



NCMA Voice

April 2008

www.ncmaet.com

National Education Seminar

Where: DoubleTree Hotel
When: **Wednesday April 02, 2008**
Speaker: **Mr. Mike Criss**
Topic: *Solicitations, Bids, Proposals, and Source Selection - Building a Winning Contract*

Agenda:

- 7:30 - 8:00 am**
Registration and Continental Breakfast
- 8:00 - 9:30 am**
Welcome by President, Introduction of Speaker and Session
- 9:30 - 9:45 am**
Break
- 9:45 - 11:30 am**
Session Continues
- 11:30 - 12:30 pm**
Lunch
- 12:30 - 2:00 pm**
Afternoon Session
- 2:00 - 2:15 pm**
Afternoon Break
- 2:15 - 4 :00 pm**
Session Continues

Menu: Fresh Garden Salad w/Ranch or Honey Dijon Dressings
Rolled Roast Beef w/Mushroom Gravy
Horseradish Mashed Potatoes
Mandarin Glazed Baby Carrots
Asst. Dinner Rolls with Butter
Dessert – Chef's Choice
Coffee, Decafe, Iced Tea, Water

President's Corner

It's not too late to sign up for our NES one day seminar scheduled for April 2nd at the Doubletree Hotel.

Our instructor will be Mr. Mike Criss. The seminar is entitled, "Solicitations, Bids, Proposals, and Source Selection-Building a Winning Contract." Not only is this an excellent training opportunity, but it also serves as a fund raiser for our Chapter which enables us to fund scholarships for young adults interested in pursuing careers in the Procurement and Contracts field.

There will be no luncheon meeting in April due to the NES, but we have an exciting program and workshop scheduled for May. Be sure to watch the newsletter for details.

Sonny Rogers

Newsletter

We would just like to remind you that if there is anything that you would like to have (or not have) displayed in the newsletter, please let us know. We greatly value your opinion.

You can email us at:

Dawn Schaefer dawn@edwardssupply.com

Tracie Rucker tracie@edwardssupply.com

Treasure's Report

Checking	\$ 8,432.96
Cash	\$ 150.00
Money Market	\$ 11,768.91
Total Ending Account Balances:	<u>\$ 20,351.87</u>
Revenue YTD (July thru Feb)	\$ 5,602.94
Expenses YTD	\$ 9,656.09



**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 \$310.00

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

Program Schedule

2007 - 2008

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

February 20, 2008	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, 2008	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
April 02, 2008	NES <i>DoubleTree Hotel</i>	Speaker: Mr. Mike Criss Topic: <i>Solicitations, Bids, Proposals, and Source Selection - Building a Winning Contract</i>
April 16, 2008	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, 2008	Board Meeting 11:30 am <i>Scientific Sales, Inc.</i>	
June 04, 2008	Membership Meeting 11:30 am <i>DoubleTree Hotel</i>	Speaker: TBA