



NCMA Voice

March 2008

www.ncmaet.com

Membership Meeting

Where: DoubleTree Hotel

When: **Wednesday**
March 05, 2008

Workshop: 10:30 am - 11:30 am

Social: 11:30 am

Lunch: 11:45 am

Cost: \$14.00 for Members
\$15.00 for Non-Members

Speaker: **Mayor Tom Beehan**

Menu: Fresh Garden Salad w/Ranch
or Honey Dijon Dressings
Chicken Picata w/ Wild Rice
Baby Carrots
Asst. Dinner Rolls with Butter
Dessert – Chef's Choice
Coffee, Decafe, Iced Tea, Water

*Please pay at the door with
cash, personal check, or
company check only*

*Please be sure to make your
reservations by close of business on
Monday, March 03, 2008*

President's Corner

I hope everyone plans to attend the exciting meeting we have planned for March 5th. Don Sloan will be with us to provide a workshop at 10:30 entitled "The Proposal Evaluation Team: Building it and Making it Work."

Following the workshop, Tom Beehan, Mayor of Oak Ridge will be our luncheon speaker with his talk entitled "The Oak Ridge Vision."

Don't forget it's time for our annual NES Seminar on April 2. Details are contained in the newsletter.

Sonny Rogers

Workshop

The Proposal Evaluation Team: Building it and Making it Work

Mark your calendars for March 5 at 10:30am-11:30am for the NCMA Workshop at the Doubletree Boardroom. Don Sloan, a government contracts consultant and former Deputy Director of Contracts for the US Department of Energy's Oak Ridge Office, will discuss the keys to building an effective and focused proposal evaluation team. Participants will gain insight into what it takes to function and maximize effective team performance on a proposal evaluation team.

See You There!!

Membership Committee

By now you are probably thinking we couldn't have any more advantages to being a member of NCMA to tell you about, but we are just coming to some of the most exciting benefits because today's topics are a training opportunity that is so easily achieved, all you need to do is register and pay your registration before March 26, and then come to the DoubleTree on April 2 for our East Tennessee Chapter National Education Seminar on April 2, 2008. You will be glad you did for this one-day seminar entitled *Solicitations, Bids, Proposals, and Source Selection – Building a Winning Contract* or consider attending the NCMA World Congress in Cincinnati, Ohio April 13 to 16, 2008 to attend some of the best learning sessions you can find in the contracting field and hear some really terrific speakers, all while enjoying the beautiful springtime weather Cincinnati has to offer. If travel or training dollars are not on your agenda, consider any of the monthly audio seminars offered by NCMA HQ to hear subject matter experts discuss the hottest topics in the industry. However you choose to participate, there are abundant training opportunities for NCMA members. Additional information is, as always, available at the NCMA Headquarters web site: www.ncmahq.org.

If you need to update your information or renew your registration on the NCMA

National website, follow these directions: Log into <http://www.ncmahq.org/>. The first time you log into the site your username is your six-digit member id and your password is blank. Once you log in you will be asked to choose a new password.

We look forward to seeing you at our meeting.

Beth Holt and Jud Kingman
Membership Co-Chairs

Newsletter

Time sure flies by fast! Here we are already in the third month of 2008 and it just seemed like the New Year was what we had to look forward to.

Please remember if there is anything that you would like to have (or not have) displayed in the newsletter you can email us at:

Dawn Schaefer dawn@edwardssupply.com
Tracie Rucker tracie@edwardssupply.com

Treasure's Report

Checking	\$ 8,648.90
Cash	\$ 150.00
Money Market	\$ 11,767.51
Total Ending Account Balances:	<u>\$ 20,566.41</u>



Mayor Tom Beehan

Mr. Tom Beehan was elected mayor of Oak Ridge in June 2007. He has been active in the Oak Ridge community and government for several years including serving on the Oak Ridge City Council, past chairman of the Housing Development Corporation of Clinch Valley, member and past chairman of the Oak Ridge Chamber of Commerce, and member of the Oak Ridge Regional Planning Commission. Mayor Beehan, a graduate of Leadership Oak Ridge, also chairs the Oak Ridge Housing Task Force.

Mayor Beehan, a native of Nashville, Tennessee, received a bachelor's degree in philosophy from St. Piux X Seminary in Erlanger, Kentucky. He pursued graduate studies at St. Mary's Seminary in Baltimore and Xavier University in Cincinnati. Early in his career, the Mayor worked as a teacher and with several non-profit organizations, serving as Executive Director of Little Miami, Inc., a river preservation agency in Cincinnati and Dayton, Ohio. He also served as Mayor of Covington, Kentucky from 1984-1987, and as Covington City Commissioner from 1980-1984.

In addition to his duties as Mayor of Oak Ridge, Mr. Beehan is currently a realtor for Betsy Coleman Realty Company in Oak Ridge.

Mayor Beehan is married to Kay Brookshire and has three children and two grandchildren. His hobbies include gardening, golf, playing the guitar, and Oak Ridge High School football.



**East Tennessee Chapter of NCMA
Presents a National Education Seminar on April 2, 2008**

Solicitations, Bids, Proposals, and Source Selection—Building a Winning Contract

This one-day highly interactive seminar provides a comprehensive roadmap or series of steps, which can be taken by both buyers and sellers to gain mutual business success. The seminar discusses in detail the Buying and Selling Life-Cycle with key inputs, proven tools and techniques, and desired outputs for all three phases and each of the seven steps essential to achieve high performance results.

The seminar combines more than 200 proven best practices from the public and private business sectors, numerous case studies, 12 selected interviews, 30+ sample forms, and exercises to provide a tremendous learning experience for novices to seasoned business professionals.

Every seminar attendee will receive a copy of the subject and referenced textbook. In one-day, you will focus on the art and science of building a winning contract by:



Every seminar participant will receive a copy of *Solicitations, Bids, Proposals, and Source Selection—Building a Winning Contract* explains in full detail a simple yet powerful process approach to the buying and selling life cycle used in both the public and private sectors. Authored by industry leaders Gregory A. Garrett and Gail A. Parrott, this authoritative resource provides proven strategies for creating successful solicitations, bids, proposals and contracts.

The first chapter guides readers through the entire buying and selling life cycle with subsequent chapters providing detailed process inputs, tools and techniques as well as desired outputs for the three phases and seven key steps for buyers and sellers to attain successful results. Individual chapters are also dedicated to discussing proven best practices for solicitations, bids, proposals and contracts in the U.S. Federal Government, U.S. Commercial and Multi-National/Global markets.

Featured topics include:

- The Buying & Selling Life-Cycle: Learning to Dance Together
- Pre-Bid/Proposal Phase: Procurement Planning, Solicitation Planning & Preparation
- Pre-Bid/Proposal Phase: Pre-Sales Activities & Bid/No Bid Decision
- Bid/Proposal Phase: Bid/Proposal Development & Reviews/Approvals
- Bid/Proposal Phase: Source Selection Planning & Evaluation
- Post-Bid/Proposal Phase: Contract Negotiation & Formation
- U.S. Federal Government Marketplace: Solicitations, Bids/Proposals, & Source Selection – Best Practices
- U.S. Commercial Marketplace: Solicitations, Bids/Proposals & Contracts – Best Practices

We look forward to seeing you at this year's seminar.



Seminar Registration Form and NCMA Membership Application

Submit the completed form to the National Education Seminar Registrar for the East Tennessee Chapter

NES Topic: Solicitations, Bids, Proposals, and Source Selection—Building a Winning Contract

Attendance will earn .7 CEU or 7 CLP

April 2, 2008, at the DoubleTree, 215 South Illinois Ave, Oak Ridge, Tennessee

Hotel Room Reservations: (865) 481-2468

Registration: 7:30 – 8:00am / Seminar 8:00am - 4:00pm

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: _____

If you require special accommodations to fully participate, please contact Vicki Dyer at (865) 483-9932.

Early Discount Registration (on or before March 26, 2008)

Member \$200.00 Membership Number (must provide) _____ Nonmember Registration \$250.00

New Membership with Registration \$330.00

Registration after March 26, 2008

Member \$250.00 Membership Number (must provide) _____ Nonmember Registration \$280.00

New Membership with Registration \$350.00

Companies with 20 or more registrants will receive a flat registration rate of \$220 per attendee (\$110 membership fee is not included in this rate.)

Please let us know how you learned of this seminar. _____

Payment Information

National Education Registration Fee Includes

Refreshments, Lunch, and a copy of the book *Solicitations, Bids, Proposals, and Source Selection—Building a Winning Contract*

No Credit Cards Accepted.

Make checks payable to:

NCMA-East Tennessee, P.O. Box 5234, Oak Ridge, TN 37831-5234

***** 2008 NES Payment and NCMA Membership Application *****

Sponsor Name: _____

Checks in the amount of \$ _____ Purchase Order No. _____

For electronic payments, please call Laura Davis at (865) 599-7986

Preferred Mailing Address:

Home Business Address: _____

City/State/ZIP: _____, _____

Home Business Phone: (____) _____

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

Email or Fax Application to: Penne Howard; Email howardpg@y12.doe.gov; Fax ~ (865) 241-2138



East TN NCMA

Meeting Pictures

February 2008





East TN NCMA

Meeting Pictures

February 2008





East TN NCMA

Program Schedule

2007 - 2008

September 06, 2007	Membership Meeting 11:30 am DoubleTree Hotel	Speaker: Judy Wilson Director, Procurement & Contracts DOE - Oak Ridge Office
September 19, 2007	Board Meeting 11:30 am Scientific Sales, Inc.	
October 06, 2007	Workshop 10:30 am DoubleTree Hotel	Speaker: Dr. Ray Husband Consultant, Advanced Management, Inc.
	Membership Meeting 11:30 am DoubleTree Hotel	Director, Amer. Centrifuge Program Technology & Process Engineering USEC, Inc.
October 17, 2007	Board Meeting 11:30 am Scientific Sales, Inc.	
November 15, 2007	Membership Meeting 11:30 am DoubleTree Hotel	Speaker: Ed Simpson Director, Procurement & Assistance Management, DOE Headquarters
November 21, 2007	Board Meeting 11:30 am Scientific Sales, Inc.	
December 12, 2007	Membership Meeting 11:30 am DoubleTree Hotel	Speaker: Jackie Jackson Executive Director, YWCA of Oak Ridge
December 19, 2007	Board Meeting 11:30 am Scientific Sales, Inc.	
January 09, 2008	Membership Meeting 11:30 am DoubleTree Hotel	Speaker: Dr. Thom Mason Director, Oak Ridge National Laboratory
January 16, 2007	Board Meeting 11:30 am Scientific Sales, Inc.	
February 06, 2008	Membership Meeting 11:30 am DoubleTree Hotel	Speaker: Mr. William Thornton, III Procurement Director, B&W Y-12

February 20, 2007	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
March 05, 2008	Workshop 10:30 am <i>DoubleTree Hotel</i>	Speaker: Mr. Don Sloan <i>Consultant of government contracts.</i>
	Membership Meeting 11:30 am <i>DoubleTree Hotel</i>	Speaker: Mayor Tom Beehan <i>Oak Ridge, TN</i>
March 19, 2007	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
April 02, 2008	NES <i>DoubleTree Hotel</i>	Topic: <i>Solicitations, Bids, Proposals, and Source Selection - Building a Winning Contract</i>
April 16, 2007	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
May 07, 2008	Workshop 10:30 am <i>DoubleTree Hotel</i>	Speaker: Ms. Wendy Bryant <i>Assistant Chief Counsel, Contracts & General Law</i>
	Membership Meeting 11:30 am <i>DoubleTree Hotel</i>	Speaker: Ms. Annette R. Wright <i>Contracting Officer, Federal Emergency Management Agency</i>
May 21, 2007	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
June 04, 2008	Membership Meeting 11:30 am <i>DoubleTree Hotel</i>	Speaker: TBA