

State of Colorado



John W. Hickenlooper
Governor

Kathy Nesbitt
Executive Director

Jennifer Okes
Deputy Executive Director

Carol Pfarr
Division Director

DPA

**Department of Personnel
& Administration**

**Division of Finance and Procurement
State Purchasing Office**
633 17th Street, Suite 1520
Denver, Colorado 80202-3609
(303) 866-6100
Fax (303) 866-6016
www.colorado.gov/dpa

REQUEST FOR ADVISORY OPINION

TO: The Colorado Independent Ethics Commission

FROM: Carol Pfarr, Director
Division of Finance and Procurement
Department of Personnel and Administration

DATE: January 5, 2012

The Colorado State Purchasing Office ("SPO") resides in the Division of Finance and Procurement of the Department of Personnel and Administration. The undersigned, on behalf of the State Purchasing Office, requests the advice and guidance of the Independent Ethics Commission (the "Commission") with respect to the following issues arising under Article XXIX of the Colorado Constitution:

ISSUES

1. May employees of the State of Colorado (the "State") or political subdivisions of the State accept airfare, hotel accommodations, and meals, paid for with funds allocated to the State by the Western States Contracting Alliance ("WSCA"), a subset of the National Association of State Procurement Officials ("NASPO"), in connection with their attendance at WSCA directors meetings, committee and sourcing team meetings, and conferences?
2. If the Commission finds that State employees may not accept airfare, hotel, accommodations and meals paid for by WSCA with funds allocated to the State, may the Department of Personnel and Administration accept funds from WSCA for use by the State in paying the costs of airfare, hotel accommodations and meals for State employees incurred in connection with their attendance at WSCA conferences and meetings?

APPLICABLE LAW

Section 3 of Article XXIX of the Colorado Constitution sets forth restrictions applicable to the acceptance of gifts by public officers, members of the general assembly, local government officials, and government employees. Subsection (2) of section 3 provides:

“(2) No public officer, member of the general assembly, local government official, or government employee, either directly or indirectly as the beneficiary of a gift or a thing of value given to such person’s spouse or dependent child, shall solicit, accept or receive any gift or other thing of value having either a fair market value or aggregate actual cost of greater than fifty dollars (\$50)* in any calendar year, including but not limited to, gifts, loans, rewards, promises or negotiations of future employment, favors or services, honoraria, travel, entertainment, or special discounts, from a person, without the person receiving lawful consideration of equal or greater value in return from the public officer, member of the general assembly, local government official, or government employee who solicited, accepted or received the gift or other thing of value.”

*As adjusted pursuant to subsection 6 of section 3.

Subsection 3(f) of section 3 provides that the prohibitions in subsection (2) do not apply to:

“(3)(f) Reasonable expenses paid by a nonprofit organization or other state or local government for attendance at a convention, fact-finding mission or trip, or other meeting if the person is scheduled to deliver a speech, make a presentation, participate on a panel, or represent the state or local government, provided that the non-profit organization receives less than five percent (5%) of its funding from for-profit organizations or entities.”

POSITION STATEMENTS AND OPINIONS

In connection with this Request, the SPO has relied on Position Statement 10-01, issued by the Commission on January 6, 2010. The SPO also reviewed the published travel Advisory Opinions set forth on the Commission’s website and believes that the facts set forth below are similar to those presented in Advisory Opinion 11-05, issued by the Commission on April 21, 2011.

BACKGROUND

Cooperative Purchasing. The State Procurement Code authorizes State public procurement units to participate in, sponsor, conduct, or administer cooperative purchasing agreements with other public procurement units, including joint and multi-party agreements with other states, for the procurement of supplies, services, or construction. §§24-110-201, Colorado Revised Statutes. See Attachment 1.

The State of Colorado is a member of the National Association of State Procurement Officials (“NASPO”), a non-profit, multi-state, cooperative purchasing association, founded in 1947,

which facilitates cooperative purchasing on behalf of the states and certain other government entities.

NASPO. NASPO is a 501(c)(3) association meeting the definition of a nonprofit organization set forth in section III.A. of Position Statement 10-01, issued by the Commission on January 6, 2010. NASPO is dedicated to strengthening the government procurement community through education, research, and communication. The association is comprised of the chief procurement officials of each of the fifty states, the District of Columbia, and territories of the United States. See Attachment 2. The chief procurement officer for the State of Colorado is the head of the State Purchasing Office in the Department of Personnel and Administration. Additional information about NASPO is available on the NASPO website at: www.naspo.org. For access to the members only pages on the website, please contact Carol Pfarr, Division Director, at (303) 866-6212.

NASPO members pay annual membership dues in the amount of \$1,200.00 per year. NASPO has contracted with AMR Management Services, located in Lexington, Kentucky, to provide financial, programming, communication and educational services to the association.

WSCA. The Western States Contracting Alliance (“WSCA”) was formed in 1993 by the state purchasing directors from fifteen western NASPO states, including Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington, and Wyoming. The chief procurement officials from the central purchasing authority of each of the member states serve as the WSCA directors (the “Directors”). See Attachment 3.

WSCA is a subset of and works cooperatively with NASPO. ARM Management Services, NASPO’s management services provider, also provides management services to WSCA.

The primary purpose of WSCA is to establish the means by which participating states can join together in cooperative multi-state contracting. The combined purchasing power of the WSCA member states has permitted the states to achieve cost-effective and efficient acquisition of quality products and services. Currently, more than thirty multi-state contracts are available for use by WSCA member states covering a range of commodities and services. See Attachment 4.

Multi-State Contracts. WSCA uses a “lead-state” model in undertaking cooperative, multi-state procurements. The individual WSCA member state serving as the lead-state for a cooperative procurement enters into a contract with the awarded vendor on behalf of the WSCA member states. All cooperative contracts are awarded on a competitive basis, based upon the statutory and regulatory requirements of the lead-state. Colorado currently serves as the lead-state for multi-state WSCA contracts for body armor and e-procurement solutions.

WSCA solicitations are available to the general vendor community. WSCA does not maintain a vendor list. The lead-state and sourcing team for a WSCA procurement may award a contract to a single vendor or multiple contracts to multiple vendors as provided in the procurement solicitation documentation. The term “sourcing team” is defined in “Meetings and Conferences, *Committee/Sourcing Team Meetings*” below.

An individual WSCA member state, other than the lead-state, wishing to participate in a WSCA contract enters into separate “participating addenda” with the WSCA contract vendor, setting forth additional or alternative provisions applicable solely to the individual state. Local

government purchasing units and certain non-profit entities authorized by the laws of a participating state also may be permitted to purchase goods and services under a WSCA contract.

The State of Colorado has participated in numerous multi-state procurements through the execution of participating addenda, including without limitation procurements for computer printers, copiers, vehicle rentals, telecommunications, office supplies, industrial supplies, paper, medical/laboratory supplies, drugs/pharmaceuticals, mailing equipment and intellectual technology hardware and software. Information about the current cooperative purchasing opportunities for WSCA members is available on the WSCA website at: www.aboutwsca.org. For access to the members only pages on the website, please contact Carol Pfarr, Division Director, at (303) 866-6212.

Administrative Fees. A vendor entering into a WSCA contract may be required to remit a fee to WSCA for the administration of the contract. The amount of the administrative fee is specified in the original procurement solicitation and generally ranges from one-half of one percent (0.5%) to one and one-half percent (1.5%) of the total amounts expended by WSCA member states and other authorized purchasers under the WSCA contract. Administrative fees are remitted by the vendor to WSCA on a quarterly basis.

The administrative fees are included in the prices charged to WSCA member states and other authorized purchasers under WSCA contracts. WSCA member states and other authorized purchasers remit these amounts to WSCA contract vendors as a part of the invoiced purchase price. The WSCA contract vendors remit the administrative fee amounts received from WSCA member states and other authorized purchasers to WSCA on a quarterly basis or as otherwise specified in the applicable WSCA contract. The failure of a vendor to make timely payments of the quarterly administrative fees constitutes grounds for the termination of the WSCA contract.

The percentage amount of the WSCA administrative fee for a WSCA contract is based upon the type and complexity of the procurement and on other factors determined to be relevant by the WSCA Directors, the lead-state and the sourcing team. The administrative fee is a cost of doing business for WSCA member states and other authorized purchasers making purchases under a WSCA contract.

WSCA Funds. WSCA does not accept contributions or donations from vendors, other for-profit entities, or specialized interests. The administrative fees collected by WSCA under its multi-state contracts are the sole source of funding for the organization.

A portion of the administrative fees received by WSCA are expended on the administrative costs of the organization, including the cost of conferences and programming. Additional funds are set aside for the benefit of each of the WSCA member states on a pro rata basis. The funds allocated to a WSCA member state are used to pay the costs incurred by employees of the state or employees of local governments within the state in attending WSCA meetings and conferences and participating in WSCA sourcing teams. These costs include airfare, hotel accommodations and meals.

The amount of WSCA funds allocated to each WSCA member state, including the State of Colorado, for such purposes in calendar year 2011 was \$20,000.00. An additional \$20,000.00 has been allocated to each WSCA member state, including the State, for use in calendar year 2012. If the Commission determines that State employees and employees of local governments within the State cannot accept the benefits derived from these funds, these funds will be allocated for the benefit of the other WSCA member states.

The SPO requests guidance from the Commission as to whether WSCA qualifies as an organization that receives less than 5% of its funding from for-profit sources.

Meetings and Conferences. WSCA funds the costs of attendance at WSCA meetings and conferences by WSCA Directors and other government employees, including airfare, hotel accommodations, and meals, from the administrative fees collected under WSCA contracts.

Directors Meetings. Meetings of the WSCA Directors are held each year through monthly conference calls and at two or three on-site meetings held in the continental United States at various locations within the WSCA member states. Directors meetings are attended by the chief procurement official of each of the WSCA member states and, at the request of the WSCA Directors, may be attended by other employees of the member states who are participating in cooperative procurements. The business of the organization is conducted by the WSCA Directors at the WSCA Directors meetings.

Committee/Sourcing Team Meetings. Although WSCA contracts are signed by a single WSCA member state, multiple WSCA member states may participate in the development of a procurement and the selection of vendors through teleconferencing and meetings. Depending on the complexity of the procurement, state employees selected by a WSCA member state to represent the state with respect to a solicitation or to serve on a sourcing team may be required to travel to meetings at locations in other WSCA member states. Sourcing teams members participate in the design of the solicitation, evaluate proposals received from vendors in response to the solicitation, and participate in the selection of contract awards to successful vendors.

Annual Development Conference. WSCA sponsors an Annual Development Conference (“Conference”) in December of each year. The Conference is hosted by a WSCA member state within the continental United States, at a location within the host state. The costs of the Conference are paid by WSCA. WSCA also pays the costs of attendance, including airfare, hotel accommodations, and meals, for the following representatives from each WSCA member state: the state’s chief procurement official, state employees selected by the state to administer WSCA cooperative contracts entered into by the state, five (5) representatives of state or local government purchasing units located within the state selected by the state’s chief procurement official, and the legal representative for the state’s central purchasing office. The State currently supplies lead personnel for the WSCA procurements for body armor procurement and e-procurement systems.

The Conference includes WSCA Directors meetings, sourcing team and committee meetings, educational programming, status reviews of existing multi-state contracts and solicitations, updates with respect to up-coming multi-state solicitations, and working group meetings covering business and legal issues relevant to procurement by state and local governments. Conference participants represent their respective states at the Conference and share the benefits of the Conference with other government procurement personnel upon their return. A copy of the tentative agenda from the December 2011 Conference is attached as Attachment 5. Representatives of the State of Colorado did not attend the 2011 Conference.

WSCA pays for the cost of coach tickets for the specified number of Conference attendees from each WSCA member state. Plane reservations for Conference attendees may be made through WSCA’s travel agent.

WSCA pays for the cost of hotel accommodations for the specified number of representatives from each WSCA member state. All accommodations are located at the hotel hosting the Conference.

WSCA provides certain meals and snacks for Conference participants during the Conference and hosts an initial and a closing reception. All Conference attendees are included in these events, which serve as forum for business discussions and exchange of information.

WSCA does not pay the costs of recreational activities or other non-Conference events. Conference participants who wish to extend their stay in the host city do so at their own expense. WSCA does not pay for non-Conference participants. Family members or guests who accompany a state representative do so at their own expense.

REQUEST

The undersigned, on behalf of the State Purchasing Office, hereby requests an Advisory Opinion from the Independent Ethics Commission with respect to the issues set forth above. In the event the Commission requires any additional information, please contact the undersigned.

Submitted By: Carol Pfarr
Carol Pfarr, Director
Division of Finance and Procurement
Department of Personnel and Administration
carol.pfarr@state.co.us
303-866-6212

Sent via email

24-110-201. Cooperative purchasing authorized.

(1) Any public procurement unit may either participate in, sponsor, conduct, or administer a cooperative purchasing agreement for the procurement of any supplies, services, or construction with one or more public procurement units, external procurement activities, or procurement consortiums that include as members tax-exempt organizations as defined by section 501 (c) (3) of the federal "Internal Revenue Code of 1986", as amended, in accordance with an agreement entered into between the participants. Such cooperative purchasing may include, but is not limited to, joint or multiparty contracts between public procurement units and open-ended state public procurement unit contracts that are made available to local public procurement units.

(2) With prior written approval of the executive director and under procedures established by rule, a state public procurement unit may purchase goods or services under the terms of a contract between a vendor and an external procurement activity or a local public procurement unit without complying with the requirements of section 24-102-202.5 and article 103 of this title.

Source: L. 81: Entire article added, p. 1282, § 1, effective January 1, 1982. L. 88: Entire section amended, p. 984, § 1, effective April 6. L. 2003: Entire section amended, p. 1588, § 5, effective May 2.



[About NASPO](#) >> Background

Background

The National Association of State Procurement Officials (NASPO), Inc. was formally established on January 29, 1947, in Chicago, Illinois.

NASPO is a non-profit association dedicated to strengthening the procurement community through education, research, and communication. It is made up of the directors 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 through which the member purchasing officials provide leadership in professional public procurement, improve the quality of procurement, exchange information and cooperate to attain greater efficiency, economy, and customer satisfaction.

EDUCATING AND INFORMING

NASPO, in collaboration with the National Institute of Governmental Purchasing (NIGP), formed the Universal Public Procurement Certification Council (UPPCC) to encourage and award the Certified Public Procurement Officer (CPPO) designation and the Certified Professional Public Buyer (CPPB) designation to those in the public purchasing arena. For additional information about the Council, visit www.uppcc.org.

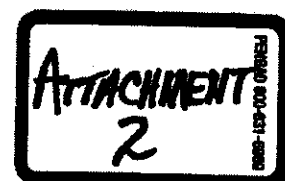
The NASPO listserv is an on-line forum for members to ask questions, exchange information and share solutions virtually instantaneously.

The association also publishes various reference books which serve as guides for procurement officials as well as vendors who do business with the states.

NASPO, in cooperation with GOVERNING Magazine, sponsors an annual How to Market to State Governments Meeting for suppliers interested in learning state procurement laws, policies and procedures.

NASPO also holds an annual conference and four regional meetings each year which provide members with excellent networking opportunities as well as chances to participate in sessions on timely and relevant public procurement issues.

The NASPO Board of Directors adopted a revised strategic planning framework in February 2010 to guide the association's activities and services over the next 2-3 years. A copy of the framework can be downloaded [here](#). **2011-2012 BOARD OF DIRECTORS**



12/27/2011

<u>Ron Bell, VA</u>	President	2011-2012
<u>Carol Wilson, CT</u>	President-Elect	2011-2012
<u>Greg Smith, NY</u>	Past President	2011-2012
<u>Voight Shealy, SC</u>	Finance Chair	2011-2012
<u>Bill Burns, ID</u>	Member at Large	2011-2013
<u>Jean Clark, AZ</u>	Member at Large	2011-2013
<u>Deb Damore, VT</u>	Member at Large	2010-2012
<u>Vern Jones, AK</u>	Member at Large	2010-2012
<u>Gary Lambert, MA</u>	Member at Large	2011-2012
<u>Dianne Lancaster, OR</u>	Member at Large	2011-2013
<u>Paul Mash, UT</u>	Member at Large	2011-2013
<u>Dean Stotler, DE</u>	Member at Large	2010-2012

Jack Gallt is the association director for NASPO and can be reached at (859) 514-9159.

CONTACT INFORMATION

NASPO receives professional headquarters staff support through AMR Management Services, which is accredited by the AMC Institute. Services provided to NASPO include conference management, research and publications, board of directors & committee support, financial management and member services.

NASPO

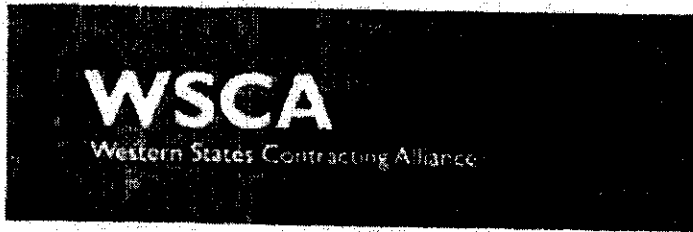
201 East Main Street, Suite 1405

Lexington, KY 40507

Phone: (859) 514-9159

naspo@amrms.com

Pursuant to IRS Regulations, it is the policy of NASPO to allow public access to its original exemption application and to its IRS Form 990. In addition, NASPO will make copies of its governing documents, conflict of interest policy/disclosures, and year-end financial statements available to the public. This access will be provided at NASPO's principal headquarters offices at a time mutually agreeable between its headquarters and the individual requesting the inspection during regular business hours. In addition, NASPO will make each Form 990 information return available for a period of three years from filing. NASPO will provide a copy of the exemption application or Form 990 without charge, other than a reasonable fee for reproduction and actual postage costs, as applicable. The copy must include all information furnished to the IRS as well as all schedules, attachments, and supporting statements, except for the name and address of any contributor to the organization. For further detailed information regarding these IRS requirements, refer to the General Instructions for Form 990.



SEARCH

NASPO >> WESTERN STATES CONTRACTING ALLIANCE

- **Current Contracts**
- **Current Opportunities**
- **Frequently Asked Questions**

2011 WSCA Cooperative Development Conference

This conference is ONLY open to state procurement professionals.



What is WSCA?

The Western States Contracting Alliance (WSCA) was formed in October 1993 by the state purchasing directors from fifteen NASPO western states. The primary purpose of creating WSCA was to establish the means by which participating states could join together in cooperative multi-state contracting. This approach has helped states achieve cost-effective and efficient acquisition of quality products and services. Cooperative purchases are developed by member states. A "lead-state" model is used in undertaking cooperative multi-state contracts. There is no Vendor List.

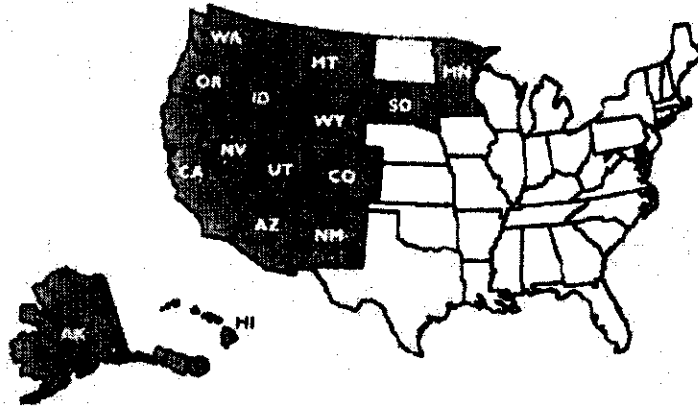
Membership consists of the central procurement official that heads the state central procurement organization, (or a designee for that state), from Alaska, Arizona, California, Colorado, Hawaii, Idaho, Minnesota, Montana, Nevada, New Mexico, Oregon, South Dakota, Utah, Washington and Wyoming.

<http://www.aboutwsca.org/content.cfm/id/WSCA?CFID=501637827&CFTOKEN=51>



All governmental entities within WSCA states as well as authorized governmental entities in non-WSCA states are welcome to use the approved agreements. Cooperative purchasing benefits states as well as cities, counties, public schools and institutions of higher education.

Why is WSCA such a good purchasing tool? [Click here to find out!](#)



(Click on the map above to access state contact information)

Chair: Greg Smith, Nevada

Vice-Chair: Christine Warnock, Washington

Additional Resources and Information:

- Current Contracts
- Current Opportunities
- Frequently Asked Questions
- Vendor FAQs
- WSCA Members Only

Contact Information:

Questions concerning the Alliance should be directed to:

Lee Ann Pope

<http://www.aboutwsca.org/content.cfm/id/WSCA?CFID=501637827&CFTOKEN=511...> 12/26/2011

WSCA Program Manager
201 East Main Street, Suite 1405
Lexington, KY 40507
Phone: (859) 514-9159
Fax: (859) 514-9166
Email: lpope@AMRms.com

**EVERYONE BENEFITS FROM THE USE OF CUMULATIVE
VOLUME-DISCOUNTED CONTRACTS!**

The logo for the Western States Council on Procurement (WCSA) is displayed in white text on a black rectangular background. The letters "WCSA" are large and bold, with the full name "Western States Council on Procurement" written in a smaller font underneath.

Western States Council on Procurement

NASPO >> WCSA FREQUENTLY ASKED QUESTIONS

WHO IS ON IST - WHO'S CONTRACT IS IT ANYWAY?

WCSA uses a "Lead State" model in issuing cooperative solicitations. One WCSA state leads the procurement, issues the solicitation and awards the contracts based on that state's statutory requirements and processes. The Lead State owns and manages the contract(s). You can find the name of the lead state contact by selecting a contract from the list [here](#). Other WCSA states have chosen to participate and have followed each state's individual statutory processes to provide public notice and permit participation. If you have questions, contact Paul Stembler (contact information below).

WHO CAN USE WCSA CONTRACTS?

All governmental entities within WCSA states are eligible to use WCSA contracts, if the governmental entity has the legal authority to use their home states' contracts. If you are not sure, check with either your home state chief procurement official (contact information can be found [here](#)) or contact Paul Stembler (contact information below).

WHAT IF I AM NOT FROM A WCSA STATE?

Non-WCSA states are generally able to use WCSA contracts if they have followed their own statutory processes. You should check with the Lead State contact listed on the contract page or contact Paul Stembler (contact information below) if you have questions.

WHAT IF MY HOME STATE HAS CHOSEN NOT TO PARTICIPATE, BUT WE WANT TO USE A WCSA CONTRACT?

That question is not as easy to answer. Each state and governmental entity has different statutory, legal and procedural requirements. WCSA contracts are solicited to allow the broadest possible participation, but the real answer depends on your individual legal and procedural requirements. You should check with the Lead State contact listed on the contract page or contact Paul Stembler (contact information below) if you have questions.

I HAVE QUESTIONS ABOUT THE WSCA ORGANIZATION OR OTHER THINGS RELATED TO WSCA CONTRACTS. WHO DO I CONTACT?

Paul Stembler, WSCA/NASPO Cooperative Development Coordinator

Voice: (612) 284-4316

Email: pstembler@amrms.com (email is probably the best way to contact Paul)

or

Lee Ann Pope, WSCA Program Manager

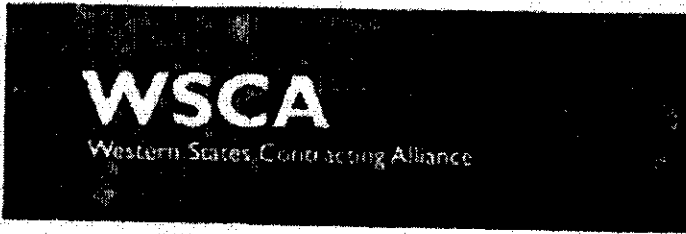
AMR Management Services

Voice: 859-514-9159

Fax: 859-514-9188

Email: lpope@amrms.com

[BACK](#)



**NASPO >>
WSCA
CURRENT
CONTRACTS**

Have questions about any of the following contracts or how to use these contracts? Please contact the WSCA/NASPO Cooperative Development Team at wncoopdt@amrms.com.

Current cooperative purchasing contracts are listed below:

WSCA/NASPO Contracts:

- Computer Equipment, Peripherals & Related Services (WSCA/NASPO-MN)
- Cooperative Lab Equipment and Supplies (NASPO/WSCA-ID)
- Mailing Equipment, Supplies & Maintenance (WSCA/NASPO-AZ)

**WSCA/NASPO Premium Savings Computer Packages - Even More Savings!!!
*CLICK HERE TO LEARN MORE***

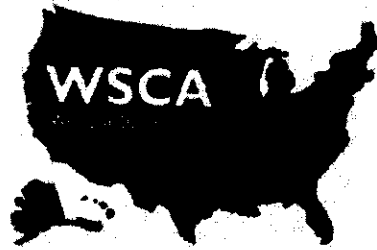
WSCA Contracts:

- Auto Parts (WSCA-CA)
- Background Screening Services (WSCA-UT)
- Body Armor (WSCA-CO)
- Breast Pumps (WSCA-WA)
- Contract Compliance & Cost Recovery Services (WSCA-UT)
- Copiers (multifunction) & Related Software (WSCA-NV)
- Data Communications Equipment and Associated OEM Maintenance & Training (WSCA-UT)
- Digital Print & Quick Copy Contract (WSCA-UT) formerly Quick Copy
- Electronic Monitoring Equipment and GPS Services (WSCA-WA)
- eProcurement Solutions
- Facilities MRO (WSCA-NV)
- Fire Suppression Services (WSCA-NV)
- Fuel Cell Power Units, Components and Accessories (WSCA-WA)

http://www.aboutwsca.org/content.cfm/id/wsca_current_contracts



- Janitorial Supplies and Industrial Paper (WSCA-OR)
- Lottery Merchandise (WSCA-WA)
- Mailing Equipment and Maintenance (WSCA-AZ)
- Nationwide Lodging (WSCA-OR)
- Nationwide Vehicle Rental (WSCA-OR)
- Office (systems) Furniture (WSCA-UT)
- Office Supplies (WSCA-OR)
- Payment (Electronic) Acceptance Services - EPAY (WSCA-CA)
- Police Radar, Lidar, Parts & Equipment (WSCA/WA)
- Procurement Analysis and Consulting Services (WSCA-WA)
- Public Safety Communication Equipment - Radios (WSCA-WA)
- Purchase Card Services (WSCA-CA)
- Satellite Phones (WSCA-UT)
- Small Package Delivery Service (WSCA-UT)
- Software VAR (AZ)
- Telephone Based Interpreter Services (WSCA-WA)
- Tires, Tubes and Services (WSCA-UT)
- Vehicle Lifts and Related Garage Equipment (WSCA-WA)
- Walk-In Building Supplies (WSCA-UT)
- WIC Infant Formula (WSCA-WA)
- Wireless Communication & Equipment (WSCA-NV)



2011 WCSA COOPERATIVE DEVELOPMENT CONFERENCE Tentative Agenda

Scottsdale, Arizona
December 5-8, 2011

Conference Attire: Business Casual

Monday, Dec. 5th

7:30 - 8 am Fuego	Breakfast
8 am - Noon Fuego	WCSA Directors Meeting
Noon - 1 pm	Lunch
1 - 5 pm Fuego	WCSA Directors Meeting

Tuesday, Dec. 6th

Attendee travel day

7:30 - 8 am Earth/Air/Fire	Breakfast (WCSA Directors and Contract Lead Administrators)
8 am - 5:30 pm Taggia Foyer	Registration
8 am - Noon Fuego	WCSA Directors Meeting
8 am - Noon Sky/Star	Contract Lead Administrators Meeting Moderated by Paul Stembler, WCSA/NASPO Cooperative Development Coordinator and Kathryn Offerdahl, WCSA/NASPO Cooperative Development Analyst



Noon - 1 pm
Earth/Air/Fire

Lunch
Directors and Contract Lead Administrators

1 - 1:45 pm
Sky/Star

WSCA Directors & Contract Lead Administrators Meeting

2 - 3:30 pm
Sky/Star

Leading a Sourcing Team (Contract Lead Administrators)
Presented by Richard Pennington

Effective teams share leadership. Yet others often look to individual team leaders for results. This interactive workshop will look at team dynamics and their life cycles, exploring tools used when the team forms, moves into the project execution phase, and then ends: idea expansion techniques, methods of setting priorities and reaching decisions as a team, effective communication, and ways to influence change.

3:45 - 5 pm
Sky/Star

Continuation of Contract Lead Administrators Meeting
Moderated by Paul Stembler, WSCA/NASPO Cooperative Development Coordinator and Kathryn Offerdahl, WSCA/NASPO Cooperative Development Analyst

5:15 - 5:45 pm
Sun/Moon

WSCA for Beginners
Moderated by Paul Stembler, WSCA/NASPO Cooperative Development Coordinator

If this is your first WSCA Cooperative Development Conference, this session will give you insights on how the conference works so you can make the most of your time in Scottsdale.

5:45 - 7:30 pm
Earth/Air/Fire

Welcome Reception (All Conference Attendees & Guests)

Wednesday, Dec. 7th

7:30 am - 4:30 pm
Taggia Foyer

Registration

7:30 - 8:15 am
Earth/Air/Fire

Breakfast

8:30 - 9 am
Water/Elements/Hall

Opening Session
Welcoming Remarks
Introduction of Attendees
Greg Smith, WSCA Chairman

9 - 10:30 am
Water/Elements/Hall

General Session – Double Your Memory
Ron Rosenberg, Business Self-Defense

If you have trouble remembering people's names – or even your own name – then this is the program for you. One of the top-rated sessions at conferences across the country, this highly interactive and entertaining program will help you dramatically improve your memory in just 90 minutes!

Thousands of people have learned these simple techniques that will help you remember names and faces as well as other important details, and recall them days or even weeks later! Here's what you'll learn:

- How to unlock your hidden memory potential
- Five different techniques for remembering product and customer information
- The four simple steps to remembering names and faces – for as long as you need to
- How your new memory skills can translate to dollars on your bottom line

Come prepared to have fun as you learn how to double your memory and create lasting impressions on your customers, co-workers, family and friends!

10:30 - 10:45 am

Break

10:45 am - Noon
Water/Elements/Hall

General Session – Contracts Review
Moderated by Doug Richins, WSCA Cooperative Development Director

We will present information on current and new WSCA contracts, introduce lead administrators, note extensions and rebids and discuss the role of sourcing teams for use with all new and rebid contracts.

Noon – 12:45 pm
Earth/Air/Fire

Networking Lunch

1 - 2 pm
Water/Elements/Hall

General Session – WSCA/NASPO eMarket Center
Moderated by Paul Stembler, WSCA/NASPO Cooperative Development Coordinator

In this session you'll receive an overview of the new WSCA/NASPO eMarket Center and its many functions.

2- 2:15pm

Break

2:15 - 3:15 pm
Water/Elements/Hall

Concurrent Sessions:

Negotiation Skills Session 1 – Conducting the Negotiation
Presented by Dr. Barry N. Smith, Smith Associates

It is essential that procurement staff be able to lead a negotiation. Too often we find ourselves losing control of the negotiation process through sidetracks, interruptions, and long winded discussions that accomplish little. This session seeks to explore a road map of the negotiation process that is more linear by providing an understanding of certain activities that aid and direct the negotiation discussions, including:

- **STEP ONE – Establish Rapport.** Managing tension is essential not only at the beginning but throughout the negotiation process.
- **STEP TWO – Explore.** Creating an atmosphere of free and open exchange of needs and positions is helpful not only to strengthen the relationship but also to establish each party's issues and positions.
- **STEP THREE – Bargain.** Resolving the conflict ranges is the next step in the negotiation process and is the most volatile part of the negotiation due to the presence of conflict.
- **STEP FOUR – Summarize.** Failing to summarize bargaining outcomes may cause misunderstandings in the performance period.

After mastering this process you'll be able to establish rapport with the other party, explore issues and establish conflict ranges, resolve the differences through skillful use of techniques, and summarize to bring the negotiations to a close.

These sessions will be repeated with presentation times of:

2:15 – 2:40 pm

and

2:50 – 3:15 pm

Sky

Office Furniture Contract Overview
Presented by Terri O'Toole, Utah

Star

WSCA/NASPO eMarket Center Hands-On Demo
Mentored by Paul Stembler, WSCA/NASPO Cooperative Development Coordinator

In this self-guided session, you'll be able to sit down at a computer (or bring your laptop) and walk through the new WSCA/NASPO eMarket Center and learn how simple this new eProcurement solution will be to navigate.

Rain

Contract Compliance Contracts Overview
Presented by Kent Beers, Utah

2:15 - 3:15 pm
Fuego **Attorney Work Session**

3:15 - 3:30 pm
Break

3:30 - 4:30 pm
Concurrent Sessions:

Rain

eProcurement Solutions –A Director's Perspective
Panel: Dianne Lancaster, Oregon; Carol Pfarr, Colorado; Christine Warnock, Washington

Join a panel of directors as they offer their unique perspective on developing eProcurement solutions for their states. Hear from these decision-makers as they discuss their role in making the case for eProcurement, the plusses, and pitfalls, you should watch for and more.

Water/Elements/Hall

Sourcing Team Members: How You Can Help Your Team Succeed
Presented by Richard Pennington

There isn't much that gets done without the contributions of other people; certainly not cooperative sourcing projects. Learn the elements of effective team performance and how you can share leadership and help teams and their projects succeed.

3:30 - 4:30 pm
Fuego **Attorney Work Session**

5:30 pm
Lobby **Buses Depart for Dinner**

6 - 8:30 pm
Offsite Dinner
All Conference Attendees & Guests (Casual Attire)

Thursday, Dec. 8th

7:30 - 8 am
Earth/Air/Fire **Breakfast**

8 am - Noon
Taggia Foyer **Registration**

8:15 - 10:15 am
Water/Elements/Hall **General Session: Enthusiasm – Your Secret Weapon**
Paul Vitale, Vital Communications

This dynamic general session will reinforce the importance of genuine enthusiasm for everyday life. Paul illustrates what an optimistic state of mind can and will do for one's work ethic while providing concrete examples of morale-boosting ideas. The information you'll take from this presentation will not only emphasize the importance of efficiency, a positive attitude and a passion toward life, it will also provide you with an incredible advantage in your everyday lives. Paul will discuss topics like enthusiasm as a state of mind, managing situations before they manage you, making good on your full potential, broadening your outreach to others and grasping the "now" rather than the "later." In today's competitive and hectic world, enthusiasm coupled with a positive attitude pays large dividends and leaves an everlasting mark.

10:15 - 10:30 am

Break

10:30 - 11:45 am

Concurrent Sessions:

Water/Elements/Hall

Negotiation Skills Session 2 – Influencing Others
Presented by Dr. Barry N. Smith, Smith Associates

The ability to influence others is a key skill to any negotiator. The inability to persuade others has been the frustration of many a negotiator. This becomes helpful when confronted with differences in how each party wants to resolve any given conflict range.

This course explores 65 techniques which a negotiator may utilize to influence outcomes. These techniques are classified into three categories: Reasoning, Power and Rapport. Research has shown that it is possible to train negotiators to develop these persuasive skills, therefore it is helpful to discover which collection a negotiator has a natural tendency to use. Then, over time, it is possible to learn to study the other party and record their negotiation practices utilizing tools given in the course to establish a negotiator profile which will be useful in preparing for future negotiations with that person to gain a strategic advantage.

In first meetings with other negotiators you will learn tips on how to make adjustments during the negotiations in order to gain your objectives. As you continue to negotiate with certain people over time, you will learn to summarize your observations in order to further develop the negotiator profile of this party. This profile can be shared with others in the organization in the event that they have an opportunity to negotiate with this party.

Rain

Effectively Using Spreadsheets for Analysis
Presented by Richard Carlson, WSCA/NASPO Cooperative Development Analyst; Jason Soza, Alaska

During this session, Richard and Jason will present examples of spreadsheets used to 1) track sales by vendor and/or state and determine

administrative fees; 2) calculate savings and; 3) evaluate/score proposals. In addition to showing examples of these spreadsheets, they will also give tips and advice about how to best utilize these tools.

These sessions will be repeated during with presentation times of:

10:30 - 11:05 am
and
11:10 - 11:45 am

Sky

Wireless Communication and Equipment Contract/Wireless Contract Compliance Overview
Presented by Debbie Gundersen, Utah; and Teri L. Smith, Nevada

Star

WSCA/NASPO eMarket Center Hands-On Demo
Mentored by Paul Stembler, WSCA/NASPO Cooperative Development Coordinator

In this self-guided session, you'll be able to sit down at a computer (or bring your laptop) and walk through the new WSCA/NASPO eMarket Center and learn how simple this new eProcurement solution will be to navigate.

10:30 - 11:45 am
Fuego

Attorney Work Session

Noon - 12:45 pm
Earth/Air/Fire

Networking Lunch

1 - 2 pm

Concurrent Sessions:

Rain

Cloud Computing
Presented by Gary Lambert, Massachusetts

Hear how one of your NASPO colleagues is putting cloud computing technology to work for them. Additionally, as NASPO's liaison to the TechAmerica Cloud Computing Commission, Gary will provide an update on that group's work to date and its goals for the coming year.

Water/Elements/Hall

Ethics in Procurement
Presented by Mary L. Farrar, C.P.M., Nahabit & Associates Inc.

Using both the National Institute of Governmental Purchasers and the Institute for Supply Management's principles and standards of conduct,

this presentation will guide you through a full definition and understanding of ethical issues for procurement officials. Using thought-provoking examples and exercises to stress the importance of a strong focus on ethics in all professional actions, this session will cover topics such as:

- Responsibility to the Employer
- Conflict of Interest Issues
- Perception of Actions by Others
- Gratuities
- Handling of Confidential Information
- Relationships with Suppliers, Co-Workers, and Others in your organization

With thirty years of procurement experience in both government and industry, Mary will use personal experiences to enhance and engage you in discussing this crucial topic.

1 - 2 pm
Fuego

Attorney Work Session

2 - 2:15 pm

Break

2:15 - 3:30 pm
Water/Elements/Hall

What's Your Solution?
Facilitated by Greg Smith, Nevada

Questions will be collected and then shared with the group for suggested solutions. Questions are also welcome from the audience. This is also an excellent forum to gauge interest in new projects.

2:15 - 3:30 pm
Fuego

What's Your Solution? — Attorneys Only
Facilitated by Karen Johnson, Sr. Assistant Attorney General, Oregon

This session will give the attorneys group an informal session to share ideas and ask questions of their peers.

3:30 - 3:45 pm

Break

3:45 - 4:15 pm
Water/Elements/Hall

Conference Wrap-Up

4:30 - 5:30 pm
Oasis Lagoon

Closing Reception
All Conference Attendees & Guests