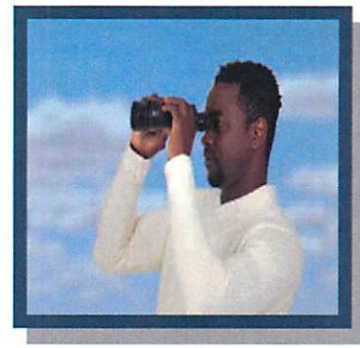
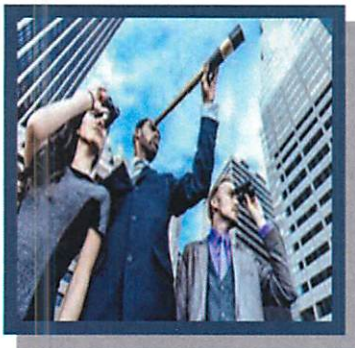


# **Procurement Professionals: Sharing the Vision !**



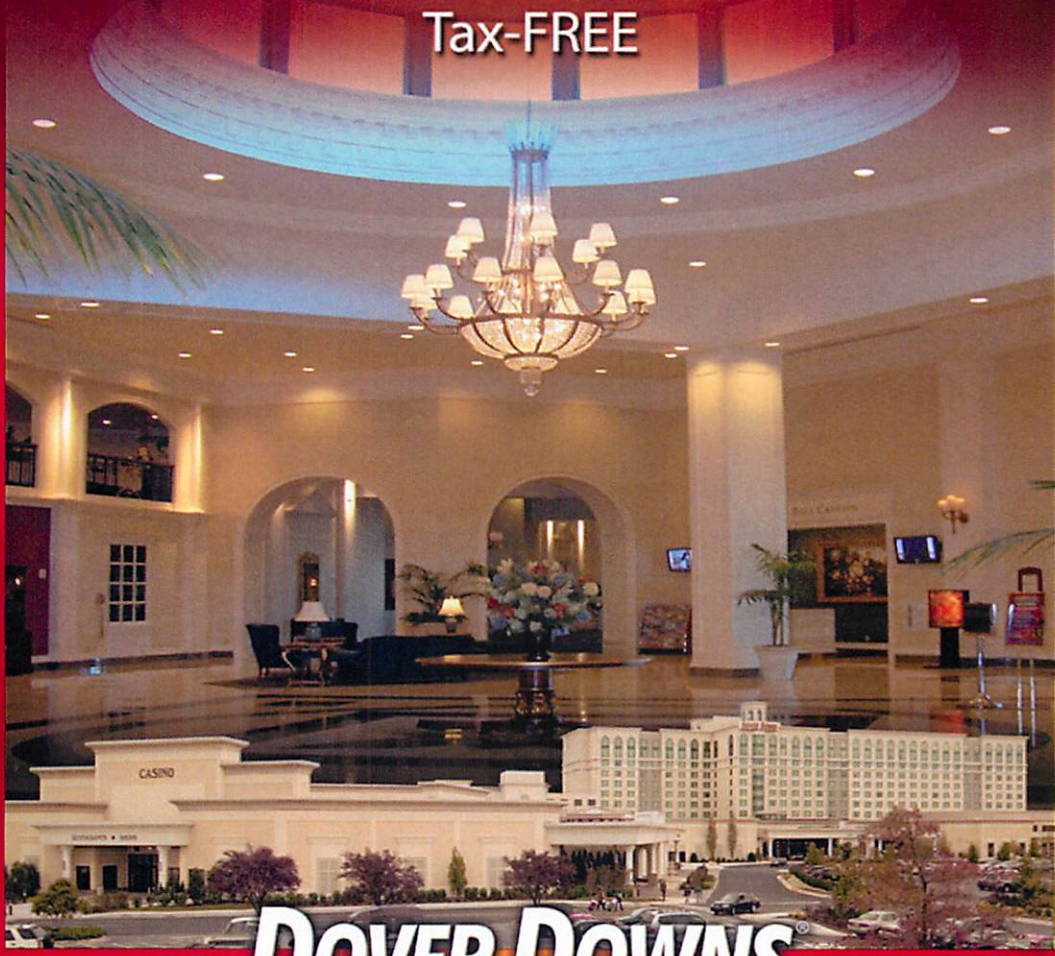
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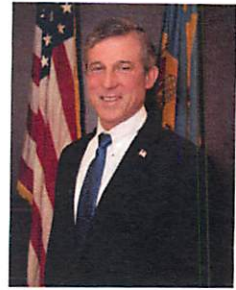
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**JOHN CARNEY**  
GOVERNOR

October 18, 2017

Dear Friends,

It is with great pleasure that I offer my best wishes for the 2017 Institute for Public Procurement (NIGP) Area II Public Purchasing Conference. This is a fitting recognition of the important work and countless contributions of the Delaware Public Purchasing Association and public procurement professionals, and I'm proud to join in welcoming you to the First State.

Public procurement accounts for a significant portion of the global economy, and the work performed by you and others in this field is essential to the sustainability of our financial system. This conference presents a great opportunity to come together to address the most important issues facing the public procurement community, while providing ways for your members to learn and grow professionally. As Governor of Delaware, I am honored to join in recognizing this special event, and I'm grateful for the hard work and dedication of the Delaware Public Purchasing Association and public procurement professionals throughout the region.

Once again, please accept my best wishes for the 2017 NIGP Area II Public Purchasing Conference, and thank you for all you do for our state and region. I wish you all the best for the future.

Sincerely,

John C. Carney  
Governor  
State of Delaware



*Rick L. Grimm, CPPQ, CPPB*  
Chief Executive Officer

October 18, 2017

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Procurement Manager  
Orange County, FL

Welcome to the NIGP Area 2 Public Purchasing Conference!

We are delighted that you have decided to attend this dynamic and very informative event. For the next three days, you have tremendous opportunities to network, share ideas with other public procurement professionals and stay informed on the latest trends and challenges that affect our profession.

This annual event is a tribute to the collaborative efforts of our NIGP Chapter Affiliates in Area II; and this year, it is an honor to have our 2016 NIGP Small Chapter of the Year, the Delaware Public Purchasing Association, serve as hosts! We are grateful for their dedication and commitment to excellence.

I am confident that your attendance at this year's conference will enhance your leadership skills and increase your engagement with other NIGP chapter members. Listen, learn, lead and have fun!

Enjoy your time in Dover. Thank you for being an invaluable part of the procurement community!

Yours in Procurement Professionalism,

**Rick Grimm CPPQ, CPPB, FCIPS**  
NIGP Chief Executive



City of  Dover

OFFICE OF THE MAYOR



October 2017

Greetings!

*It gives me great pleasure to welcome you to the City of Dover for the National Institute of Governmental Purchasing Area II Annual Conference. I am delighted that the Delaware Public Purchasing Association has chosen the Dover Downs Hotel and Conference Center to hold your conference. I assure you that Dover's proven hospitality will be the perfect addition to your activities. If you get a chance, take advantage of the wonderful sites we have, from our downtown historical area to the shopping and dining, along with the 436th Airlift Wing at Dover Air Force Base.*

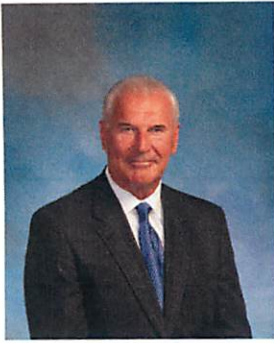
*I commend the dedicated members of this organization. The government relies heavily on procurement professionals to purchase goods and services through the most cost-efficient means possible to benefit taxpayers and give equal access to all service providers through quotations and the bidding process.*

*On behalf of the City of Dover, I hope that you have a successful event, and I offer my sincere best wishes in your future endeavors.*

Sincerely,



Robin R. Christiansen  
Mayor, City of Dover



## City of Wilmington



**MICHAEL S. PURZYCKI**  
Mayor

Welcome all National Institute of Government Purchasing - Region II members!

It is my privilege to address the attendees of the NIGP Region II Annual Conference.

I applaud you as committed members who have gathered here over the course of three days to connect with peers and forge important relationships at the same time you are becoming informed about the latest trends and issues affecting your industry.

Procurement in the public sector plays a vital role in the functioning of a democratic government. Each and every day you ensure that government has the resources necessary to fulfill its unique mission, all the while serving as good stewards of the general public and the tax dollars that allow our respective governing bodies to function.

As mayor of this State's largest city, I am committed to greater efficiency, accountability and transparency in the delivery of government services, and your members are at the forefront of that effort. By managing and spending the public's tax dollars wisely you help to strengthen the essential trust between a people and their government.

While you may not always get the recognition you deserve, know that we could not do the people's work without you. So on behalf of the City of Wilmington and our citizens, I wish you a successful and productive conference.

Sincerely,

Michael S. Purzycki  
Mayor

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mmeyer@nccde.org



October 18, 2017

Dear Friends,

I am pleased to welcome you to the 2017 National Institute of Governmental Purchasing Area II Regional Conference, proudly hosted by the Delaware Public Purchasing Association.

Every year, the agencies you represent purchase millions of dollars of goods and services that keep government working honestly, transparently and efficiently for the residents we serve. In this time, when the need for public services often exceeds available revenue, government must find ways to do more with less. I applaud you for your efforts to share ideas and best practices and your collective work to procure high quality goods and services at the most competitive prices.

We appreciate the impact of government purchasing in supporting local entrepreneurs and growing a more diverse economy. In New Castle County, our purchasing process creates new opportunities for local employers while increasing competition for better taxpayer value. This year, we modernized our bidding requirements to facilitate more supplier diversity and increase local participation in apprenticeship and job training programs. Our county procurement staff established a new interactive bids website ([bids.nccde.org](http://bids.nccde.org)), created an easy-to-join e-mail listserv to market new bidding opportunities and increased county government's outreach to local prospective suppliers and vendors. That's good policy, and it delivers public services honestly, transparently and efficiently.

Thank you for the work you do every day on behalf of the people we serve. Best wishes for a productive conference!

Yours in service,

A handwritten signature in blue ink, appearing to read "Matt Meyer".

Matt Meyer  
County Executive

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# WEDNESDAY, OCTOBER 18, 2017

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7:30 to 9:00 AM	Ballroom Lobby	<b>REGISTRATION</b>
8:00 to 9:30 AM	Ballroom A	<b>Breakfast Buffet</b>
8:45 AM	Ballroom A	~ <b>Opening Ceremonies</b> ~ Ruth Kowalski, CPPB – DPPA President T. Suzette Morris, CPPB, CPPO–Area II Chapter Ambassador Wendy Brown, Clifton Crawford, CPPB, and Kimberly Cuffee – Conference Chairs
9:30 to 9:45 AM		~ <b>BREAK</b> ~
9:45 to 10:45 AM	Session 1A CHESAPEAKE	<b>“Individual &amp; Family Preparation for Disaster”</b> Timothy Cooper, DHSS, Tony Lee, DEMA, Beth MacDonald, DHSS
	Session 1B SILVERLAKE	<b>“Supplier Diversity in Government Procurement”</b> Michelle Morin, Executive Director Office of Supplier Diversity, State of Delaware
10:45 to 11:00 AM		~ <b>BREAK</b> ~
11:00 to 12:00 AM	Session 2A CHESAPEAKE	<b>“Individual &amp; Family Preparation for Disaster”</b> Timothy Cooper, DHSS, Tony Lee, DEMA, Beth MacDonald, DHSS
	Session 2B SILVERLAKE	<b>“Workplace Violence . Survival Tools “</b> Timothy Kerstetter, Detective Terrorism Liaison Office, Delaware State Police
12:15 to 1:30 PM	BALLROOM A	<b>Lunch Buffet</b>
12:45 pm	BALLROOM A Group Session 3	<b>“Purpose and Passion in the Workplace”</b> Sade’ Truiett, Motivational Speaker
1:45 PM to 2:45 PM	Session 4A CHESAPEAKE	<b>“Handling Freedom of Information Act (FOIA) Requests”</b> Max Walton, Esq, Attorney at Law Connolly Gallagher Law Firm, Partner
	Session 4B SILVERLAKE	<b>“Negotiation Strategies 101”</b> Kenneth Anderson, Director Entrepreneurial & Small Business Support, Delaware Office of Economic Development



3:00 to 4:00 PM	Session 5A CHESAPEAKE	<b>"Handling Freedom of Information Act (FOIA) Requests"</b> Max Walton, Esq, Attorney at Law Connolly Gallagher Law Firm, Partner
	Session 5B SILVERLAKE	<b>"Negotiation Strategies 101"</b> Kenneth Anderson, Director Entrepreneurial & Small Business Support Delaware Office of Economic Development

## **THURSDAY, OCTOBER 19, 2017**

7:30 to 8:30 AM	Ballroom Lobby	<b>REGISTRATION (ONE DAY ATTENDEES &amp; VENDORS)</b>
7:30 to 8:30 AM	Ballroom C	<b>BREAKFAST BUFFET</b>
8:30 to 9:30 AM	Group Session 6	<b>"Communication. More Than The Words We Speak"</b> Dr. Patricia M. Buhler, SPHR, SHRM-SCP Professor Goldey Beacom College
9:30 to 9:45 AM	~ BREAK ~	
9:45 to 10:45 AM	Session 7A CHESAPEAKE	<b>"Go Get That. The Value of Knowing Your Customer"</b> Dean Stotler, Director, Government Support Service Office of Management and Budget, State of Delaware
	Session 7B SILVERLAKE	<b>"Cloud Security Procurement"</b> Elayne Starkey, Chief Security Officer Delaware Technology & Information, State of Delaware
10:50 to 11:50 AM	Session 8 SILVERLAKE	<b>"Creative Problem Solving, Discovering Better Solutions to Everyday Problems"</b> Deanna M. Merritt, Ph.D. Professor, Goldey -eacom College
12:00 to 1:00 PM	<b>BALLROOM C</b>	<b>Vendor Expo Luncheon –(Name Badge/ Meal Ticket Required)</b>
12:50 PM		<b>Official Opening of Vendor Expo</b> Mayor of Dover –Robin Christensen
1:00 to 6:00 PM	<b>BALLROOM B</b>	<b>2017 VENDOR EXPO</b>
4:30 to 5:30 PM	<b>BALLROOM B</b>	<b>DESSERT BAR –LOCATED IN THE BACK OF EXPO</b>
5:45 to 6:00 PM	GIVEAWAY BALLROOM B	Vendor Giveaways and DPPA Grand Prize for "STAMP IT" Game– Must visit booths and get stamps on entry form.
6:30 to 9:00 PM	DIAMOND ROOM	<b>Office Basics Evening Social (Conference Attendees Only)</b>

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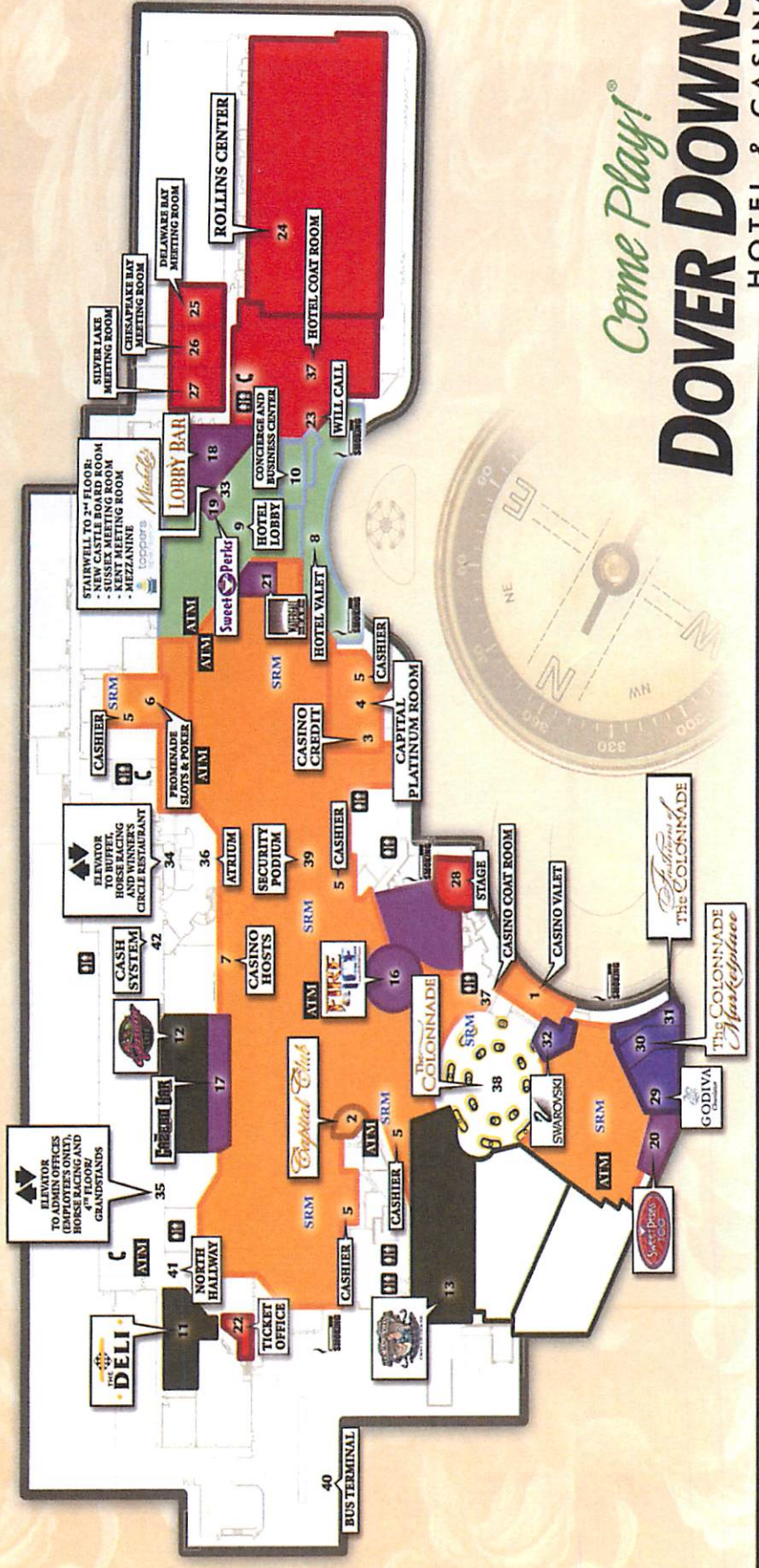


8:00 to 9:00 AM	DIAMOND ROOM	Continental Breakfast
9:00 to 10:00 AM	SESSION 9 DIAMOND	Area II Problem Solving– Clifton Crawford, DPPA Maureen McIlvaine – PAPP Frank Penta– DPPA Juanita Beauford– DPPA
10:00 to 12:00 PM	DIAMOND	Delaware Chapter Meeting / Ambassador Visit T. Suzette Moore–Area II Ambassador

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  - 20. Sweet Perks<sup>SM</sup> Too
  - 21. Waterfall Bar

- MEETING/EVENT AREAS**
  - 22. Ticket Office
  - 23. Will Call
  - 24. "The Master"
  - 25. Delaware Bay Meeting Room
  - 26. Chesapeake Bay Meeting Room
  - 27. Silver Lake Meeting Room
  - 28. Stage
  - 29. Godiva Chocolatier
  - 30. The Colonnade Marketplace
  - 31. Fashions of The Colonnade
  - 32. Swarovski

- ELEVATORS & STAIRWELL**
  - 33. Stairwell to 2<sup>nd</sup> floor
    - Toppers Spa/Salon
    - New Castle Board Room
    - Sussex Meeting Room
    - Kent Meeting Room
    - Mezzanine
  - 34. Elevators to Buffet, Horse Racing and Winner's Circle<sup>SM</sup> Restaurant
  - 35. Elevator to Administrative Offices (Employee's Only), Horse Racing and 4<sup>th</sup> Floor/Grandstands

- MISCELLANEOUS**
  - 36. Atrium
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## Timothy R. Cooper, MA, CEM

Director of the Office of Preparedness  
EMS and Preparedness Section  
Delaware Division of Public Health  
Department of Health and Social Services

Tim Cooper serves as Director of the Office of Preparedness within the Delaware Division of Public Health (DPH), Emergency Medical Services and Preparedness Section. He holds an Associate's Degree in Emergency Services Management from Delaware Technical Community College, a Bachelor's Degree in Emergency Management from Jacksonville State University, and a Master of Arts Degree in Homeland Security from American Public University. Tim is also an Adjunct Instructor at Delaware Technical Community College in the Homeland Defense and Emergency Management Program and serves as Adjunct Faculty at Wilmington University where he teaches Healthcare Emergency Management, a course he developed. Mr. Cooper is a member of the International Association of Emergency Managers (IAEM) where he holds the designation of Certified Emergency Manager (CEM). In addition, he also represents the State of Delaware on the National Association of City and County Health Official (NACCHO) Preparedness Policy Advisory Group.

Tim joined the Delaware Division of Public Health in 2012. He is responsible for managing the Centers for Disease Control and Prevention (CDC) Public Health Emergency Preparedness (PHEP) Grant that funds the office programs. As Director, he oversees three branches including Logistics, Training, and Planning, and additional consultants and technical support staff within the Office of Preparedness. He also services as Operations Section Chief during State Health Operations Center (SHOC) events such as the Hurricane/Superstorm Sandy storm in October 2012 where he coordinated all public health field operations. Mr. Cooper has led efforts to improve capabilities for mass care and working with people with access and functional needs in disaster.

Prior to his work with DPH, Tim served as a Region IV Hospital Preparedness Coordinator with the Maryland Department of Health and Mental Hygiene, Office of Preparedness and Response. While serving as the Coordinator he assisted healthcare partners with regional preparedness activities including managing the Hospital Preparedness Grant Program for the nine counties of Eastern Shore of Maryland. During his tenure, he assisted in the development and sustainment of the health care coalition and several other regional projects to include regional communication, information sharing, public information and warning, and medical surge.

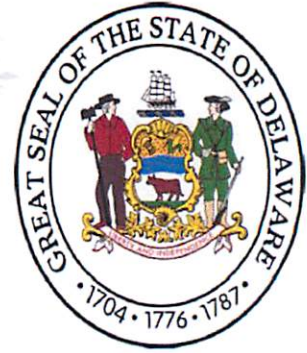
Prior to his work in Public Health, Mr. Cooper he served in various roles within Delaware's Sussex County EMS. His background includes serving as a Paramedic, Shift Commander, Public Information Officer, and Special Operations Coordinator. In addition, Mr. Cooper helped to improve target capabilities such as medical surge, critical infrastructure, and hazardous materials decontamination while serving as the EMS Discipline Lead for the Delaware Terrorism Preparedness Homeland Security Working Group.

Originally from Maryland, Tim now lives with his wife and daughter just outside of Lewes, Delaware. Their family enjoys visiting the beach, traveling, and following the Baltimore Ravens football and Baltimore Orioles baseball teams.



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## Beth Appenzeller Macdonald

Vulnerable Populations Coordinator  
Delaware Office of Preparedness in the Emergency  
Medical Services and Preparedness Section,  
Delaware Division of Public Health.

Beth MacDonald is the first and current Vulnerable Populations Coordinator (VPC) for the Delaware Office of Preparedness in the Emergency Medical Services and Preparedness Section, Delaware Division of Public Health. As VPC, she works with the Office of Public Health Preparedness to assist in Delaware’s disaster preparation and response activities for Persons with Access, Functional, and Medical Needs (PWAFFMN).

She has held positions as the Special Needs Alert (SNAP-911) Coordinator, a first grade teacher, member and Chair of the ICC Birth to Three Council, former Delaware Family Voices Coordinator, and the Delaware Emergency Medical Services for Children Family Advocate Network Representative for which she won national recognition. As a parent of an adult with access and functional needs Beth’s advocacy continues through participation in *Partners In Policymaking* activities and mentoring new program graduates.

She is a *Bright Futures: Guidelines for Health Supervision of Infants, Children and Adolescents, 4th Edition* review team member where she reviewed the updated documents prior to publication to include the needs of families and children with special health care needs.



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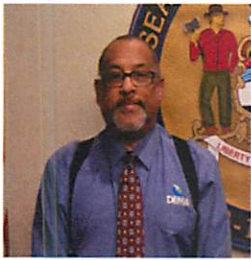


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## Edward A. Lee

Delaware Emergency Management Agency (DEMA)  
State Of Delaware

Edward (Tony) Lee has worked within the emergency management profession as a planner for the Delaware Emergency Management Agency (DEMA) for 12 years. As Principal Planner, for the past 7 years, he serves at the senior management level in the Division for planning activities and policies at the state, regional, and national level. He is responsible for the overarching management of activities for the Division's three planning sections, Natural Hazards, Technological Hazards, and Terrorism Preparedness; facilitating planning strategies, goals, objectives, and development. He integrates State emergency management plans and policies within federal, regional, county, local agencies, and private sector planning processes. He provides oversight and leadership for inter-agency and inter-governmental planning activities ensuring consistency with existing policies and regulatory requirements. Tony formulates strategies that support objectives and activities of State and federal planning/policy, including changes in direction and new initiatives. He also serves as the Division's primary Emergency Management Performance Grant (EMPG) Program Manager, representing the State Administrative Agent (SAA). He provides oversight and assistance to all federal grants administered.

Tony performs duties within the State Emergency Operations Center (SEOC) at DEMA during emergency events primarily as the Planning Section Chief, but has performed duties as Incident Command & support and Operations Section Chief. He is certified to perform duties as the State Coordinating Officer (SCO) and Governor's Authorized Representative (GAR) during major and emergency disasters, representing the State in coordination with federal emergency management counterparts.

Tony served his country in the United States Air Force for 24 years. He retired as a Master Sergeant, First Sergeant from Dover Air Force Base in 2002. He performed duties within various career fields, including: Administration, Services, and Professional Military Education (PME) Instructor. As a PME instructor he taught first and second level supervisors leadership and management, communication skills, and military affairs to over 4,000 students over a five year period. Tony was twice awarded Instructor of the Year for his instructor skills and student development. As a First Sergeant, he was responsible to the Commanding Officer for the discipline and standards of over 100 enlisted personnel within his squadron.

Tony holds four academic degrees:

- Bachelor of Science in Workforce Education and Development from Southern Illinois University
- Associates of Science Degree in Human Resources from the United States Air Force Community College
- Associates of Science Degree in Instructor Technology from the United States Air Force Community College
- Associates of Science Degree in Services Management from the United States Air Force Community College

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**Michelle N. Morin, M.B.A.**

Executive Director  
Office of Supplier Diversity  
State of Delaware

Michelle N. Morin, M.B.A. is the Executive Director of the State of Delaware Office of Supplier Diversity where she ensures access to state government contracting opportunities for businesses owned 51% or more by minorities, women, veterans, service disabled veterans, individuals with disabilities, and uniquely-sized small business entities. During her commitment, Delaware spend increased by 281%, from base year FY2013 at \$75Million with diverse firms to \$287Million at end of FY2017 with diverse and small business enterprises. Michelle sits in participant or advisory roles on 10 different councils, boards, and commissions.

Michelle’s supplier diversity experience spans state procurement, certification, strategic planning, reporting, outreach, inclusion, and creation of policy and methodologies. Michelle interacts nationally with fellow supplier diversity and procurement professionals within the National Association of State Procurement Officers (NASPO) and through quarterly Diversity and Inclusion centric conference calls with her peers. During the past 4 years of her tenure, Michelle and the office have been honored with 5 awards including: “Small Business Champion; “Most Powerful and Influential Woman”; “Shining Star”; “Employee of the Quarter”; and “Entrepreneurial Advocate of the Year”.

Michelle is in her 17<sup>th</sup> year teaching at the post-baccalaureate level and her 6<sup>th</sup> year as a Fairness Reviewer for the LSAT exam. Michelle strives to create community, build relationships, and act as a B2B and B2G matchmaker by uniting resource partners and business owners to continue economic opportunity advancement at all levels.





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