

# CAPAbilities Update

May 2007

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## Message from the President

Come and see the new Capital Area Purchasing Association. The chapter organization has not changed. But the membership is changing. We are growing slightly and are seeing many new faces and others are returning that we have not seen recently. We have revamped our website and have resurrected our newsletter. We are offering a free class to CAPA members in good standing this summer on July 27 at DMV (See related information on this topic on page 2). Our sales committee is gearing up to sell new items and our social committee is in the early stages of planning a day trip to Jamestown. Attend a meeting soon and get involved as we strive to make CAPA one of NIGP's best chapters.

**Donald W. Colbert, CPPB, VCO**

## Professional Development Meeting Highlights

Dennis Stone, Executive Vice President with TecAccess,

conducted a presentation during our May 21<sup>st</sup> meeting on Website Accessibility for the Disabled.

Section 508 of the Federal Rehabilitation Act which went into effect June 21, 2001, and applies to all Federal agencies when they develop, procure, maintain, or use electronic and information technology. It requires Federal agencies to make their electronic and information technology accessible to people with disabilities.

In Virginia, Executive Branch agencies must meet the accessibility requirements contained in the *Code of Virginia* Section 2.2-2012 which also require procurements be made in accordance with the regulations that implement the electronic and information technology accessibility standards of Section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), as amended, and any regulations as may be prescribed by the Virginia Information Technologies Agency (VITA).

The objectives of Section 508, as noted on VITA's website, are to: (i.) eliminate barriers in information technology; (ii.) make available new opportunities for people with disabilities; and (iii.) encourage development of technologies that will help achieve these goals.

Mr. Stone's presentation described the legal aspects of working with people with disabilities and the technology and services available. It also provided insight into how purchasing professionals can help

their agency meet its goals while complying with State and Federal directives.

If you were unable to attend and would like additional information Mr. Stone may be reached at [dstone@tecaccess.net](mailto:dstone@tecaccess.net) or telephone (804) 852-1372.



## CAPA WEBSITE REVAMPED & ON-LINE NOW!

Drum roll please...it is with great delight that we can provide our members with a new revamped website that will provide them with up-to-date information on the happenings of *their* organization. The website address is <http://www.capavirginia.org/>.

T. J. Hudson and Linda Arrington, Website Development Committee Co-chairs, have worked on making the revamped website a reality over the past couple of months and with the help of Dave Foster the dream has become a reality. Dave, who volunteered his time to develop the actual web pages, has done a fantastic job in putting together a website that provides a vast array of information related to the organization's mission.

The website is still being updated so continue to check back to see what new information is available.

Please send your comments or suggestions related to the website's content to T. J. (tjHUDSON@tax.virginia.gov) or Linda (linda.arrington@dgs.virginia.gov)

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## Announcements

### Congratulations!

Be sure to congratulate Trena Low, VCO (Hanover County), Sharon Vaughan, VCO (Department of Social Services), and Sandra Gill, VCO (Department of General Services (DGS)/Division of Purchases and Supply (DPS)) the next time you see them. All three recently passed the Certified Professional Public Buyer (CPPB) exam offered by the Universal Public Purchasing Certification Council (UPPCC).

For additional information on this internationally recognized certification visit [www.uppcc.org](http://www.uppcc.org).

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### *Free training opportunity for CAPA members*

#### **½ DAY TRAINING SESSION "WHEN TO SEEK LEGAL REPRESENTATION"**

Friday, July 27, 2007  
9:00 a.m. – 1:15 p.m.  
Department of Motor Vehicles  
2300 West Broad Street  
Richmond, Virginia

#### **FREE TO CAPA MEMBERS IN GOOD STANDING**

Presented by  
Julie M. Whitlock, Assistant  
Attorney General

Commonwealth of Virginia  
Office of the Attorney General  
Technology and Procurement  
Section

[Registration Forms](#) are available online and are due by June 7th

**HURRY! Due to space limitations attendance is limited to 7 Participants per Agency/Entity.**

Recertification Points:

DGS VCO/VCA = .5 credit point •  
NIGP CPPB/CPPO = .5 point

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### Additional Training Opportunities

**June 19<sup>th</sup>** – CAPA June Professional Development Meeting – Topic: "Procurement Challenges: Preparing for America's 400<sup>th</sup> Anniversary"

**August 4-8<sup>th</sup>** – NIGP (Hartford, CT) – 62<sup>nd</sup> Annual Forum & Products Exposition

**August 14-16<sup>th</sup>** – DGS/DPS (Downtown Richmond) – Virginia Contracting Associate (VCA) Certification Program.

**September 2007** – CAPA Fall Conference – Additional information to be announced.

**September 10-14<sup>th</sup>** – DGS/ DPS (Downtown Richmond) Virginia Contracting Officer (VCO) Certification Program.

**September 14<sup>th</sup>** – VAGP (Henrico County Training Center) – "Protests and Disputes: What's a Buyer to Do?"

**September 26-28<sup>th</sup>** – VAGP (Henrico County Training Center) – Intro to Public Procurement

**October 28-30<sup>th</sup>** – DGS/DPS (Hampton Roads Convention Center) – 19<sup>th</sup> Public Procurement Forum

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### Quote of the Month

In times of change, it is the learners who inherit the future; while the learned find themselves beautifully equipped to deal with a world that no longer exists. – Eric Hoffer

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### FALL CONFERENCE UPDATE

If anyone is interested in working on the Fall Conference Committee please contact **Jan Giffin**, CAPA Vice-President, at [jan.giffin@dgs.virginia.gov](mailto:jan.giffin@dgs.virginia.gov) or 804- 225-2377

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### *Social Committee News*

**LaVerne Branch**, Social Committee Chair, mentioned during our May meeting that they are considering a day trip for interested members.

If you're interested in working with LaVerne on the Social Committee please contact her at [lbranch@valottery.com](mailto:lbranch@valottery.com), or (804) 692-7644.

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*Our deepest condolences go out to Pete Stamps and Harriet Weatherburn who both lost their mothers in April.*

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## Member's Corner

What is this member's name and what did they recently accomplish?



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### Commonwealth of Virginia Procurement Related Job Opportunities

The following positions are currently listed on the VA Department of Human Resources website. If you

would like additional information on these positions visit [www.dhrm.virginia.gov](http://www.dhrm.virginia.gov) and search the "Job Listings".

**Buyer** – VA Information Technologies Agency

**Agency Procurement Specialist Senior** – VA Department of Health

**Contract Officer** (2 positions) – VA Department of Transportation

**Supplier Diversity Manager** – George Mason University

**Advanced Business Training Specialist** – VA DGS

**Procurement Team Leader** – VA Department of Transportation

**Procurement Manager** – VA DGS

**Associate Director of Procurement** – Norfolk State University

**Procurement Specialist Senior** – VA Department of Motor Vehicles

**Procurement Management Account Executive** – VA DGS

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## WANTED

CAPA is looking for a MWAC (Member with a Camera) willing to volunteer to serve as CAPA's official photographer at monthly meetings, training sessions, and social events. The photographs (preferably digital) will be used in upcoming newsletters and on the CAPA website.

Anyone interested in providing this service is asked to contact Linda Arrington ([linda.arrington@dgs.virginia.gov](mailto:linda.arrington@dgs.virginia.gov)).

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### DO YOU HAVE A STORY IDEA?

If you have a story idea, update on your agency's/ entity's purchasing activities, a CAPA member's success story, or photos of CAPA events (old or new) please forward to **Linda W. Arrington, VCO, CAPA Abilities Update Editor** ([linda.arrington@dgs.virginia.gov](mailto:linda.arrington@dgs.virginia.gov)).

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# Procurement Terminology Crossword Puzzle

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## Across

1. Standard or point of reference used in measuring.
3. *Virginia Public Procurement Act*
7. Person who makes an offer in response to a RFP.
8. Material, equipment, supplies, printing, and automated data processing hardware and software (*Code of Virginia* §2.2-4301)
10. *Code of Virginia* §2.2-4301 addresses this subject
12. A bargaining process between two or more parties.
14. The procedures for obtaining goods or services.
15. Procurement method wherein bidders are invited to bid on specified goods or nonprofessional services through real-time electronic bidding (two words).
16. Person who submits a competitively priced offer in response to an IFB.
17. Failure to comply with the terms and conditions of a contract.
18. An activity performed by an independent contractor wherein the service rendered does not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials, and supplies.
19. One who sells goods or services.

## Down

1. Best and Final Offer
2. An occurrence of a serious or urgent nature that demands immediate action.
4. Property which is in excess of the needs of an agency needs (two words).
5. Minor defect or variation of the bid or proposal from the exact requirements
6. An agreement enforceable by law, between two or more competent parties, to do or not to do something, not prohibited by law, for a consideration.
9. An activity that monitors the status of a purchase to ensure that specified delivery schedules are met
7. An offer made by one party to another as a basis for negotiations, prior to the creation of a contract.
13. A written complaint about an administrative action or decision brought by a bidder or offeror to the appropriate administrative section with the intention of receiving a remedial result. **(Answers provided in next month's edition of CAPabilities Update)**