



DELAWARE CONNECTIONS

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.

QUARANTINE EDITION



www.dppa1.org

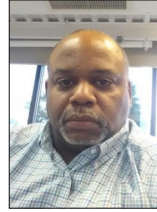
Procurement Newsletter for The First State

NIGP Chapter #77



“A Word From The President”

Clifton Crawford, New Castle County Government



Our fourth quarter meeting was held using Zoom, and I would like to thank the members that were able to attend. I also would like to give a special thanks to our Chapter Meeting Sponsor Emmanuel Pressley and Steve Tran of **DemandStar Corp.** During the meeting we discussed the 2021 Strategic Plan and the 2021 budget which was passed by the Board Members. One of our strategic goals for 2021 is to increase membership by having a membership drive. More information to come.

In addition to our bi-quarterly food drive; we will award the “**Greta Iplenski Scholarship**”, a five hundred dollar scholarship to a college student during our Area II Conference in 2021. We hope to host an in person Area II Conference in the fall. Please contact the Conference Committee Chair if you’re interested in volunteering, there’s a few positions still available. Also don’t forget, if you ever have any questions about a contract or active bid, please reach out to your fellow chapter members. We all have various resources we can pass on to one another.

I wish everyone a happy and safe holiday and hope to see you soon.

Cliff

December Meeting Sponsor



Chapter Sponsors



In This Issue

- Chapter Sponsor..... 2
DemandStar
- 2020 Area Conference.....3
Hosted by Washington DC
- Chapter News.....4
- And Finally.....6



NIGP
Official Chapter

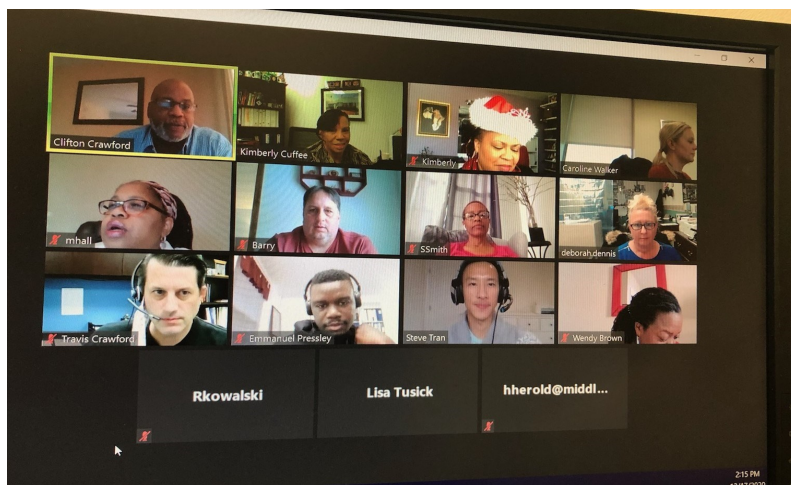
“DemandStar Sponsors Last Chapter Meeting for the Year “!



Our final meeting of 2020 was held Thursday, December 17th. We were honored to have the meeting sponsored by Emmanuel Pressley and Steve Tran from *DemandStar*. During the meeting they provided an online presentation and brief overview on the many procurement benefits offered by DemandStar.

DemandStar has been connecting businesses with local governments since 1998. The *DemandStar* system provides current information to potential customers, consultants, and other types of vendors, as well as the general public. This system will allow you to receive the information quickly, at your convenience, whenever and wherever you choose, 24 hours a day, seven days a week. DemandStar is an automated vendor list categorized by specific commodity or service offered. Businesses who have subscribed to the vendor list are notified by fax or e-mail whenever a formal sealed bid has been issued for the commodity or service offered by the vendor.

DemandStar connects government procurement agencies with business suppliers and it is free to sign up to post an electronic bid (E-Bid) or submit a proposal. For more information on all the benefits and how to sign up, please contact Emmanuel D. Pressley *Government Development Manager* at (240)-433-3379 or feel free to email him at EPressley@DemandStar.com (*More information regarding DemandStar can be viewed on our website under the “Members Only” Section*)



Chapter Zoom Meeting held Thursday, December 17, 2020 @ 2:00 PM

DEMAND STAR BENEFITS

Access More Qualified Suppliers:

Connect to a vibrant community of qualified suppliers, increasing competition and control for your bids, RFP's, quotes and more.

Save Money & Increase Staff Productivity:

Comprehensive online solicitation management tools, including bid broadcasting, tracking, management, plan/spec distribution and award notification, For Free!

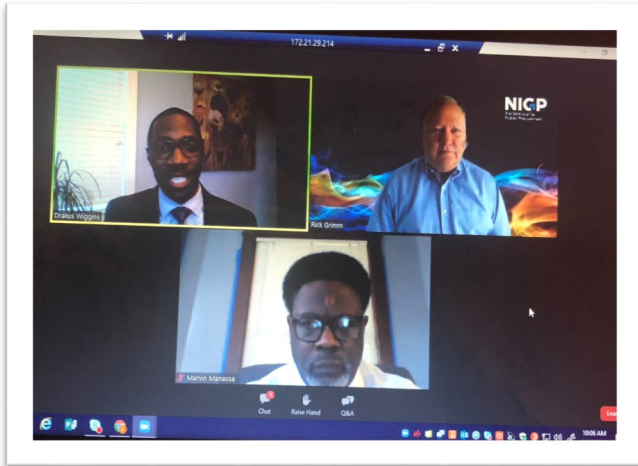
Business Diversity:

Powerful tools to manage and expand your supplier diversity program, with instant access to a community of small, minority, women and veteran owned business.

ADA Compliance:

Make your bids, RFP's and quotes perceivable, operable, understandable and robust in less than 5 minutes.

Thank You
TO OUR SPONSORS



2020 Area 2 Virtual Conference

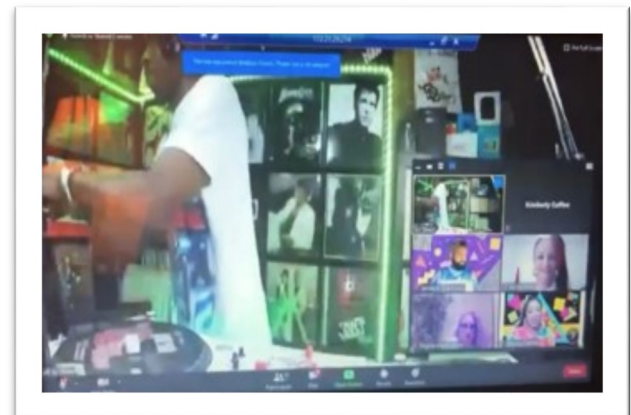
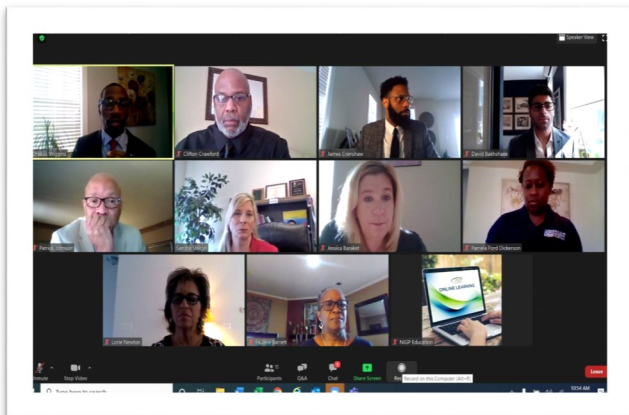
Hosted by : Washington DC Chapter of NIGP
November 4 – 6, 2020

Due to COVID-19 restrictions, Washington DC decided to host the 2020 Area 2 three day conference virtually using Zoom. During the opening ceremony, attendees received a warm welcome from Drakus Driggins, President of Washington DC Chapter and Rick Grim, CEO of NIGP .

Each day started at 10:00 am and ended at 4:00 pm with a social hour each night. **Day One** virtual courses were **Market Volatility– Supply Chain Undercurrent** by Marvin Manassa and **Appropriation Law for Acquisition Professionals** by Steven Green. **Day Two** was **Growing an Efficient Procurement Card Program** by Reuben Affiah, and **The Emotional Embrace** by Tieko Nejon. **Day Three** ended with **Procurement Training and Current Trends** by Jordan Henson and **Resilient Leadership Through Change** by Brittany Cole.

On the final day there was a special panel session with their sponsors which allowed the sponsors to interact directly with the panel. There was also a SCAVENGER HUNT, which required everyone to research the various sponsors sites for the answers. An Amazon Echo was the prize. While away from the on screen learning to keep everyones mind and body in shape and active, there were courses such as **Body Flow / Chair Yoga**, **30-Minute Mindful Rest for the Body** and **30-Minute HITT Training**.

Since 2020 was nothing but a year of challenges dealing with remote working and social distancing. we would like to commend the Washington DC Chapter of NIGP for pushing forward and adapting to the world of virtual conferences. The next Area 2 Conference will be hosted by Delaware in 2021 and hopefully we can do it in person.



Pictures are from the Vendor Session with Chapter Presidents and Virtual Social Hour held each night by DJ Skaz Digga.

Chapter News & Updates

2020
YEAR IN REVIEW

Many of us are glad to turn the page on our calendars in hopes of seeing COVID in our rear view mirrors and a mask free future. While many of us scrambled relentlessly to order PPE, hand sanitizers and anti-bacterial soaps for our offices, outside of work was where the real struggle began. In search of toilet paper and paper towels, bottles of rubbing alcohol or anything we could get our hands on to clean, left most of us stressed.

We never ever would have imagined we would be working from home in our pajamas, mastering the art of Skyping and for some, becoming educators to our children. Not to mention every time someone near us coughed or sneezed we wondered if they were getting sick or just dealing with allergies or a dry throat.

We missed out on attending many special events such as graduations, BBQ's, engagements parties and even postponed our vacations. We missed celebrating the 75 Anniversary of NIGP at the annual forum in St. Louis and attending local educational seminars but through it all, this year has made us all stronger, very creative, more resourceful people.

One announcement we would like to highlight is the retirement of Wendy Brown, former First VP. While working for the State of Delaware, Wendy held the position of Contract Administrator for the Department of Health and Social Services for 15 years and has been a member of the chapter since 2006. She has served on various committees such as our Conference and Educational Committees and was one of our instructors at our Educational Seminar in 2018. We would like to wish Wendy the best as she entered into her new career in the healthcare field and we look forward to having her as one of our many distinguished retired Chapter Members.

Congratulations, Wendy!



And Finally...

Tips on Telecommuting



Many of us throughout the state have learned that working remotely is different than we expected and that it requires specific skills and habits. The following tips will help you focus and get to work while at home.

- 1. Define your workspace.** It can be easy to sit on the sofa with your laptop and expect to get work done. Experienced teleworkers will tell you they tried that and it simply doesn't work! Establishing a workspace, even if it is your kitchen table, gives your brain a cue that it is time for work and not play. Check out Environmental Health & Safety's ergonomic tips for setting up a home office.
- 2. Master the basics.** Plan for a video call/meeting by making sure you know how to turn on your computer's camera and microphone and being aware that your colleagues may be able to see the background behind you
- 3. Set daily goals, track them and share your progress.** Start each day of telework by writing down what you need to achieve and then track your progress. Pay attention to how long tasks take you and start adjusting your daily goals to match your current rhythm. Communicate with your supervisor and/or colleagues if you think your telework plan needs to be adjusted.
- 4. Eliminate distractions.** Depending on your living arrangement, you may need to hang a "do not disturb" sign so your family members don't interrupt you. Pets often need a closed door to keep them away and you might need headphones to block the neighborhood noise.
- 5. Prioritize privacy.** Whether you are in your home or a common area, take five minutes to assess the privacy of your workspace. Can someone standing behind you read your computer screen? Your personal privacy matters too, so see if there is anything around you that you would not want visible during a video conference with your boss.
- 6. Stay connected.** Many people say they do not call or instant message colleagues who are working remotely because they don't want to bother them. Remember, they are working, not vacationing at home! You should feel confident about calling or messaging an employee who is teleworking anytime you would walk to their office or call them if you were working on-site.
- 7. Dress for work.** Just like sitting on the couch can make us feel a little too relaxed, wearing pajamas all day makes it hard to get into work mode. Dressing casually is definitely a perk of working at home but getting "ready for work" is a daily ritual that many teleworkers swear by.

And Finally....Remember, if you are required to come into the office a certain number of days, make sure to keep the schedule. When others know when you will be in the office this allows them to schedule to hand off projects or issued work to you. Moreover, and it allows others to know when the work you have completed will be returned. If it is a requirement, make sure to wear your mask and be respectful to those in your office who are not or can not work from home. Remember, Telecommuting is new to all of us and in some cases it is a privilege which could end as quickly as it started.

Take Care & Stay Safe!



2020 -2021

Officers & Committee Members

President

Clifton Crawford

First Vice President

Kimberly Cuffee

Second Vice President

Ruth Kowalski

Financial Treasurer

Deborah Dennis

Recording Secretary

Kimberly Jones

Membership Committee Chairperson

Barry Wolfgang

Website /Newsletter Chairperson

Kimberly Cuffee

Editor-in-Chief

Barry Wolfgang

Sponsorship Chairperson

Sussanne Jara

Budget Chairpersons

Lisa Tusick & Amy Cresto

Electronic Media Chairperson

Rhonda Figueroa

Education Chairperson

Travis Crawford

Make sure to check out the Chapter website @www.dppa1.org

