



Purchasing Quarterly

Winter 2008, Volume 8, Issue 1. A Publication of the Travis County Purchasing Office, Cyd V. Grimes, C.P.M., Purchasing Agent

Know your Purchasing Office Betty Chapa

By Jerome T. Guerrero

"I prefer to be in the background," says Betty Jane Chapa, Lead Historically Underutilized Business (HUB) Program Specialist for the Travis County Purchasing Office. Just completing 10 years with the County this past January, she has been in her current position 4 years. She has a quiet, efficient work demeanor. Whenever you ask something of her, she quietly says, "Yes," and completes the task.

A native of Austin and a graduate of L. C. Anderson High School, she is finishing her Bachelor of Business Administration in Business and Management at St. Edward's University.

She began her career at Travis County in the County Attorney's Office working as a Bankruptcy Clerk. She joined the Purchasing Office about a year later as a Purchasing Clerk. When she would visit the Purchasing Office from the County Attorney's Office, and see the stacks of folders that needed to be filed, "I could do that," she thought. When a clerk position became available, she immediately applied for the opening.

Married to Joe Chapa for 8 years, they knew of each other growing up but did not date until high school, even though her father, John Alemán



knew Joe's grandfather. Joe's grandfather taught Betty's father the craft of masonry.

The eighth child of a family of nine, she said, "I did a lot of babysitting," for my nieces and nephews. "I love them all and have a special bond with each of them." Being a member of a large family, it is expected for everyone to pull together and help.

Like a member of a larger family, Betty helps out by selflessly help-

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Purchasing Office "Business Bus Hop"

By Betty Chapa

The Travis County Purchasing Office Historically Underutilized Business (HUB) Program kicked off the fiscal year with a "Business Bus Hop." The event, held on November 29th, was clearly a winner for the 28 attendees and participating businesses, as employees from the County's Purchasing and Human Resources Offices, HUB Coordinators from various State of Texas agencies and Capital Metro, and the Governor's Office Small Business Advocate boarded a chartered bus to travel around Austin to visit and learn about selected local businesses and community organizations.

Stops included a wide variety of establishments and goods/services providers, including the Austin Black Contractors' Association; Lynx



served as learning opportunities for both visitors and participants, resulting in interesting discussions on the successes and challenges of operating small businesses and numerous other topics. At the KEYE Studio, some fulfilled a dream by taking a shot at playing a meteorologist on camera and sitting at the newsdesk where the nightly news is taped.

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Travis County

Cyd V. Grimes, C.P.M.
Purchasing Agent

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Pct. 1 Commissioner Ron Davis
Pct. 2 Commissioner Sarah Eckhardt
Pct. 3 Commissioner Gerald Daugherty
Pct. 4 Commissioner Margaret Gómez

Purchasing Board
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Presiding Chair
261st District Ct. Judge Lora Livingston
250st District Ct. Judge John K. Deitz
County Judge Samuel T. Biscoe
Pct. 3 Cnty Commissioner Gerald Daugherty

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R.A.V.E. - Recognize A VALUE-able Employee

By Jerome T. Guerrero

Every Tuesday is a busy day for the Media Team at Travis County Television Channel 17. The day starts early for Dale Cornibe, Juan Campos, Thad Yousling and Al Jackson, Manager of Media Services. Behind the cameras, lights and action of the weekly court sessions, the Media Team ensures that the public can watch the Commissioners Court agenda and public discussion.

I asked what is a typical day in media? All answered that there is no typical day. How do they, as media professionals, handle the day? Dale answers, "...expect the unexpected, even with your best plans." Thad adds, "Nothing ever happens as planned, so be calm and work through each situation." Juan adds that he works to meet the needs of their clients: the staff of Travis County.

They have done a fantastic job of supporting the mission of the Purchasing Office by taping workshops and bus hops. The Media Team assists the office by making it look good!

Dale, a 6 year staffer with Travis County has worked in media production for over 17 years. A native of New Orleans, he graduated from Loyola University New Orleans with a Bachelor of Arts in Broadcast Production. His love of media started in high school with the media club. He credits his in-



Al Jackson

structor, Carol Evans, as his biggest influence to start a career in media. "She had the gift of inspiration; she made us love the field."

Like Dale, Juan started his interest in high school too. He also had a "high proficiency in English." Born near El Paso, Texas and raised near Houston, he worked at KTBC-Channel 7 as a news producer before starting his 15 years with the County. Currently, he is working on his Bachelor of Science in Communications Degree at The University of Texas at Austin.

Thad, a native of Denison, Iowa, has over 24 years of broadcast experience. Before his 11 years with the County, he worked at the City of Austin in video production and a media events company. One of his activities outside of Travis County is motorsports. His interest in production started when he bought an 8mm movie camera to film himself and his friends motorcross racing.

Al, originally from Columbia, South Carolina, earned his Bachelors and Masters of Media Arts Degrees from the University of South Carolina. He was responsible for the engineering operations at the



Dale Cornibe



Juan Campos



Thad Yousling

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ing others. When there is a request from staff or the public, she cheerfully fulfills her job. "We all have a common goal, that is to be of assistance to the business community and taxpayers of Travis County," she says. One of her many responsibilities is In-Reach to the County departments by encouraging them to use HUBs whenever possible. Currently, Betty is working on a 'paperless' effort to distribute information about doing business with Travis County and the HUB Program with related materials on CD-ROM.

The effort is expected to save time and money by reducing the amount of paper required and time to produce the packets that are currently distributed.

Joe and Betty are recent homeowners. "It's nice to go home to our house." She and Joe are always finding things to do around the house and yard when they are not watching Longhorn sports.

"I enjoy my extended family in the Purchasing Office. We are a perfect fit." She has the perfect attitude to fit in with the office. With that, she will go far in her professional career. ✕

HUB Team Works on Contract Language for VTS Implementation

By Jerome T. Guerrero

The journey to full implementation continues for the Vendor Tracking System (VTS). Since the last issue of the Purchasing Quarterly, We have been working closely with several vendors to train and demonstrate the ease of VTS.

The most common question about VTS is, "Am I required to respond?" The answer is, yes, if it is specified in the contract language.

This leads to the next phase of the implementation: contract language that enforces and mandates prime contractors and sub-contractors to use the system.



Currently, our team is working with the County Attorney to draft contract language. How soon will the requirement to use

VTS be in county projects? The goal is to slowly introduce the requirement over the next 3 - 6 months.

The process has been an exciting journey to document accurately the dollars prime contractors spend with sub-contractors on Travis County projects. Other municipalities, as far away as Maryland, have expressed interest in what we are doing.

If you want to learn more, contact me to set up a demo at 512-854-4852 ✕

Travis County Purchasing Code of Ethics

Employees shall avoid activities that compromise or give the perception of compromising the best interests of Travis County. Employees shall not knowingly use confidential proprietary information for actual or anticipated personal gain.

Employees shall avoid any activity that would create a conflict between their personal interests and the interest of Travis County. Conflicts exist in any relationship where the County's best interest may be different from the employee's best interests or the best interest of someone associated with the employee. Examples include an employee participating in any way in any procurement in which any member of the employee's family has a financial interest in the results of the County procurement process or a business or organization in which the employee, or any member of the employee's family, has a

financial interest in the results of the County procurement process. If conflicts of interest exist, the employee shall notify the Purchasing Agent in writing and remove him or herself from the County procurement process.

Employees shall avoid the appearance of unethical or compromising practices in relationships, actions, and communications associated with County procurement.

Employees shall not solicit or accept money, loans, gifts, favors, or anything of value, from present or potential contractors that might influence or appear to influence a purchasing decision. Generally, goods or services with a value of \$50 or less in the aggregate from a vendor during a year do not violate this prohibition unless they influence or appear to influence a specific purchasing decision.

The entire Code of Ethics is available on the county intranet. ✕

Economic Opportunity Forums

02/27/08 - Austin

Construction HUB Forum

Address: 10100 Burnet Road Austin TX

Information: Hosted by the University of Texas at Austin, Project Management and Construction Services. Event will be held at The Commons Center in Room 1.122. Event is Free of Charge and due to limited seating will be first come first serve.

Contact: Muriel Kruse, HUB Staff Associate at 512-475-6856 or muriel.kruse@austin.utexas.edu

03/25/08 - San Antonio

Small Business Briefings

Address: Radisson Hill Country Resort and Spa 9800 Westover Hills Blvd. San Antonio, TX 78251 ph. (210) 509-9800 · fax (210) 509-9814 · toll-free (888) 201-1718

Information: TxDOT will conduct briefings around the state for small and minority-owned businesses providing contract opportunities and information on how to do business with TxDOT and with the State of Texas. Breakout Sessions will be conducted covering small and minority-owned business certifications, resources for small business development, business marketing for state contracts as well as information on TxDOT toll projects. Each briefing will also include a Contracting Opportunities Showcase, an Industry Networking Session and a Reception.

Contact: <http://ti.tamu.edu/conferences/sbb07/> Online registration available until: March 17, 2008.

Business Bus Hop, continued from page 1

The bus hop concluded with a drive-through tour of the newly built "China Town" business district and a visit to the Asian Chamber of Commerce. For most of the people involved, it was their first Bus Hop experience. Based upon the feedback received, it was a useful and enjoyable event, which helped attendees have an understanding of our local business com-

munity.

The Purchasing Office HUB Program thanks all the attendees and businesses who participated in the Bus Hop, especially the Human Resource Management Department (HRMD) for co-sponsoring the event and the Texas Association of Public Purchasers (TAPP) for providing refreshments.

Keep a look out for our next Business Bus Hop planned for the Summer of 2008! ✕

R.A.V.E., continued from page 2

University of South Carolina Television and KLRU-TV, Channel 18 in Austin. He is a 20 year staffer with the County, the last 10 years as the Manager of Media Svices.

Dale suggests to the aspiring producer to "do as many inter-

ships as you can. Network, network, network... think outside the box, think of alternatives." You may get a job in production at an unlikely place.



HUB Program Highlights

By Betty Chapa

- First Quarter

The Purchasing Office Historically Underutilized Business (HUB) Program team continues to participate in various governmental agency expos and vendor fairs throughout the year.



Fiscal Year 2008 began with the State of Texas Railroad Commission's Vendor Fair on the 10th of October. I attended and met with over thirty vendors, providing them with information and resources on 'How to conduct business with Travis County.'

This event was followed by the City of Austin's Contractor Recognition event held on the 16th of October. Marvin Brice, Assistant Purchasing Agent and Sylvia Lopez, HUB Program Coordinator attended on behalf of the County.

The quarter wrapped up with the Bexar County & City of San Antonio's 7th Annual Small, Minority and Women Business Owners Conference held on the 5th of December in San Antonio, Texas. Travis County was an exhibitor represented by the HUB team: Sylvia Lopez, Betty Chapa and Jerome Guerrero. Over 500 people attended this well planned event that included private and public sector vendors.

The Purchasing Office is proud to open doors of opportunities to the diverse business community. ✕

Inside the Purchasing Office

- The Purchasing Office began Fiscal Year 2007 with the re-appointment of Purchasing Agent, Cyd V. Grimes, C.P.M. on October 1st. The Purchasing Board unanimously re-appointed Ms. Grimes for two years.
- What better way for Purchasing to reflect on the year than to have an office retreat. The session was held at the Human Resources Training Facility on Airport Boulevard in October. This allowed staff to reflect on past and upcoming projects as well as potential for the coming year. Travis County Clinic's own Margaret Brown, MD and Josie Pena, RN were on hand to provide the Purchasing staff with useful information on stress management and having a successful, healthy team.
- On December 13th, staff had the opportunity to attend a Power Lunch with guest speaker Clarence J. Bibby, PhD with Austin Energy. Dr. Bibby's presentation topic was on "A Psychological Framework" that covered areas of human behavior, beliefs, values, thoughts, feelings and the personality, desire and motivation of an individual. The Power Lunch was successful and we thank Dr. Bibby.
- Fiscal Year 2007 was not only successful; it marked savings for county wide purchases. Travis County saved \$822,587.98 through the use of RFPdepot.com. Through RFPdepot.com vendors can register to do business with Travis County. This service is easy, quick and FREE!

In Search Of

A weary mile we pass this way
Trudging along the road each day
This path that we call life is rough
And some days it gets even tough
But on this path we look for hope
We do not falter nor do we loaf
For we seek what's in life is good
That makes us better as it should
To give what we can to our fellow
man
To bring a peace across terra's land
A world of light, faith, and love
That is indeed what we're in search of

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Purchasing Liaison Appreciation Workshop 2008



March 27, 2008

Contact the Purchasing Office for more info!

Special Information

 Purchasing Quarterly

Eating Right Past the New Year

By Jerome T. Guerrero

"...what a long strange trip its been" Robert Hunter

It feels like a long strange trip when it comes to finding and eating the right foods. With the new year comes new diets, new commitments to lose weight - to eat right and to treat your body better. Many of you, either privately or publicly have stated your resolve to make a lifestyle change.

Do you still have that one pair of pants or suit in your closet with a line of dust on it that you will wear once you reach your goal weight? I have pulled out those pants several times over the years of my 'yo-yoing' weight fluctuations. The last time I wore them, I was going through a very stressful period of my life. I learned that stress is not the best method for weight loss, or control, as some people gain weight through times of great stress.¹

I've tried numerous diet and nutritional plans, some suggested by nutrition experts and others through a "plan that will change your life." My personal favorites are the plans or systems that feature testimonials about how "this changed my life, saved my marriage, brought my family together and got me my latest job promotion." I try not to laugh out loud as the infomercial witness is looking me in the eye.

I was born at a time when a healthy baby was a 'fat' baby. My mother complained to the pediatrician, "He's not gaining any weight!" He reassured her that my metabolism was very high and that eventually I would gain weight. Did I?²

When you start your commitment to a lifestyle change, you need to identify the factors that are, or could be, a detriment to your goal. The main thing I have learned is that we are diverse people with multiple genetic coding and histories. What works for me may not work for you. When my wife and I tried the Atkins Diet™, she followed the plan exactly. I never could eat less than 50 - 60 grams of carbohydrates a day. I lost more weight than she did over the same time period. It was good to find out that carbs were not my enemy.

Growing up in the food service industry, I found the biggest culprit was eating out. Once I left that industry, I noticed that I was losing weight. It may have been age or a changing metabolism,

either way, eating out was adding weight.³

My personal targets that I will try to stick with are:

Target # 1 - Don't eat out or reduce eating out.

I do enjoying eating out. Having someone else serve you, clean up and do the dishes for you is great. It may be too hard to give up, but try it and see what happens. You may find you have extra money to buy healthier food.

Target # 2 - Monitor Portions.



I made the change to eat whole grains and more natural food like brown rice and 1% milk. You will still find some Hormel Bacon Bits® in my kitchen, but I have greatly reduced processed and chemically treated foods in my diet. Even with the whole grains, I eat too large a serving. I still struggle to control my portions, but I am eating less. The goal is to limit, not starve myself.⁴

Target # 3 - Family history/genetics

"You can't choose your family but..." I literally was the 'runt of the litter.' The men in my family are big men. They also

have a history of heart attacks and high blood pressure. I am the only one in my family to never have taken any high blood pressure medication. With that information, I have even more incentive to eat right, exercise and take care of my body.

Visit mypyramid.gov website⁵ web site to create your own food pyramid by entering your specific height, weight and activity level.

Your lifestyle can start with simple steps. Eventually, you will need to consult with a doctor if you are going to make drastic changes. Travis County has a Wellness Clinic that is a part of your benefits as a Travis County employee. Use them. If you don't then consult with your personal doctor. Change can start small. Success can be small. Let it grow into a bigger success!

¹ <http://stress.about.com/od/stresshealth/a/weightgain.htm>

² http://pediatrics.about.com/cs/growthcharts2/1/b1_ibw_calc.htm

³ http://www.associatedcontent.com/article/79951/eating_out_at_restaurants_can_make.html

⁴ <http://yourtotalhealth.ivillage.com/diet-fitness/portion-distortion-much-are-you-really-eating.html>

⁵ <http://www.mypyramid.gov/mypyramid/index.aspx>