



DuPage Water Commission

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AGENDA

**ADMINISTRATION COMMITTEE
THURSDAY, AUGUST 14, 2008
7:00 P.M.**

**600 EAST BUTTERFIELD ROAD
ELMHURST, IL 60126**

- I. Roll Call
- II. Approval of Minutes of June 12, 2008
- III. National Institute of Government Purchasing
- IV. Other
- V. Adjournment

COMMITTEE MEMBERS

L. Hartwig, Chair
D. Zeilenga
E. Chaplin
W. Murphy

Board/Agendas/Administration/ADM0808.DOC

All visitors must present a valid drivers license or other government-issued photo identification, sign in at the reception area and wear a visitor badge while at the DuPage Pumping Station.

**MINUTES OF A MEETING OF THE
ADMINISTRATION COMMITTEE
OF THE DuPAGE WATER COMMISSION
HELD ON JUNE 12, 2008**

The meeting was called to order at 7:00 P.M. at the Commission's office located at 600 East Butterfield Road, Elmhurst, Illinois.

Committee members in attendance: E. Chaplin, W. Murphy, and L. Hartwig

Committee members absent: D. Zeilenga and L. Rathje (*ex officio*)

Also in attendance: R. Martin and M. Crowley

Commissioner Chaplin moved to approve the Minutes of the May 8, 2008, Administration Committee meeting. Seconded by Commissioner Murphy and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

With respect to the Commission's Purchasing Policy, Staff Attorney Crowley summarized the policy by noting that a competitive bidding or other specialized procurement process is required when procuring:

- Engineering, architectural, and surveying services unless a satisfactory pre-existing relationship exists with the proposed consulting firm, or the reasonably estimated cost of such services is less than \$25,000.00, or the services are required in connection with an emergency declared by Board resolution
- Contracts for the acquisition, construction, extension, repair, or replacement of the Waterworks System
- Contracts for other supplies, material, or work in excess of \$20,000.00 except contracts for personal services or services rendered in a professional capacity such as accounting, engineering, or legal services

Staff Attorney Crowley additionally noted that Board approval is required for all contracts

- For professional services
- For the acquisition, construction, extension, repair, or replacement of the Waterworks System and, if such contracts are in excess of \$100,000.00, the Commission's special affirmative vote is required (Affirmative Majority of the Appointed Commissioners, containing the votes of at least 1/3 of the County Appointed Commissioners and 40% of the Municipal Appointed Commissioners)

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- For supplies, material, or work in excess of \$20,000.00 if (a) the procurement procedures of the Commission's By-Laws were not followed; or (b) only one sealed quotation is received; or (c) the vendor is a sole source; or (d) the purchase was not included in Annual Management Budget or would exceed the amount budgeted

In relation to both the Commission's Purchasing Policy and the Commission's Ethics Policy, the Committee discussed the recent Quill purchases and Quill's Preferred Customer Gifts and Incentive Program. General Manager Martin noted that before any purchase of office supplies is made, the receptionist first checks for the lowest dollar price among several vendors, and any complimentary gifts that can be refused are refused in the order. General Manager Martin also advised that before payment is made, the requisition is processed through a series of reviews and/or approvals by the Accountant, the Financial Administrator, and the General Manager. General Manager Martin added that he had confirmed, in writing, with the President of Quill that the incentives and gifts are offered to all of Quill's more than 850,000 customers, whether public or private, small or large, and that there was no way for the Commission to refuse the complimentary gifts under Quill's current ordering system.

Commissioner Chaplin suggested the Commission purchase its office supplies through U.S. Communities Purchasing & Finance Agency, a non-profit public benefit corporation, which is somehow affiliated with Office Depot. Commissioner Chaplin added that even though Office Depot offers rebates to its customers, rebates did not lead to the same potential for an appearance of impropriety as gifts. General Manager Martin advised that he would look into purchasing through U.S. Communities Purchasing & Finance Agency.

Though noting that there was nothing wrong with the way the Commission handled its purchasing of office supplies from Quill for over 10 years, Commissioner Murphy did agree with Commissioner Chaplin that the inability to refuse complimentary gifts could lead to the potential for an appearance of impropriety. As such, it was the consensus of the Administration Committee to recommend that staff be directed to forego purchasing from a vendor items for which non-work related complimentary items are also provided that cannot be refused, even if the vendor providing such automatic non-work related complimentary items also offers the lowest dollar price for the items to be purchased.

Commissioner Chaplin also suggested that the Commission's Ethics Policy be amended to provide that the benefit of any rewards program maintained by a Commission vendor must benefit the Commission and not any Commissioner, employee, or appointee of the Commission. The Administration Committee members conceptually agreed with Commissioner Chaplin's suggestion, subject to further discussion at the July meeting based upon draft language to be prepared by the Staff Attorney.

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There being no further discussion, Commissioner Murphy moved to adjourn the meeting at 7:26 P.M. Seconded by Commissioner Chaplin and unanimously approved by a Voice Vote.

All voted aye. Motion carried.

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DuPage Water Commission

MEMORANDUM

TO: Administration Committee
Finance Committee

FROM: R. Max Richter
Financial Administrator

DATE: August 8, 2008

SUBJECT: The National Institute of Governmental Purchasing

The National Institute of Governmental Purchasing (NIGP) is a national non-profit organization which provides support for personnel in the public sector purchasing profession. NIGP provides members services which include education, research, technical assistance, and policy and procedure manuals on the procurement process. There is a Purchasing Management Assistance Program which has auditing and consulting services for its members at an additional cost.

I reviewed the organization's website and believe that the Commission could benefit from joining NIGP. The policy and procedures section would especially benefit the Commission. The annual dues for the Commission would be \$330.00.

In as much as the Commission has recently completed an audit including the purchasing procedures, I do not recommend at this time spending money to have another review conducted at the Commission's purchasing procedures.

I have attached a summary of the benefits which are available for NIGP members.

I recommend that the Commission submit a membership application to NIGP.



National Membership ♦ Benefits-at-a-Glance

Benefits that Stretch Your Agency \$\$'s with Free Value-Added Services

	NIGP Services ** Services for Members Only (Requires NIGP PIN # and Password)	NIGP National Member	NIGP Chapter Only Member	Individual Member and General Public
Web-Based Searchable Forms and Documents	**On-Line Searchable Membership Directory of Professionals http://www.nigp.org/MembersOnly/	Free	Unavailable	Unavailable
	**E-Net: A Collection of Electronic Discussion Lists - http://www.nigp.org/press/e-net.htm	Free	Chapter E-Net	Unavailable
	**Technical Specifications Library - Over 6,000 Downloadable Documents Available from the Procurement Information Exchange - https://www.nigp.org/common/restrict/tie_lib/search.asp	Free	Unavailable	Unavailable
	**Research Library - Access to ABI/INFORM Global database through ProQuest subscription http://www.nigp.org/research/library/	Free	Unavailable	Unavailable
	**Career Opportunities: Searchable Database of Current Job Openings https://www.nigp.org/common/career/default.htm	Free	Unavailable	Unavailable
	Career Opportunities: Posting Service for Job Openings https://www.nigp.org/common/career/policies.htm	Free	\$65	\$65
	**Contact an Expert: Database of Subject Experts http://www.nigp.org/press/090602members.htm	Free	Unavailable	Unavailable
	Listing of Professional Speakers - http://www.nigp.org/member_services/Speakers.htm	NIGP resource	NIGP resource	NIGP resource
Research	**Public Procurement Research Surveys and Results - http://www.nigp.org/research/	Free	Unavailable	Unavailable
	**Best Practices Library - https://www.nigp.org/common/restrict/bestpractice/default.asp	Free	Unavailable	Unavailable
	Public Agency Satisfaction Survey (PASS) and the Supplier Satisfaction Survey (SSS) http://www.nigp.org/press/040803pass.htm	Free for Agency Members	\$99	\$99
Conferences	Four-Day Annual Conference/Forum Registration - http://www.nigp.org/Events/Forum.htm	\$625	\$725	\$725

	NIGP Services (continued)	National Member	Non-Members	Individual Member and General Public
Professional Development	Three-Day Classroom Seminars (6 offerings) http://www.niqp.org/educate/classlst.htm	\$575	\$750	\$750
	Two-Day Classroom Seminars (13 offerings) http://www.niqp.org/educate/classlst.htm	\$360	\$500	\$500
	One-Day Classroom Seminars (8 offerings) http://www.niqp.org/educate/classlst.htm	\$160	\$225	\$225
Distance Learning Opportunities	Webinars: 90-Minute Workshops Combining Interactive Audio Presentations with Visual Information on the Web site https://www.niqp.org/educate/outline/WEBINAR.htm	\$110 per site and first person + \$35 each additional person	\$135 per site and first person + \$40 each additional person	\$135 per site and first person + \$40 each additional person
	On-Line Seminars: Self-paced Instruction (3 offerings) <u>How to Process and Evaluate Bids</u>	\$160	\$285	\$285
	<u>Specification Writing</u>	\$160	\$285	\$285
	<u>Unit Cost Analysis</u> http://www.niqp.org/professional_development/OnlineTraining.htm	\$80	\$142	\$142
UPPCC Certification	UPPCC Certification Application and Testing Fees for Certified Professional Public Buyer (CPPB) and Certified Public Purchasing Officer (CPPO) http://www.niqp.org/professional_development/CertSub.htm	<i>NIGP/NASPO Members</i> \$250 for CPPB \$325 for CPPO	\$450 for CPPB \$650 for CPPO	\$450 for CPPB \$650 for CPPO
	Certificaton Fees - http://www.niqp.org/press/UPPCCFees.htm <ul style="list-style-type: none"> • Re-examination Fees • Recertification Fees • Dual Recertification Fees & Dual Lifetime 	<i>NIGP/NASPO Members</i> \$125 CPPB or CPPO \$175 CPPB or CPPO \$275	\$250 CPPB or CPPO \$200 CPPB or CPPO \$325	\$250 CPPB or CPPO \$200 CPPB or CPPO \$325
Bookstore	NIGP Bookstore: Publications and Merchandise - https://www.niqp.org/member/bkordfrm.htm	Discounted	Full price	Full price
Consulting	Purchasing Management Assistance Program (PMAP) Custom Performance Process Reviews and Consulting Services Tailored to Your Agency's Needs - http://www.niqp.org/member_services/Audit.htm	Fee schedule	Full price	Full price + 10% administrative fee
Accreditation	Outstanding Agency Accreditation Achievement Award - Recognizes Excellence in Public Procurement Based on Achievement of Body of Standards http://www.niqp.org/member_services/Accred.htm	\$300/\$350	\$400/\$450	\$500/\$550
	Pareto Award of Excellence in Public Procurement http://www.niqp.org/member_services/ParetoAccredApplHnd.htm	Fee schedule	Fee schedule	Fee schedule

NIGP Services (continued)		National Member	Chapter Only Member	Individual Member and General Public
NIGP Procurement Solutions	NIGP Commodity/Service Code™ - The Standard for Classifying Goods and Services for Automated Systems - http://www.nigp.com	10% discount for members-only	Full price	Full price
	U.S. Communities -a nationwide strategic sourcing program - http://www.uscommunities.org/	Free – must register	Free	Free
Chapter Resources	Legal Assistance, Publications, Chapter Visits - http://www.nigp.org/member_services/Chapters.htm	\$5 annual assessment fee paid by chapter	\$12 annual assessment fee paid by chapter	Unavailable
Leadership	**Leadership Opportunities: Involvement on NIGP Committees and NIGP Board of Directors http://www.nigp.org/member_services/Governance.htm	Eligible	Ineligible	Ineligible
NIGP Publications	<i>The NIGP Buy Weekly</i> - eNewsletter providing timely information targeted to the specific needs of Purchasing Agents - published bi-weekly http://www.nigp.org/whatsnew.htm	Free	Free	Free
	<i>The NIGP SOURCE</i> – Articles address issues, programs, news, and trends important to public procurement – electronically published quarterly.	Free	Unavailable	Unavailable
	<i>The Chapter Connection</i> –A national Chapter Cooperative newsletter for Chapter Leaders and members to share their success stories, meeting ideas, seek answers to questions and advertise their chapter activities and events.	Free	Free	Free



National NIGP Membership

Benefits that Stretch Your Agency \$\$s

Web Address: www.nigp.org

The National Institute of Governmental Purchasing
Serving Public Procurement Professionals in the United States and Canada

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