

2C Am



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

January 24, 2018

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 direct reimbursement for professional development, green purchasing technical assistance, and cooperative purchasing education from the National Association of State Procurement Officials (NASPO) for an amount not to exceed \$35,565.00. Effective upon Governor and Council approval through December 31, 2018.

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. The State does not accept the funds, invoices are paid directly by NASPO through a pre-approval process.

With NASPO's status as a non-profit the revenues are allocated evenly to each member-state. Each year, NASPO offers a subsidy to each state to further that state's professional development. DAS Division of Procurement & Support Services would like to accept and utilize \$10,000 for green purchasing initiatives, \$21,200 for professional development, and \$4,365 for cooperative purchasing education (see attached break down of requested expenditures).

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 Division of Procurement and Support Services as the primary member.

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, green purchasing technical assistance, and cooperative purchasing education 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 to two representatives of each state.
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, a multi-faceted, professional development and educational platform for individuals who work in state government procurement.

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 regional conference, the Exchange Conference and the Annual Conference. 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.

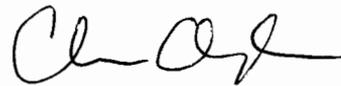
The Bureau of Purchase & Property would not have access to the following without this affiliation:

- 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

- 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
- Eligibility to serve and lead on NASPO's committees
- Ability to participate in or lead national bidding processes
- Access to online resources, including publications, research reports, newsletters, webinars and issue-focused reports
- Opportunities for reimbursement for procurement specific professional development activities
- Opportunity to host future NASPO regional meetings

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

Personnel	Amount	Description
Amy Farnum	\$10,000.00	Green Initiative & Intern
TOTAL	\$10,000.00	Green Purchasing Technical Fund
Personnel	Amount	Description
General	\$1,200.00	NASPO Annual Fee
General	\$750.00	NIGP Annual Fee
Brittany Dampier	\$135.00	BET Microsoft Class
	\$1,250.00	CPS Course
Tara Merifield	\$700.00	NASPO Membership 18/19
	\$1,500.00	Workshop
Alan Hofmann	\$600.00	CPPB Certification
Gary Lunetta	\$600.00	CPPB Certification
Paul Rhodes	\$600.00	CPPB Certification
Loretta Razin	\$600.00	CPPB Certification
Mathew Stanton	\$1,250.00	CPS Course
	\$600.00	CPPB Certification
Danielle Bishop	\$600.00	CPPB Certification
Jeffrey Haley	\$1,250.00	CPS Course
Amy Farnum	\$1,200.00	Recycling Conference
Heather Kelley	\$1,250.00	CPS Course
	\$600.00	CPPB Certification
Laura Ingram	\$1,250.00	CPM Course
	\$600.00	CPPB Certification
Colin Capelle	\$2,700.00	NAPCP Conf & Membership
Office	\$1,965.00	Misc & Continuing Education
TOTAL	\$21,200.00	Professional Development Fund
Personnel	Amount	Description
General	\$1,365.00	Equipment (laptop & projector)

Personnel	Amount	Description
Amy Farnum	\$1,000.00	Recycle Development Material
Loretta Razin	\$1,000.00	Print materials for training
General	\$1,000.00	Misc Materials and Concessions
TOTAL	\$4,365.00	Cooperative Purchasing Education Fund
GRAND TOTAL	\$35,565.00	
BET	Bureau of Education	
CPPB	Certified Public Procurement Buyer (NASPO Certification)	
CPS	Certified Public Supervisor Certification (State of NH BET)	
CPM	Certified Public Manager Certification (State of NH BET)	
NAPCP	National Association of Professional Commercial Card and Payment	
NASPO	National Association of State Procurement Officials	