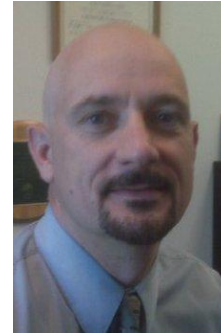




NAPM-Spokane Presents a One-Day Seminar Tuesday, April 17, 2012

This is a “Don’t Miss” workshop!
If you manage contracts in your firm, or try to
anyway, you need to attend on
Tuesday, April 17, 2012
from 8:00 a.m. to 4:30 p.m. in the Gonzaga
McCarthy Athletic Center’s Herak Club Room.



CONTRACTS MANAGEMENT

Presented by Darin Matthews, CPPO, C.P.M.

As purchasing and supply management professionals become more and more involved in the contracting of services, it is vital that they understand the importance of contract management. While the sourcing process (bid or RFP) is important, what is done after contract award can make or break a project and its budget. This session will discuss some key aspects of managing and administering contracts, and offer some tools to assist the contracting organization.

Historically, purchasing has taken a “hands off” approach to contract management, and left such activities up to the operational department. As the profession now takes a more active role in ensuring contractor performance, additional focus is needed on post-award activities. It is easy to feel that after a successful RFP process, and a fully executed contract, that the hard work is done. However, the experienced procurement and supply professional realizes that the work is really just beginning. This training session will include:

- The importance of active contract management
- The involvement of procurement throughout the contracting cycle
- The importance of investing in your contracts early on
- Contracting case studies
- Contract management tools

Trends in contract management will be discussed, as well as examples and case studies of organizations that have struggled with their contracts. According to Groucho Marx, “we should learn from the mistakes of others, we don’t have time to make them all ourselves.”

Darin Matthews is the Past President of the National Institute of Governmental Purchasing and also the chief procurement officer for Metro, the regional government of Portland. He speaks throughout the world on various purchasing topics. He has presented for numerous professional associations, including the Purchasing Management Association of Canada (PMAC), the Canadian Public Procurement Council (CPPC), and the Institute for Supply Management (ISM). Darin is a Certified Public Purchasing Officer (CPPO) and a Certified Purchasing Manager (C.P.M.), and holds a Bachelor’s in Business and a Master’s in Acquisition Management.

Darin’s writings have been featured in *Government Procurement*, *Contract Management* and the *Journal of Public Procurement*. A contributing author for the Australian Institute of Purchasing and Supply, he has also written texts for Florida Atlantic University and the Institute for Supply Management. His books include *Logistics and Transportation*, *Warehousing and Inventory Control*, and *Effective Supply Management Performance*. He has lectured at Rose State College, University of Victoria, and Portland Community College, and is an adjunct instructor for Florida Atlantic University’s Public Procurement Research Center.



NAPM-Spokane, Inc.
808 W. Spokane Falls Blvd.
Spokane, WA 99201

Contracts Management

Tuesday, April 17, 2012 ~ 8:00 a.m. – 4:30 p.m.

Registration Fee: \$150.00 (fee includes lunch)

Registrant Name: _____

Business Name: _____

Business Address: _____

Business Telephone Number: _____

E-Mail Address: _____

Payment May be Made To: NAPM-Spokane or, for a \$5.00 fee, you may use PayPal.

**Mail Registration Form & Payment To: NAPM-Spokane
808 W. Spokane Falls Blvd.
Spokane, WA 99201**

Location: Gonzaga University McCarthy Center, Herak Club Room
A campus map can be viewed at www.gonzaga.edu/about/campus-map.asp

Schedule: 8:00 Check-In
8:30 Session Begins
10:00 Break
11:30 Lunch – Gonzaga University McCarthy Arena
Speaker & Topic: “Sustainable Purchasing” by Darin Matthews
1:30 Session Resumes
3:00 Break
4:30 Adjourn
(Earn 7.5 CEU Credits)

- Mail your registration and payment today – limited to 75 registrants
- **All registrations must be received by Friday, April 6, 2012**
- Questions? Contact Pam Tatosky (509) 354-7127 or e-mail pamt@spokaneschools.org
- An outline and additional information on the workshop and lunch topic will be distributed at the event