Members & the Profession

UPPCC Certification Study Session - \$20.00 (edit) <input type="checkbox"/> Lower Savannah Council of Governments Study Session Category: Training PUBLISHED		08-18-16	8 2 Members 6 guests Adj Revenue: \$150.00 Collected: \$115.00	Badges « Email Survey	Registration « Reports « Files
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registration_detail (1)

	A	B	C	D	E	F	G
1	Order #	Name	Last Name	Company	Email	Type	Description
2	3417	Phyllis Hea	Head		Phead1962	Guest	Guest Tick I
3	3092	Geneva Ja	Jackson	Lower Savannah Council	cgjackson@	Member	Member T (
4	3502	Regina Ro	Rouse	Charleston Water System	RouseRL@	Guest	Guest Tick I
5	3459	Kimberlyn	Shaw-Mall	Georgia Department of La	kimberlyn.	Guest	Guest Tick I
6	3406	Teresa Sla	Slayton	City of Atlanta	twoods269	Guest	Guest Tick I
7	3416	Teresa Sla	Slayton	The City of Atlanta	twoods269	Guest	Guest Tick I
8	3203	Deborah L	Tyler	SC DOT	Tylerdl@sc	Member	Member T (
9	3407	Ingrid Willi	Williams	Georgia Department of La	ingrid.willi	Guest	Guest Tick I
10							

Collaboration 2:

SCAGPO planned a low cost UPPCC study session near the Georgia Border for the specific purpose of offering this benefit to neighboring Chapter Members.

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South Carolina Association of
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Bonus

IV. Excellence in Advocacy for Members & the Profession

Bonus 1 - Advocacy

SCAGPO is generous with sharing GREAT News on behalf of our members. We gladly share news with HR Departments, Alumni Magazines, and local newspapers as requested.

Pictured are announcements we sent to the City of Cobb County as well as 2 Georgia Chapters regarding our shared member, Joe Tommie

Also

An email sent to leadership at SC Department of Natural Resources regarding Mary Ellen Williams.





Bonus

IV. Excellence in Advocacy for Members & the Profession

Bonus 2 - Advocacy

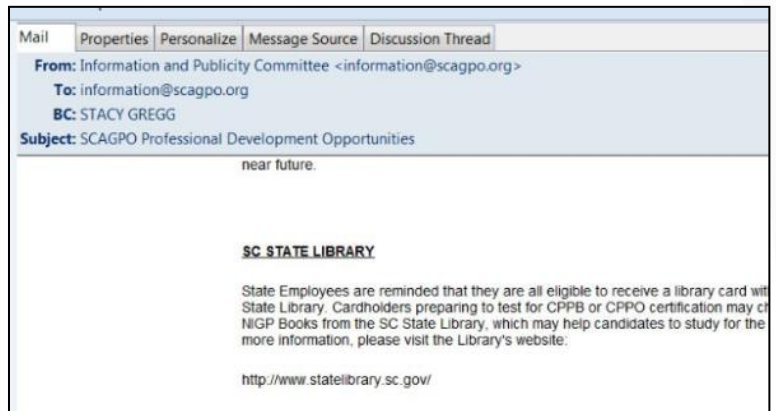
SCAGPO requested that the SC State Library add a collection of NIGP books to their library for members interested in pursuing UPPCC certification.

Bonus 3 - Advocacy

SCAGPO 's Trade Show has grown phenomenally each year. It's a favorite among vendors in the area because of the level of engagement SCAGPO offers our vendors in addition to the Trade Show.

This year's show sold out quickly because the Forum Committee allowed vendors to choose their own booth upon payment of their registration.

Vendors are invited to participate in Pre-Forum events, the Silent Auction, receive FREE training in our work sessions, and attend the President's Reception and Networking luncheon.





Bonus

IV. Excellence in Advocacy for Members & the Profession

Bonus 4 - Advocacy

SCAGPO reached out to several state and national legislators to invite them to participate in events.

Email Me - Thank You

The following information has been submitted:

Name: Stacy Gregg

Address: PO Box 8626,
Columbia, SC 29202

Email: president@scagpo.org
Telephone: 803-737-2609 Voice

Issue: OTHER

Message Subject: Request for Congressional Greeting

Message Text:
Dear Congressman James Clyburn I am writing on behalf of my organization, the SC Association of Governmental Purchasing Officials to request presentation of a congressional greeting to our group on May 12, 2016. That day will be a special day for us because our group will be assembling for a training event at the SC State Museum. We will also be presenting a temporary museum exhibit demonstrating the impact of Public Procurement to the citizens of South Carolina. This will be a special day; however, I believe that a presentation by the local congressman will make it even nicer. I ask that you please consider my request of (1) providing a greeting on May 12 and also (2) presenting it to the group on that afternoon. If you would like to know more about our organization and its members, please visit our website at

Stay Connected

Thomas Bill Search

Search by Bill Number

Search by Word or Phrase

SCAGPO

South Carolina Association of
Governmental Purchasing Officials
ESTABLISHED IN 1978

Executive Board

Stacy Gregg, CPPO, CPPB President	Senator Darrell Jackson,
Stacy Adams, CPPB Vice President	I am writing on behalf of my organization, the SC Association of Governmental Purchasing Officials (SCAGPO) and Program Committee Chairperson, Stacy Adams, to request you provide the closing speech for our 38 th Annual Professional Development Forum & Trade Show on November 11, 2016.
Denise Badillo, CPPO, CPPB Treasurer	SCAGPO is an organization of public procurement professionals from throughout the state of South Carolina. Your speech will culminate a week of professional development centered on our service to the citizens of our great state. This is the prevalent theme for my administration this year. The underlying theme is advocacy for our profession, our professionals, and our impact on the state.
LaWana Robinson-Lee, CPPO, CPPB Secretary	Stacy A. and I both believe that you are the perfect legislator to deliver acknowledgement and motivation to our great members. In exchange, we would like to offer you the following:
Clarissa G. Clark, CPPO, CPPB Database Administrator	<ul style="list-style-type: none"> ➤ Mileage reimbursement in accordance with the State guidelines ➤ Hotel accommodations for the Myrtle Beach Marriott Resort & Spa for Thursday and Friday evening (November 10-11) ➤ Dinner at our Thursday banquet for you and a guest ➤ Breakfast for you and a guest on Friday morning
Federal ID: 57-0661196	I ask that you please consider my request for you to address our wonderful

SCAGPO

South Carolina Association of
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Bonus

IV. Excellence in Advocacy for Members & the Profession



Bonus 5 - Advocacy

SCAGPO shared a very nice greeting from our Congressman Joe Wilson.

SCAGPO

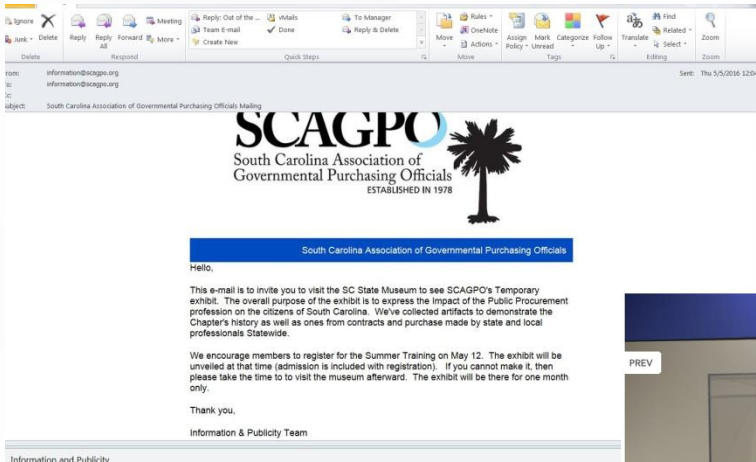
South Carolina Association of
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Bonus

IV. Excellence in Advocacy for Members & the Profession



Bonus 6 - Advocacy

SCAGPO enjoyed a museum exhibit at the SC State Museum in Columbia, SC. The exhibit relayed the impact of public procurement in South Carolina and included artifacts donated by members. <http://scagpo.org/gallery.php?p=2>



V. EXCELLENCE IN INSPIRING PROCUREMENT FOR THE FUTURE

1. Created a formal engagement/partnership with a Higher-Ed program.
2. Offered a Scholarship Program that provided financial assistance to Chapter members (list type and provide application form).
3. Chapter attended career fairs, made "Procurement as a Profession" presentation, or created outreach to a specific audience (students, new professionals).
4. Utilized social media as a form of outreach and communication.
5. Created an internship and/or work-study program.
6. Bonus: Show us something new or innovative in inspiring procurement for the future.



Scholarship Programs

V. Excellence in Inspiring Procurement For the Future

SCAGPO has a well established Scholarship Program for members.

Scholarships 1:

Our Pre-Forum, Bowling and Golf events serve as fundraisers for the **Professional Development Scholarship**, which is used to help members meet educational goals. Through this scholarship, we pay college tuition, for NIGP courses, and expenses related to NIGP's Forum or SCAGPO's Forum. **A total of 4 Professional Development Scholarships were awarded this year .**

Scholarships 2

During our Annual Forum, our Certification Committee hosts a Silent Auction. The proceeds from the auction are used for our **Certification Scholarship**, which provides assistance to members seeking to meet certification (or recertification) goals. These scholarships pay for NIGP Courses SCAGPO Training Events, and UPPCC fees. **A total of 3 Scholarships were awarded this year**

SCHOLARSHIPS

SCAGPO offers Professional Development and Certification scholarships to members in pursuit of higher education and certifications. Professional Development Scholarship recipients are chosen by the Awards & Scholarship Committee. Certification Scholarship recipients are chosen by the Certification Committee. Winners are announced during the SCAGPO Annual Forum.

DEADLINE FOR SUBMISSION OF NOMINEES:

Nomination period for the above referenced awards shall be announced at the appropriate time. At that time, they may be submitted to the following:

Awards & Scholarship
Chairperson:
awardsandscholarship@scagpo.org

Certification Committee
Chairperson:
certification@scagpo.org


All Scholarship Applications and Nominee Forms may be found in the Forms Library.



Scholarship Programs

V. Excellence in Inspiring Procurement For the Future

Certification Scholarship Application

 **SCAGPO**
South Carolina Association of Governmental Purchasing Officials
Certification Scholarship Application

Name of Applicant _____ Year 20____

Work Telephone _____ Work E-mail _____
How many years have you been an active member of SCAGPO? _____ Have you received this scholarship in the past? _____
Certification Previously Attained _____
Does your employer pay directly or reimburse for certification training? _____
If yes, please provide a brief description of what the organization will pay: _____

Employer: _____ Supervisor's Name: _____
Supervisor's Telephone: _____ Supervisor's E-mail: _____

Choose the Certification Level and appropriate Eligibility Schedule for which you are seeking assistance:
CPFB: Schedule A _____ Schedule B _____ Schedule C _____ Schedule D _____
CPPO: Schedule A _____ Schedule B _____ Schedule C _____ Schedule D _____
Please consult UPCC eligibility requirements & schedule: <http://www.upcc.org/certified-eligibility.aspx>

Total Scholarship Amount Requested: \$ _____

Please indicate which courses or testing you are requesting scholarship for:

	Date	Location
Introduction to Public Procurement		
Legal Aspects of Public Procurement		
Developing & Managing RFPs in the Public Sector		
Sourcing in the Public Sector		
Strategic Procurement Planning		
Contract Administration		
Fundamentals of Leadership & Management		
Contracting for Construction Services		
Capital Acquisitions		
Contracting for Public Sector Services		
Logistics and Transportation		
Risk Management & Public Contracting		
Alternative Dispute Resolution		
Warehousing & Inventory Control		
CPFB Online Prep Course		
CPPO Online Prep Course		
CPFB Test		
CPPO Test		
Other: _____		
Other: _____		

1 Certification Scholarship Application Rev 2011

Professional Development Scholarship Application

 **SCAGPO**
South Carolina Association of Governmental Purchasing Officials
Professional Development Scholarship Application

Name of Applicant _____ Year 20____

Work Telephone _____ Work E-mail _____
Fax Number _____ How long have you been a member of SCAGPO? _____
Employer: _____ How long have you been in Purchasing? _____
Have you received a SCAGPO sponsored scholarship in the past? _____

Please provide a list of course/trainings to be paid by this scholarship:

Course	Location	Date

Total Scholarship Amount Requested: \$ _____

Please list previous professional development courses completed in the past two years:

Are you seeking professional certifications for CPFB, CPPO, APP or C.P.M? _____

Please provide a brief statement describing why you are applying for this scholarship and what benefits you hope to gain by it: _____

Please describe your professional development goals for the next five (5) years: _____

Professional Development Application (Revised 2011)

In the space below, provide a brief statement sharing why you are interested in receiving this scholarship:

Term: _____

MAXIMUM SCHOLARSHIP AMOUNT: Maximum scholarship award per person per year will not exceed \$1,000.00.

AWARD REMITTANCE: The funds awarded will be paid directly to the organization or entity sponsoring the course or seminar or to the individual upon presentation of receipt for eligible expenses. The scholarship recipient must present information on course selection and appropriate signed paperwork to the Treasurer for payment or reimbursement.

SCAGPO ELIGIBILITY: Scholarship recipient must be a member in good standing; and may not obtain more than one SCAGPO sponsored scholarship within a two year period.

UPCC ELIGIBILITY: The schedules below are to be used to determine eligibility for either the CPFB or CPPO certification. Individuals are not permitted to register for an examination until eligibility is determined and the Authorization To Test (ATT) letter is received:

Certified Professional Buyer (CPFB)	Certified Public Procurement Officer (CPPO)
Schedule A	Schedule A
> High School Diploma or GED	> Holder of CPFB Designation
> 80 contact hours in purchasing seminars/courses	> 160 contact hours in purchasing seminars/courses
> 5 years total purchasing experience which must include 3 years of public purchasing experience	> 8 years total purchasing experience which must include 6 years of public purchasing experience, 3 of which are in a public purchasing management function
Schedule B	Schedule B
> Associate's degree	> Bachelor's degree
> 80 contact hours in purchasing seminars/courses	> 40 contact hours in purchasing seminars/courses
> 4 years total purchasing experience which must include 3 years of public purchasing experience	> 3 years total purchasing experience which must include 2 years in a public purchasing management function
Schedule C	Schedule C
> Bachelor's degree	> Advanced degree (Master's or Ph.D.)
> 40 contact hours in purchasing seminars/courses	> 24 contact hours in purchasing seminars/courses
> 2 years of public purchasing experience	> 3 years total purchasing experience which must include 2 years in a public purchasing management function
Schedule D	
> Advanced degree (Master's or Ph.D.)	
> 24 contact hours in purchasing seminars/courses	
> 2 years of public purchasing experience	

Signature: _____

I affirm that the statements and information not herein are true and correct, and that any falsification or willful misstatements or omissions intended to mislead the Certification Committee will forfeit my right to receive any award resulting from this application.

Signature of Applicant _____ Date _____

Printed Name of Applicant _____

Completed application may be returned to the Certification Committee at certification@scagpo.org only during or leading to the Certification Committee Chairperson.

2 Certification Scholarship Application Rev 2011

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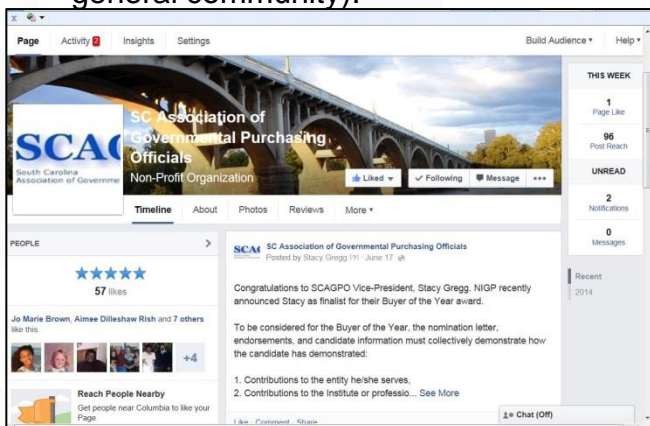
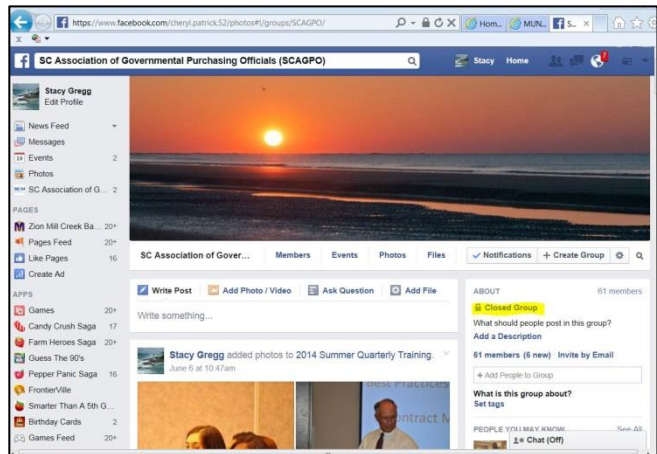
Social Media

V. Excellence in Inspiring Procurement For the Future

SCAGPO's Social Media Policy allows for use with several applications. The Board adopted a Social Media Policy, which allowed for instant use of Facebook, Twitter, LinkedIn, and YouTube.

Social Media 1, 2, 3:

Of these accounts, the most used ones include the Facebook and Twitter accounts, primarily for announcements and updates. There are 2 Facebook "accounts", a closed Facebook Group (for private Members Only discussions) and a Fan Page (to make announcements to members, vendors, and the general community).





Career Fairs & Outreach

V. Excellence in Inspiring Procurement For the Future

SCAGPO's leadership encourages members to engage with local schools to share the with young people information about Public Procurement.

Career Fair & Outreach 1:

Accordingly, members may find tools on our website to assist them as they speak at their children's schools.

Powerpoint Presentation

Public Procurement Careers

Provided By:

The South Carolina Association of Governmental
Purchasing Officials

"SCAGPO"

www.scagpo.org

SCAGPO

South Carolina Association of
Governmental Purchasing Officials
ESTABLISHED IN 1978



Career Fairs & Outreach

V. Excellence in Inspiring Procurement For the Future

Career Fair & Outreach 2:

SCAGPO has a general brochure, housed on the website, which is appropriate for career day, vendor, and member recruitment events.

MEMBERSHIP

Membership is open to any person who subscribes to the purposes of the South Carolina Association of Governmental Purchasing Officials. The classes of membership are:

Regular Members: Restricted to persons who are actively engaged in governmental purchasing activities of any state, county, municipal, educational agency or special purpose political subdivisions. May also be extended to anyone interested in the profession, vendors excluded, and sponsored by a regular member.

Lifetime Members: May be conferred upon active members upon retirement and written request for such membership.

Honorary Members: May be bestowed upon individuals who have made distinguished contributions to the purchasing profession, or to the Association, upon recommendation and majority vote by the Executive Board.

Agency Members: Up to 15 members may have membership in the name of any state, county, municipal, educational agency, or special purpose political subdivision which is actively engaged in governmental purchasing activities. Agency members are considered regular members.

Associate Members: Any membership not defined above. Associate members are not voting members and require the majority vote of the Board of Directors.

Procurement Professionals interested in more information about our great organization are encouraged to visit our website (www.scagpo.org) for more information on our programs and training events, and to complete a membership application.

Vendor Opportunities

The SC Association of Governmental Purchasing Officials has several opportunities for vendors. Notification of all opportunities is usually published in SC Business Opportunities and on SCAGPO's website.

An annual trade show is held as part of our Annual Forum. We are confident in our assertion that our show is among the best in the region. The SCAGPO trade show can accommodate more than 100 booth rental for our vendors; and we offer multiple networking opportunities and professional development training sessions as a benefit to attendees. Vendors are also encouraged to participate in our pre-forum bowling and golf events. If you are interested in the Trade Show, please send an e-mail requesting additional information to forum@scagpo.org.

We also have a Co-Sponsorship Program to allow vendors to participate and fund training opportunities for our members. For additional information on how your company can become a SCAGPO sponsor, please contact our co-sponsorship chairperson at cosponsor@scagpo.org.

Each summer, the Chapter sponsors a Reverse Trade Show, designed to engage our disadvantaged community into conversations about how to do business with public entities. The Reverse Trade Show is a low cost venture and allows vendors to visit booths hosted by agencies from local, state, and special authorities.

SCAGPO

CHARTERED IN 1978

South Carolina
Association of
Governmental
Purchasing Officials

P.O. BOX 8626
COLUMBIA, SC 29202

WEBSITE: www.scagpo.org
EMAIL: contactus@scagpo.org
<https://www.facebook.com/SCAGPO>
<https://twitter.com/SCAGPO>

CONTACT INFORMATION

PO Box 8626
Columbia, SC 29202

President: president@scagpo.org
General Information: Contactus@scagpo.org
Membership: membership@scagpo.org
Website: www.scagpo.org



Career Fairs & Outreach

V. Excellence in Inspiring Procurement For the Future

Career Fair & Outreach 3,4,:

SCAGPO found employed the services of students to assist with our events.

- We enlisted 2 young ladies from River Bluff High School to assist with the set up for the Reverse Trade Show in Lexington.
- We negotiated the use Benedict College students as of interns to assist with the Annual Forum & Trade Show at Myrtle Beach.





Bonus

V. Excellence in Inspiring Procurement For the Future

Excellence in Inspiring Procurement For the Future:

SCAGPO complimentary NIGP Courses through lotteries and door prizes:

- **Bonus 1**
Managing End Users & Suppliers - 15 Students Complimentary
- **Bonus 2**
Introduction to Procurement - 2 Students Complimentary
- **Bonus 3**
CPPB Prep - 1 Student Complimentary
- **Bonus 4**
Sourcing in the Public Sector – 1 Complimentary

Total 19 Complimentary Courses Paid in addition to scholarship purchases