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State of New Hampshire
DEPARTMENT OF ADMINISTRATIVE SERVICES
OFFICE OF THE COMMISSIONER
25 Capitol Street – Room 120
Concord, New Hampshire 03301

CHARLES M. ARLINGHAUS
Commissioner
(603)-271-3201

JOSEPH B. BOUCHARD
Assistant Commissioner
(603)-271-3204

September 14, 2017

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Pursuant to RSA 4:8, Gifts to the State, the Department of Administrative Services respectfully requests authorization to accept a gift for membership from the National Association of State Procurement Officials (NASPO), not to exceed \$2,420.00 for the State's annual NASPO membership dues and the National Institute of Government Purchasing (NIGP), The Institute for Public Procurement license, as well as two professional development opportunities for purchasing staff. Effective upon Governor and Council approval through December 31, 2017.

EXPLANATION

The State of New Hampshire maintains a membership in the National Association of State Procurement Officials (NASPO) a non-profit association made up of the directors and staff of the central purchasing offices in each of the 50 states, the District of Columbia and the territories of the United States. NASPO is an organization that helps its members achieve success as public procurement leaders through promotion of best practices, education, professional development, research, and innovative procurement strategies.

Listed below are answers to standard questions required for Governor and Council organization dues and membership approval submissions:

1. How long has this organization been in existence and how long has this agency been a member of this organization?

NASPO was established in 1947. The State of New Hampshire Bureau of Purchase & Property has been a member since 1947.

2. Is there any other organization which provides the same or similar benefits which your agency belongs to?

NASPO is the only association solely dedicated to state procurement officials. NASPO has strategic partnerships with other like-minded government associations, for example, the National Association of State Chief Administrators (NASCA) and the Institute for Supply Management (ISM).

3. How many other states belong to this organization and is your agency the sole New Hampshire state agency that is a member?

NASPO currently has 50 state members, as well as the District of Columbia and the territories of the United States. The membership is issued to the Bureau of Purchase & Property as the primary member, but others within the department or within another agency may take part in some of the member benefits. For example, the dedicated procurement attorney with the New Hampshire Department of Justice is invited to attend the annual NASPO State Procurement Law Institute.

4. How is the dues structure established? (Standard fee for all states, based on population, based on other criteria, etc)

Annual dues structure is standard for all states.

5. What benefit does the state receive from participating in this membership?

Membership in NASPO provides five (5) key benefits to the State of NH such as:

- 1) NASPO's subsidiary, NASPO ValuePoint Cooperative Purchasing Organization (formerly WSCA-NASPO) provides more than 50 competitively bid contracts which are developed and administered by multi-state sourcing teams, for use by all state members;
- 2) Offering annual professional development funding to each state to use to fund procurement training and related activities;
- 3) Gathering and compiling current research of state procurement practices and initiatives to assist other states' procurement offices with best practices and similar projects;
- 4) Providing a number of educational resource publications, including *State and Local Government Procurement: A Practical Guide*, which is a textbook for government procurement professionals;
- 5) Includes attendance at the New England regional conference and the Annual NASPO Conference, which includes the travel, hotel accommodations, and registration for up two representatives of each state.

Additional benefits include; a daily listserv for member questions and sharing of information; webinars on a wide range of topics; participation in surveys; networking information between states, and the opportunity to post open positions on the NASPO careers webpage.

6. Are training or educational/ research materials included in the membership? If so, is the cost included? Explain in detail.

Yes, educational and research materials are included as benefits to members at no or minimal cost. These benefits include publications and webinars as well as subscription services such as IBISWorld and GovWin IQ, both of which are free to members. In addition, there is Procurement U. Descriptions of these benefits are included below.

IBISWorld Reports is a market research and intelligence tool designed to provide a complete market analysis and benchmarking for use in the bidding, negotiations, and award process. NASPO members have full unlimited access to 9,000+ reports as well as two dedicated Customer Service Managers who will provide training and support to NASPO members.

GovWin IQ provides a searchable database of hundreds of thousands of planned federal, state and local government solicitations, as well as historical contracts and their associated documents. It also includes more than 1.9 million profiles of companies that do business in the public sector at the state and local levels.

Procurement U is a multi-faceted, professional development and educational platform for individuals who work in state government procurement. It provides in-person and online learning, publications, toolkits, resources, certification exam prep and more to help NASPO members build their skills, advance their knowledge and excel in professional practice. Procurement U is designed specifically for state procurement professionals at all levels, from junior staff to leadership.

7. Is the membership required to receive any federal grants or required in order to receive or participate in licensing or certification exams? Explain.

No federal funds or grants occur as a result of this membership.

8. Is there any travel included with this membership fee? Explain in detail any travel to include the number of employees involved, the number of trips, destination if known and purposes of membership supported trips.

Travel reimbursement, hotel accommodations, and registration are provided for procurement staff members for NASPO's New England regional conference, its Exchange Conference and its Annual Conference. This event is an opportunity for state procurement personnel to sit beside each other and discuss challenges each is experiencing, and develop innovative and timely solutions to issues affecting state procurement. All travel must be authorized in advance by NASPO headquarters and must comply with State of NH travel policies.

NASPO Annual Conference - Official NASPO business is conducted against a backdrop of peer-to-peer networking, educational sessions and keynote presentations at the Annual Conference. Participation by two representatives from each state is covered by your NASPO dues and includes travel, lodging, and incidental expenses. The 2018 NASPO Conference will be held Sept. 23-26 in Long Beach, CA.

NASPO Exchange - In addition to state members, those in the vendor community are invited to attend this meeting where one-on-one appointments and educational sessions promote best practices on how to do business with the states. NASPO covers travel, lodging and incidental expenses for two procurement staff members from each state to attend this meeting. The 2018 NASPO Exchange will be held March 18-20 in New York, NY.

NASPO Regional Conferences - Another opportunity afforded to NASPO members is attendance at the applicable regional conference. These conferences provide a more relaxed atmosphere to network in a workshop-type setting. Each of the regions - Eastern, Southern, Midwestern and Western - holds one regional conference. In 2018, the REACH Conference will bring all regions together for a joint networking event, aimed at the practitioners in each state. There are no registration fees for the regional meetings and NASPO covers travel and lodging expenses for six representatives from each state (for example, the director and 5 staff). The 2018 REACH conference will be held July 16-18 in New Orleans, LA.

9. Which state agency employees are directly involved with this organization? (Indicate if they are members, voting members, committee members, and/or officers of the organization.)

Primary member: Director of Procurement & Support Services (voting)

Other members: All staff of the Bureau of Purchase & Property (non-voting)

10. Explain in detail any negative impact to the State if the Agency did not belong to this organization.

The Bureau of Purchase & Property would not have access to the following without this affiliation:

- Opportunity to compare, and utilize if appropriate, NASPO ValuePoint Cooperative Purchasing's 50+ competitively bid contracts which are developed and administered by multi-state sourcing teams
- Participation in all-state calls, topical webinars and surveys

- Receive up to date information and stay connected with fellow state procurement personnel through the NASPO state member daily Listserv
- Develop procurement skills by participation in conferences, webinars, networking and learning forums, including the annual and regional meetings
- Obtain research, sample RFP and contract documents, and learn from other States' experiences regarding their procurement processes
- Travel reimbursement, hotel accommodations, and registration for the State of NH procurement personnel to attend the NASPO regional and annual conferences
- Travel reimbursement, hotel accommodations, and registration for the State of NH DOJ procurement attorney to attend the annual NASPO State Law Institute
- Eligibility to serve and lead on NASPO's committees
- Ability to participate in or lead national bidding processes
- Staying informed on trends and best practices that contribute to an effective state government procurement
- Opportunity to post open positions on the NASPO careers webpage
- Access to online resources, including publications, research reports, newsletters, webinars and issue-focused reports
- Opportunities for partnership and visibility with other like-minded associations and forums
- Opportunities for reimbursement for procurement specific professional development activities
- Opportunity to host future NASPO regional meetings

Each year, NASPO offers a subsidy to each state to further that state's professional development. DAS Bureau of Purchase & Property would like to accept and utilize the subsidy as follows:

- | | |
|---------|--|
| \$1,200 | 2017 NASPO membership dues for the period: 1/1/17-12/31/17 |
| \$ 510 | 2017 NIGP (National Institute of Governmental Purchases) license to use NIGP Commodity and Services codes for the period: 12/1/16 – 11/30/17 |

- \$ 360 2017 NELUG (North East Lawson User Group) Conference Sept 27th & 28th - Manchester, New Hampshire (2 attendees @ \$180 ea.)

- \$ 350 2017 UPPCC (Universal Public Procurement Certification Council) CPPB (Certified Professional Public Buyer) exam and certification. October 16th-28th. (1 attendee)

\$2,420 Total

If we were not a member of this national organization, these benefits and services would not be available to the State of New Hampshire. The Department of Administrative Services respectfully requests Governor and Council approval of this request.

Respectfully submitted,



Charles M. Arlinghaus
Commissioner



5/17/2017

Order

Customer Number: 2058
Order Number: 10852030
Order Date: 5/10/2017
Purchase Order:

Lisa Pollard
State of New Hampshire
Bureau of Purchase and Property
25 Capitol St Rm 102
Concord, NH 03301-6312

Please remit payment to:
National Association of State
Procurement Officials
PO Box 1058
FEIN #61-1227864
Lexington, KY 40588-1058
United States
(P) (859) 514-9159
(F) (859) 514-9166

Credit Card Payment Information

Credit Card Number: _____
Card Type: _____ CVV#: _____
Name On Card: _____
Expiration Date: __ / __

Balance Due **\$1,200.00**

Donation/Contribution \$

Total Payment Amount \$

Order Tracking #10852030 - 2058

Parent Order #

State of New Hampshire
Bureau of Purchase and Property
25 Capitol St Rm 102
Concord, NH 03301-6312

Customer Number: 2058
Order Number: 10852030
Order Date: 5/10/2017

Due by July 31, 2017

Did you know?
You can pay your NASPO dues from your 2017 Professional Development Fund. To select that option, please submit this invoice with your completed Professional Development Fund Submission Form (available under Resources/Member Central on the NASPO Network) to Rhonda Clark at rclark@naspo.org.

Item	Misc Product Notes	Unit Price	Quantity	Amount
NASPO State Member		\$1,200.00	1.00	\$1,200.00
Term: 1/1/2017 - 12/31/2017				

Subtotal	\$1,200.00
Invoice Total	\$1,200.00
Balance Due	\$1,200.00

PLEASE DISREGARD THIS NOTICE IF PAYMENT HAS ALREADY BEEN MADE



MEMBERSHIP RENEWAL INVOICE

BILL TO Agency PIN #: 124912

Mr. Paul Rhodes, Administrator/Contract Manager
State of New Hampshire Bureau of Purchase and Property
25 Capital Street
Concord, NH 03301

Invoice Date: 12/12/2016
NIGP Fed. ID #: 53-0196623
Membership Exp. Date 11/30/2016
Total Membership Fees Due \$510.00
Invoice # 207839

Membership Dues Rates

Base Agency Fee \$190
(includes first covered member)
2 - 10 per-person fee \$80
11-20 per-person fee \$75
21-40 per-person fee \$70

Lewis E. Spangler

Professional Development Foundation
Scholarship Program

As a 501(c)3 non-profit association, NIGP and the
LES Foundation qualifies as a charitable organization,
and as such, donations to NIGP and/or the
Foundation are tax-deductible. NIGP's federal tax ID
number is 53-0196623.

Simply Enclose Donation with Membership Payment \$20 \$30 \$100 \$500 \$1000 \$

Membership Dues Amount: \$510.00 Agency Phone: (603)271-2201 Invoice #: 207839
Agency Name: State of New Hampshire Bureau of Purchase and Property Agency Pin: 124912

If paying by Credit Card please complete the following and Fax OR Mail to the
address listed below.

Total Amount Paid: _____

Credit Card: _____ MC VI AmEx (Circle one) Expiration Date: ___/___/___

CVV (3 digits on back of card) _____ Name on Card: _____

AmEx CVV (4 digits on front of card) _____ Signature _____

Billing Address Street _____

Billing Address City: _____ State: _____ Postal Code _____

Mail Check Payments WITH THIS INVOICE to:

NIGP / Accounting Department
2411 Dulles Corner Park Suite 350
Herndon, VA 20171
Phone: 1 (800) 367-6447 Fax: (703) 635-2326

Payments received by check will be electronically deposited.
You may opt out of this program by paying with a money order
or a travelers check.
In the unlikely event your check (payment) is returned unpaid we
may elect to re-present your check (payment) up to two more
times.

Print Invoice

NELUG

Invoice for: NELUG Fall 2017 Conference, 09/08/2017

Group: Northeast Lawson User Group

[Visit Site » \(https://lgug.workoutloud.com/Event/nelug-fall-2017-conference\)](https://lgug.workoutloud.com/Event/nelug-fall-2017-conference)

Matt Johnson

25 Capitol Street
Concord, NH 03301

Registration Id: #325-9350-6427

Attendee	Type	Charge	
Johnson, Matt (You)	Infor Customer		
Item	Fee	Qty	
NELUG 2017 Conference - Two Days	180.00	1	180.00
Sorel, Leo	Infor Customer		
Item	Fee	Qty	
NELUG 2017 Conference - Two Days	180.00	1	180.00
		Total Charges:	360.00
		Total Due:	\$360.00

Please send check to:

NELUG LTD
119 Drum Hill Road PMB 107

(<http://www.uppcc.org/>)



Universal Public Procurement Certification Council

(<http://www.uppcc.org/>)

Certification Fees*

All fees quoted are expressed in US dollars. The UPPCC accepts payment in US currency only. Check, money order, Visa, MasterCard and American Express are all acceptable methods of payment. Some fees listed show a discounted member rate which refers to National members of either of the two founding organizations of the UPPCC; NASPO or NIGP.

Initial Application Fees:	
New Fee Structure as of July 1, 2017	Fees After July, 1 2017
CPPO/CPFB (member*)	\$225
CPPO/CPFB (non-member)	\$350
Late Application Filing Fee	\$50
Examination Fees (Exam Scheduling Fee):	
Exam and Re-Exam	\$300
Cancellation/Re-Scheduling Fees:	
<ul style="list-style-type: none"> ▪ Thirty (30) or more calendar days prior to the scheduled examination 	No Fee <i>(Admin Fee only if applicable)</i>
<ul style="list-style-type: none"> ▪ Between twenty-nine (29) and five (5) calendar days prior 	\$50 <i>(plus Admin Fee if applicable)</i>
<ul style="list-style-type: none"> ▪ Less than five (5) calendar days prior 	\$100 <i>(plus Admin Fee if applicable)</i>

(<http://www.uppcc.org/>)

UPPCC®

Universal Public Procurement Certification Council

(<http://www.uppcc.org/>)

What is Certification?

Certification is the process by which an individual demonstrates meeting specific qualifications (eligibility requirements (<http://www.uppcc.org/certified/Eligibility>)) and an established level of knowledge (examination (<http://www.uppcc.org/certified/Examination>)) necessary to competently perform a specific job. UPPCC Certifications reflect established standards and competencies for those engaged in government procurement, and attest to the designee's ability to obtain maximum value for the taxpayer's dollar.

The designations of Certified Public Procurement Officer (CPPO) and Certified Professional Public Buyer (CPPB) are recognized credentials throughout the world and signify that the designated individual has reached a specific level of education and experience and has demonstrated an established level of knowledge necessary to competently perform the work of a public procurement officer or buyer.

The CPPO and CPPB are Certification Marks registered with the U.S. Patent and Trademark Office.

How do I become a CPPO/CPPB?

The CPPO/CPPB is conferred upon completion of the eligibility requirements (<http://www.uppcc.org/certified/Eligibility>) and successful examination (<http://www.uppcc.org/certified/Examination>) performance. The credential is valid for a period of five (5) years, at which time the certificant must renew the credential for an additional five (5) year period through the recertification (<http://www.uppcc.org/Current-Certificants/Recertification>) process.

Testimonials

"... the strategies I learned while preparing for my CPPO were invaluable... more and more employers require professional certification for management positions in public sector purchasing; evidence of the recognition this status holds."

- **K.W., CPPO, CPPB, Purchasing Services Administrator**

(<http://www.uppcc.org/>)

UPPCC

Universal Public Procurement Certification Council

(<http://www.uppcc.org/>)

2017 Exam Schedule

All UPPCC certification examinations are administered via computer at a Prometric testing center. Examinations will be delivered daily, Monday thru Saturday at a time and location selected by the candidate. Fall examinations are administered during the last two full weeks in October. Spring examinations are administered during the first two full weeks in May. Please see exam schedule and associated deadlines below.

	Fall Examinations		Spring Examinations
Application Submission Deadline	July 17, 2017		January 29, 2018
Application Submission Late Deadline	July 31, 2017		February 12, 2018
Exam Scheduling Deadline	September 18, 2017		March 26, 2018
Testing Dates	October 16-28, 2017		May 7-19, 2018

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