



## The President's Corner.....



Communications are flowing well from our NCMA National Office. Here are some updates on articles from the National Office perspective as reported by Gary Zura, NCMA National

President, on February 17, 2004:

Some items from the Executive Director, Neal Couture:

The first e-course in the Commercial Contracting Certification prep course series launched recently, with 12 students. We're seriously in the business. The 2nd and 3rd e-courses have enrollments and will launch in March and April. Also launching, a three course series for General Business Knowledge prep in March.

The Congress program is just about locked. We're now filling up the Executive Track with BOA members. Many are expressing interest in the CMI Golf. Expect the tournament to actually be successful this year.

We have executed contracts for the Commercial Contracting Conference for September 2-3, 2004 at the Royal Sonesta Hotel in New Orleans; the East Coast Conference December 6-7, 2004 at the Tyson's Corner Sheraton Premiere (same place). That means we're set up for all 2004 meetings. We're presently finalizing negotiations on Congress 2005 in Phoenix (site selected by PCC). It will be executed in two weeks. Overall, our planning is now extending further out, reaching toward that 5-year plan.

We got a commitment from DAU to renew their group membership. If you recall, they recently announced to all of the DAU personnel that they would not be renewing it because it had been determined that government funds couldn't be spent on this purpose. After some pressure from the inside, and some information from us, their management overrode the resistance, and they are now renewing and adding . . . a total group of about 125 people. We also secured small group deals with several more agencies, including one DCMA site . . . the world events involving govcon is putting the profession back in the spotlight, and people are looking for information and credentials.

The staff temps (Bryan and Patrick) that started in January . . . replacing Sarah Spear, Paxton Styles, and

### NCMA MEMBERSHIP MEETING

**Where:** DoubleTree

**When:** March 3, 2004

**Social Hour begins at 11:30 a.m.**  
**Lunch will be served at 11:45 a.m.**

**Cost:** \$12 Members, \$15 Non-Members

**Topic:** GSA Schedules

**Speaker:** Mr. Calvin Stevens, Deputy Director,  
GSA Marketing Division

**Menu:** Fresh Tossed Garden Salad, with Ranch  
or Honey Dijon Dressing, Rolled Roast Beef  
with Mushroom Gravy, Green Beans  
Almandine, Horseradish Mash Potatoes,  
Assorted Rolls and Butter, Chef's Choice  
Dessert, Coffee, Decafe, Iced Tea and Water

**RSVP:** Call Vicki Dyer at 483-9332 or fax to  
483-0241 by COB Friday, February 27, 2004.

Johnny Jones, will be transitioned to permanent positions in February. They have turned out to be excellent. We're now adding more tasks to their plate (at their request), meaning we can program more attention on value added projects, like chapter relations and e-courses. In hindsight, this decision worked out better than hoped!

**PRESIDENTS' FORUM**—In a recent letter I announced that we are going to experiment with a Presidents' Forum at the World Congress to give an opportunity to Chapter Presidents to provide input on Chapter operations and insight to the Board and elected officers.

**COMMUNITIES OF INTEREST(COIs)**—HEY! “EXPERTS” OUT THERE! This concept of operations has been an NCMA vision for quite some time. We never seemed to get it organized or funded appropriately or sustained an enduring interest, but now I believe it is gaining some momentum. You may recall NCMA's former Special Topic Committees (STCs) from the 1990's . . . COIs are essentially the next generation. A Community of Interest is a group of people who share a common interest in various niche areas of contracting and who interact with one another to collaborate and share resources, promotes the growth and generation of ideas, and develop new knowledge and skills related to that interest. In short, COIs do what NCMA was formed to do: provide information, networking, and education/training for contracting professionals, but in a focused area of interest. Once operational, COIs are another “product line” of NCMA and will provide value to the membership. To keep the momentum, we must organize, fund, and staff the COIs with both HQ staff and volunteers; therefore, we are recruiting people willing to organize and lead the COIs. We envision COIs to have and produce, with both volunteer and staff support, dedicated websites, e-newsletters, CM articles, audio-seminars, seminars (classroom or virtual), and other methods of communication. While we have several leaders identified, we believe a core group of 6-10 people is needed to be productive, particularly during implementation. The following COIs are under consideration:

Healthcare and Pharmaceutical Contracting

State and Local Contracting, including institutions of higher learning

Commercial Contracting

Education and Training, relevant to contract management

Intellectual Property

DOE Contracting

Construction Contracting

We have so far established leaders for the ADR and Small Business Contracting COIs, but if these are of interest you, the HQ staff will connect you. If you are interested in participating in this exciting program, please let Neal Couture know. He will be setting up kickoff telecons with COI leaders in the next several weeks to get plans established. Get your members interested....the apathetic need not apply!

***Bob Lynch***

### **About The Speaker.....**

Calvin Stevens is a 28-year Associate with the General Services Administration and serves as Deputy Director, Marketing Division of the Federal Supply Service. Calvin works in the Regional Office in the Southeast Sunbelt Region, Atlanta, GA.

His area of responsibility involves the marketing of GSA's Global Supply and the Multiple Award Schedules Programs to over 16,000 civilian and military customers in the eight southeastern states. He also has



supervisory responsibility for 16 Senior Marketing Specialists strategically located throughout the SE.

Calvin recently completed a detail as the Small Business Technical Advisor in GSA's Office of Small Business Utilization. This office serves as the first point of contact for the general public interested in doing business with GSA. Calvin's responsibilities include: advising clients, providing key contacts related to firms' products and services, and helping clients market their company to agency contacts. In addition, this office helps small businesses locate GSA buyers and monitors GSA

contracting programs. Calvin conducts numerous seminars, workshops and speaking events throughout the southeast United States.

Calvin has served in numerous leadership positions in his 28-year career with GSA. He has served as Chief, Quality Assurance Branch; Chief, Contract Administrative Branch; Distribution Facilities Manager; Director, Travel and Transportation; Small Business Technical Advisor and finally, Deputy Director, Human Resources.

Calvin earned a B.S. Degree in Business Administration and a minor in Economics. He has studied at numerous universities, including Georgia State University, George Washington University and Fort Valley State University. Calvin completed the Office of Personnel Management (now, USDA Graduate School): Executive Potential Program and Management Development Seminar. Calvin recently completed the Senior Executive Fellows Program at the John F. Kennedy School of Government at Harvard University in July of 2003.

Calvin is a featured speaker, motivator, and presenter and is often requested to speak before religious groups, civic and service organizations, and at military functions. His greatest speaking engagement occurred when he was the keynote speaker at the 50<sup>th</sup> Commencement Celebration at his high school alma mater. He is a Competent Toastmaster with Toastmasters International. Calvin is completing work on his soon to be published book, "Four Steps in Developing Your Attitude, Commitment and Enthusiasm (ACE)."

Calvin is very active in his church. He serves as an elected Trustee, member of the Sons of Allen auxiliary, part-time drummer in the Gospel Choir, and unofficial photographer.

He has three children, two sons and one daughter, all grown and gone! He is the proud grandfather to two grandsons and one granddaughter. This year Calvin and Eleanor celebrated 36 years of marriage. His hobbies include: playing the drums, photography, and coin collecting.

### **Update From The Scholarship Committee.....**

The Scholarship Committee is in the process of fine-tuning the Scholarship Package. Each committee member is working on action items. Contact has continued with last year's recipients and they have provided valuable input to the committee. A Speakers Bureau is being implemented at the high school level to better inform students about NCMA and the Scholarship Program. Additional means of communicating the program are being explored. We anticipate that Scholarship Applications and Guidelines will be available in March. Our objective is to make awards at the May luncheon meeting.

*McArthur Moore*

### **About The National Education Seminar (NES).....**

It is that time again. NES is just around the corner. This year the East Tennessee Chapter will present Best Contracting Practices for Business. This course will be taught by Mr. Dewight A. Howes, Partner, McGuire



Woods LLP. This intense one-day seminar is intended for those in both Government and commercial contracting and discusses what those involved with either buying or selling products and services should know and do to ensure business success. This highly interactive seminar discusses and offers best practices in building highly successful contract management teams. Contract Management teams lead the buying and selling of goods and services to ensure customers get what they need, when they need it, at a fair and reasonable price, from the beginning to the end of the contract management process.

Every seminar attendee will receive a copy of the best-selling book “World-Class Contracting” by Gregory A. Garret. This seminar will feature case studies, individual and small-group exercises, and lecture-discussions.

The seminar will be held Wednesday, April 7, 2004 from 8 a.m. - 5 p.m. at the DoubleTree Hotel. Lunch will be provided. A registration form for this event follows in this newsletter. If additional information is needed, please contact Ms. Penne Howard at (865) 576-3853 or [HowardPD@Y12.doe.gov](mailto:HowardPD@Y12.doe.gov).

### Welcome New Members.....

Wow, we have 15 new members since October. Join us in welcoming them to NCMA.

**Janet George**  
**Alice Q. Murphy**  
**Robin A. Stooksbury**  
**Grady Carl Moore, III**  
**Donna Alexander**  
**Mary J. Burnette**  
**Nancy A. Martin**

**Matt Calvert**  
**Edye Watt**  
**Janice K. Holman**  
**James Morrison**  
**William Thornton, III**  
**Kathi Peterson**  
**Barry E. Smith**  
**Mark J. Miller**



### Upcoming Events

2004 Program Schedule	
March 3, 2004	Membership Meeting, 11:30 a.m., Double Tree
March 3, 2004	CFCM Study Group, 9:30 a.m.-11:30 a.m., Board Room
March 24, 2004	Board Meeting, 11:30 a.m., at Scientific Sales
April 7, 2004	NES, TBA, Double Tree
April 14, 2004	CFCM Study Group, 9:30 a.m.-11:30 a.m., Board Room
May 12, 2004	Membership Meeting, 11:30 a.m., Double Tree
May 19, 2004	Board Meeting, 11:30 a.m., at Scientific Sales
June 2, 2004	Membership Meeting, 11:30 a.m., Double Tree



**Seminar Registration Form and NCMA Membership Application**  
**Submit the completed form to the National Education Seminar Registrar for the**

**East Tennessee Chapter**

**NES Topic: Best Contracting Practices for Business**

Attendance will earn .7 CEU or 7 CLP

April 7, 2004 at the DoubleTree 215 South Illinois Ave, Oak Ridge, Tennessee Registration: 7:30 – 8:am –  
Seminar 8:00a.m.- 5:00pm

Continental Breakfast, Snacks with Beverages, and Lunch will be provided

**Registrant Information**

Name: \_\_\_\_\_ Underline: CPCM CACM SAS

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Business Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Daytime Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

E-mail Address \_\_\_\_\_

To aid in tailoring the seminar to each audience, please tell us about yourself:

Who do you work for? Industry Government Other: \_\_\_\_\_

What is your level of expertise in financial/accounting? Basic Mid Senior

Years Experience: \_\_\_\_\_

Check here if you require special accommodations to fully participate:

My question for the speaker:

National Education Registration Fee (Payable to NCMA - ET Chapter)

Checks should be sent to NCMA-East Tennessee P.O. Box 5234, Oak Ridge, TN 37831-5234

Member \$195.00 Membership Number \_\_\_\_\_ Nonmember Registration \$225.00

New Membership with Registration \$280.00 No Credit Cards Accepted

Registration Fee Includes Refreshments, Lunch and all Printed Materials

Payment Information

Check in the amount of \$ \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

**\*\*\*\*\* NCMA Membership Application \*\*\*\*\***

Discounted New Membership with Registration (initiation fee waived) \$ 85.00 (Regular - \$105.00)

Home Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Sponsor Name: \_\_\_\_\_

Preferred Mailing Address: Home Business

Email or Fax Application to: Penne Howard; Email [howardpg@y12.doe.gov](mailto:howardpg@y12.doe.gov); Fax – 865-576-3853, Address BWXT Y-12, P.O. Box 2009 MS-8015, Oak Ridge TN 37831-8015

If you have questions, contact Penne Howard at 865-574-3803