

NEWSLETTER

SUMMER 2024 / 4TH EDITION

NYSAMPO.US

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SAMPO is dedicated to the ongoing support of our membership through education, certification and networking opportunities. The New York State Association of Municipal Purchasing Officials (SAMPO) continues its tradition as the leading resource for New York State's public procurement professionals.

As government purchasing continues to evolve as a highly specialized career controlled by unique regulations, guidelines and professional standards, SAMPO supports its members in this important endeavor by raising and maintaining the ethics of the profession, fostering the development of fair and open competition by using applicable uniform codes, laws and procedures, and achieving recognition of the purchasing profession in all public agencies.

A Letter from SAMPO's President - Carolyn Secor

**“The event
was
particularly
special as it
brought
together past
presidents”**

Dear Members of the SAMPO Community,

As the President of SAMPO, it is my distinct pleasure to reflect on the success of our recent annual conference in Lake George. This event was particularly special as it brought together past presidents, honoring their contributions and creating a space for recognition, idea sharing, networking, and collaboration in line with our mission.

First and foremost, I would like to extend my heartfelt gratitude to our Board of Directors, Executive Board, committees, regional representatives, and all of our incredible volunteers. Your hard work and dedication were instrumental in making this conference a resounding success. It is your contributions that sustain the spirit and progress of SAMPO.

I am delighted to announce some changes to our team. Donna Thompson, who has done an outstanding job as Assistant Region 3 Representative, has now stepped up to become the Region 3 Representative. We are also pleased to welcome Christy Vassallo, Keith Eversley & Nina Wells, new volunteers, who will be taking on the roles of Assistant Region 1, Assistant Region 2 & Assistant Region 3 Representative respectively. Their enthusiasm and fresh perspectives are already proving to be invaluable assets to our organization.

Looking ahead, we are eagerly anticipating our next major event on Long Island. This gathering will continue the momentum we have built and serve as a platform for innovative ideas and collaboration. Additionally, we are exploring the possibility of hosting a western conference, which may be held either in person or virtually, to ensure inclusivity and broad participation.

Thank you once again for your dedication and support. Together, we will continue to advance our mission and achieve new heights.

Carolyn Secor, President

COMMITTEES

Scholarship Committee

The Scholarship Committee collects applications from members and awards scholarships based on need.

Many scholarships for 2024 have been used already! If you have not indicated what you plan on using yours for, please advise Donna Thompson.

Donna.Thompson@essexcountyny.gov

Scholarship Recipients are encouraged to volunteer at any SAMPO Conference they attend.

Membership Committee

The Membership Committee works to recruit, onboard and retain SAMPO members and follows up with rationale for expired memberships.

Finance Committee

The Finance Committee sets forth an annual membership dues schedule to support the services and activities provided by SAMPO. Chaired by the Treasurer, the committee also assists the President in developing the annual budget.

Communications Committee

The Communications Committee is a group of SAMPO volunteers who strive to bring you fresh and exciting content. From our Word of the Week, Weekly Tidbits, quarterly Newsletter, email blasts, announcements and more, our goal is to find ways to make everything about SAMPO and public procurement enjoyable to read. Ideas for articles, want to share member achievements, or wish to write a piece for an upcoming Newsletter? All types of volunteerism is always welcome! communications@nysampo.us

Pro-D Committee

The Professional Development Committee, also known as "Pro-D" handles the organization and development of all SAMPO events, conferences and educational offerings. Our events are as successful as they are because of the hard work and dedication of this group of volunteers committed to your professional development.

Interested in giving back? Fill out a [volunteer application](#) on the SAMPO website to join one of our committees.

EVENT SPOTLIGHT - LAKE GEORGE

On behalf of the SAMPO Board, thank you to everyone who attended our Annual Conference in Lake George! We had a wonderful turnout!

We're thrilled we can bring you great motivational keynote speakers, educational classes and networking events that not only keep us up to date with our profession but allow for fun in the process.

We hope each of you enjoyed everything the conference had to offer, including the always enjoyable dinner boat cruise and, of course, the networking opportunities with our peers and vendors.

Be on the lookout for information on our upcoming conference in the Fall. We hope to see all of you again in Long Island!



EVENT SPOTLIGHT - LAKE GEORGE



NYSAMPO Past Presidents: Laurie Conley, John Flynn, Jeanne Carroza, Doug Sippel, Mark Sachetti, Karen Storm, Paul Apicella and Lorraine Hein



EVENT SPOTLIGHT - LAKE GEORGE



EVENT SPOTLIGHT - LAKE GEORGE



WELCOME NEW MEMBERS

Welcome!

Michael Bagley

Jeannie Biddiscombe

Colleen Bentley-Ciccone

Brenda Burg

James Carpinello

Briana Chittenden

Christina Cona

Samantha Dalbano

Peter DiResta

Kathleen Dunn

Alexis Hawley

Caren Hill

Zach Kittleman

Greg Helton-
knight

Cherie Luiso

Amy Molinari

Claudia Moodie

Denise Murray

Karen Naffziger

Amanda O'Grady

Karalyn Peek

Michael Plochocki

Elizabeth Rice

Ashley Saville

Jennifer Serio

Regina Stecher

Robert Stein

Paramanand Davo Sukram

New members who attended the Annual conference.



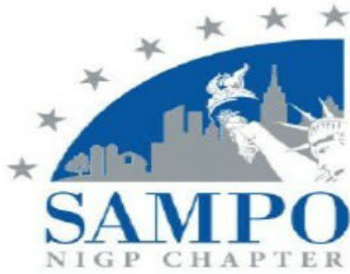
We're so happy you've joined us!

MEMBER SPOTLIGHT

Congratulations to our members who obtained certifications in 2024

Gina Klug is a Purchasing Agent for Smithtown Central School and earned a CPPB certification through NIGP.

SAMPO loves to highlight our member's achievements. If you or another member have rece



SAVE THE DATE FOR THIS GREAT EVENT!!
Long Island Regional Conference
At the East Wind Long Island
November 13-15, 2024

CALENDAR OF EVENTS

A look at what's on the Horizon...

Joint Chapter Emerging Professionals Roundtable Session

June 13, 2024

12:00 PM EDT – 1:00 PM EDT

Joint Chapter Emerging Professionals

Roundtable Session

Are you new to public procurement,
less than 5 years?

Are you interested in creating a
pipeline for future leaders?

Are you interested in engaging and
developing with other emerging
professionals within the public
procurement industry?



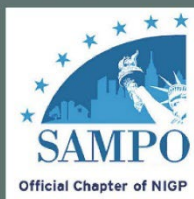
**Presented by New York SAMPO &
Washington State NIGP Chapters**

Date

June 13th

Time

**09:00 AM (PST)/
12:00PM (EST)**



**Register at the Washington
State NIGP Chapter**

Lourdes Webinar: Come A Master Of Hiring

June 13, 2024

1:00 PM EDT – 2:00 PM EDT

From Chief Procurement Officer ...to author
...to Coach/Speaker/Trainer/Consultant.

Lourdes Coss spent two decades of her 27-year government career leading transformations for some of the largest public agencies in the US including the City of Chicago, City of Houston, Cook County, University of Illinois, and the Public Building Commission of Chicago. She is highly respected for her accomplishments in the field and value-centered leadership.

Lourdes is the author of "Procurement Methods: Effective Techniques" and a sought-after speaker/coach/trainer/consultant. Her leadership experience is complemented by a John Maxwell team certification; and is a JMT Independent Executive Director and founder of M. L. Coss and Associates, LLC.

Lourdes is the recipient of the 2016 Spirit of NIGP Award, NIGP 2018 Integrity Award, and recognized by Thinker360 as one of the "Top Women Thought Leaders in Procurement to Follow in 2020". She is the Vice-Chair of the NIGP Talent Council Leadership Committee, NIGP instructor, and consultant.

Post-pandemic you may see her at a local Cafe working on her next book, her blog, or on ideas for her podcast.

CALENDAR OF EVENTS

Specialization Certificate: Job Order Contracting

June 18, 2024

8:00 AM EDT – 5:00 PM EDT

Learn to establish a Job Order Contracting Program and communicate with Supplier about opportunities.

Regional Round Table

July 9, 2024

12:30 PM EDT – 1:30 PM EDT

Open to all regions! Please join us quarterly for open roundtable discussion related to Municipal or School District Procurement.

Reviewing Cooperative Contracts for Compliance with New York State General Municipal Law

July 18, 2024

9:00 AM EDT – 5:00 PM EDT

Or

August 7, 2024

9:00 AM EDT – 5:00 PM EDT

The following topics will be covered:

- Key Concepts related to cooperative contracts and piggybacking.
- Understanding the importance of compliance
- Benefits and challenges associated with cooperative bidding and piggybacking.
- Best practices for ensuring compliance.
- Key provisions of New York State General Municipal Law related to cooperative bids and piggybacking.
- The New York State Comptroller's Guidance on "piggybacking"
- Overview of the Cooperative Contract Marketplace
- Roles and Responsibilities for ensuring compliance.
- Cooperative Contract review essentials
- The Compliance Review Process
- Advanced Issues in Contract Compliance
- Technology and Tools for Review Compliance

CALENDAR OF EVENTS

Lourdes Webinar: Supplier Performance Evaluation Made Easy

August 1, 2024

1:00 PM EDT – 2:00 PM EDT

Gain valuable insights and actionable tips that will transform your approach to supplier performance evaluations. In this webinar, we will explore practical and easy-to-implement strategies that will change and the way you assess and manage supplier relationships.

Emerging Professionals Round Table

September 4, 2024 and

October 4, 2024

12:00 PM EDT – 1:00 PM EDT

Lourdes Webinar: Active Listening: The Cornerstone Of Effective Coaching

September 5, 2024

1:00 PM EDT – 2:00 PM EDT

Discover how the art of active listening can unlock a deeper level of understanding, trust, and collaboration with your team. Gain invaluable insights into the techniques and strategies that will help you ask the right questions, empathize, and guide with precision.

Lourdes Webinar: The Unveliling The Five Elements Of Success

November 7, 2024

1:00 PM EDT – 2:00 PM EDT

In this webinar we will discuss the path to unparallel success. We will delve into the transformative power of effective communication, the art of equipping yourself and others, the game-changing impact of positive attitude, the essence of exceptional leadership, and the profound role of relationships in the journey towards success. Source: John Maxwell's R.E.A.L. Program.

Lourdes Webinar: Today's Decisions, Tomorrow's Triumphs

December 5, 2024

1:00 PM EDT – 2:00 PM EDT

Learn how to plant the seeds of success today, so you can reap the rewards tomorrow. This webinar is your roadmap to understanding the significance of your present in crafting the future you desire. We will explore the critical role your choices and decisions play in shaping the life you envisioned. Source: Today Matters

Committee Update

LEGISLATIVE UPDATE:



By SAMPO Legislative Committee

The extender language for GML §103(1b), §103(3) and §104 has been introduced by the Assembly and Senate on May 7, 2024. The bill numbers are as follows: Assembly Bill. No. 10283 and Senate Bill No. 9233. The SAMPO Legislative Committee will continue to check these bills and an email will be sent out to the membership once they have passed.

JOB OPPORTUNITY

DIRECTOR OF PURCHASING AND GENERAL SERVICES

1 Position

Full Time

[APPLY](#)

Posted: 5/15/2024

Town of Colonie

DISTINGUISHING FEATURES OF THE CLASS: The Director of Purchasing and General Services is responsible to supervise the activities of the Town's General Services Department. These activities include services to a variety of Town departments for Purchasing, encompassing the development of bids, proposals, quotes and related responsibilities, as well as responsibility for Facilities Operation. Work is performed under the administrative supervision of the Town Supervisor with a high level of independence to set department policies and establish practices. The Director ensures that Town purchasing activities comport with applicable New York State laws and regulations. Supervision is exercised over section supervisors and a small clerical staff. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Confers with department heads and their representatives on departmental needs for goods or services;
Prepares specifications for public bidding;
Interviews sales representatives and vendors;
Oversees advertising for bids;
Recommends the award of contracts after studying bids submitted;
Solicits quotations for supplies, materials, equipment and services;
Assures compliance with all laws, policies, rules, regulations or practices affecting purchases for the Town of Colonie;
Monitors trends in Town purchases and recommends policy or practice to either amend or modify;
Provides administrative supervision to Facilities Operations section and Purchasing section;
Responds to requests from Town departments for service from one of the Department sections;
Advises Town departments of General Services Department's policies and practices;
Provides budgetary projections and assures Department expenditures are proper;
Participates with section supervisors in discussions or negotiations with outside vendors or contractors;
Advises Town Supervisor in establishment of Capital Improvement Budget for various Town buildings and properties;
Participates in labor relations matters involving department employees;
Administers provisions of labor agreements;
Maintains appropriate records;
Prepares a variety of reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the business principles and practices applied in Facilities, Purchasing and Operations; ability to manage and direct a large diverse municipal department; ability to evaluate a diverse Town department and make changes as necessary; ability to plan, assign, and supervise the work of others; ability to keep accurate records and make oral and written reports.

MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree in Business Administration or a related field; AND six (6) years of significant management experience in a large diverse organization, with primary responsibility for purchasing, development and implementation of requests for bids and proposals, and contract administration; with two (2) years of which must be in a supervisory capacity.

Note: The degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. The candidate must pay the required evaluation fee.

Town of Colonie
Personnel Officer
Adopted 1/26/23
Amended 4/29/24

JOB OPPORTUNITY

ASSISTANT PURCHASING COORDINATOR

1 Position

Full Time

[APPLY](#)

Posted: 5/14/2024

Shenendehowa CSD

Shenendehowa Central School District has an anticipated vacancy and is now accepting applications. The District is seeking culturally proficient individuals who actively foster an engaging environment where students can develop confidence in their own success consistent with the Profile of a Shenendehowa Employee.

Job Responsibilities

The position assists the Purchasing Coordinator with the inventory and purchasing program of the District with considerable leeway to carry out the details, requiring careful judgment and keen attention to detail; responsibilities may include:

- Maintains purchasing records including inventory system, fixed assets, vendor contracts and bid lists with the ability to produce reports;
- Communicates with stakeholders to identify procurement needs and conducts bid process;
- Prepares work orders for completed bids for staff; unbox, verify receipt of items, process documentation for payment and resolving item discrepancies with suppliers;
- Supervises the performance of warehouse staff and reviews, prioritizes and assigns duties on a daily basis;
- Responds to purchasing requests, review purchase requisitions for pricing and contract information to ensure purchasing guidelines and procedures are followed;
- Uses various tools and resources to assist with purchase requisitions, purchase orders, pricing, and inventory maintenance and reporting;
- Operates lift equipment and hand jack to move warehouse inventory and ability to physically lift and move heavy loads (50+lbs) frequently;
- Maintains positive communications (verbal and written) with a variety of stakeholder groups including vendors, staff and administration; and additional responsibilities as required.

Compensation & Benefits

Step 1 (\$58,021/yr) - Step 7 (\$66,500/yr)

SUSA Collective Bargaining Agreement

Certifications/Qualifications

Associate's degree (or higher) from a regionally accredited registered college or university in Business Administration, Accounting, Purchasing & Materials Management or closely related field and seven (7) years large scale purchasing/inventory experience. Comprehensive knowledge of market and trade conditions, current business methods with aptitude for learning modern technologies and applying best practices for purchasing and inventory. Ability to plan and supervise the work of others and establish and maintain good working relationships with colleagues, administration, and vendors. Highly organized with keen attention to details. Exhibits good judgment, mental alertness, dependability, tact, and courtesy. Physical condition commensurate with the responsibilities of the position.

Application Deadline – May 12, 2024

THIS WILL BE A PROVISIONAL APPOINTMENT In order to be appointed permanently to this competitive position the individual must take the Saratoga County civil service exam for the job classification of Assistant Purchasing Coordinator and be reachable on the resulting Saratoga County civil service list.

All interested internal applicants must apply through SchoolFront.

All interested external applicants must register and apply through RecruitFront.

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Anticipated Start Date – June 5, 2024

For more information, please visit our website at www.shenet.org. If you need additional assistance in applying for this position through RecruitFront please refer to the Applicant Training Videos or reach out to the Office of Human Resources at (518) 881-0650 for support.

Shenendehowa Central School District is an equal opportunity employer. It does not discriminate against applicants or employees on the basis of age, race, creed or religion, color, national origin, sexual orientation, military status, gender, disability which can be reasonably accommodated without undue hardship, genetic predisposition or carrier status, marital status or any other classification protected by law.



Helpful Links

- ♦ [New York State Comptrollers Office](#)
- ♦ [Handbook OSC Local Government Management](#)
- ♦ [New York State Office of General Services, OGS](#)
- ♦ [National Institute of Governmental Purchasing \(NIGP\)](#)
- ♦ [NIGP's Learning Central](#)
- ♦ [Global Best Practices](#)
- ♦ [National Association of State Procurement Officials \(NASPO\)](#)
- ♦ [The Universal Public Procurement Certification Council \(UPPCC\)](#)
- ♦ [NYS GFOA Legislative Watch](#)
- ♦ [NYS Consolidated Laws](#)
- ♦ [Commonly Used Procurement Terms](#)
- ♦ [ACRONYMS USED IN PROCUREMENT](#)
- ♦ [Piggybacking Law](#)
- ♦ [Guide Purchaser Notification Service \(PNS\)](#)

For Schools & BOCES

- ♦ [Education Law, Rules and Regulations](#)
- ♦ [NYSED Educational Management Purchasing](#)
- ♦ [NYSED P-12 News](#)
- ♦ [Pupil Transportation Contracts](#)

