



# Purchasing Quarterly

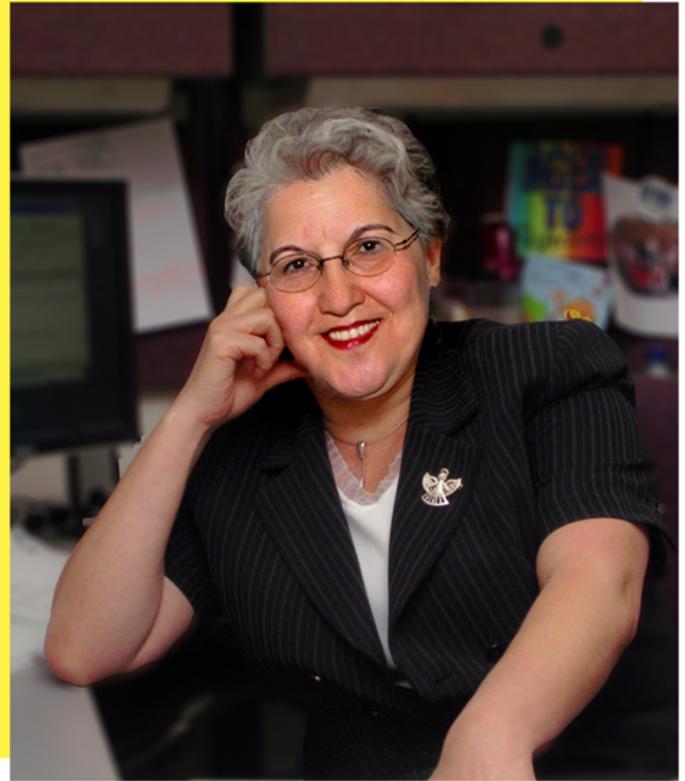
Spring 2009, Volume 9, Issue 2. A Publication of the Travis County Purchasing Office, Cyd V. Grimes, C.P.M., Purchasing Agent

## Know your Purchasing Office Vania Ramaekers

By Jerome T. Guerrero

“Diversity” can be an overused or clichéd term, but in the Purchasing Office it is the norm. Vania Ramaekers started her second time with the County in March 2007. A native of Brazil, she was born and raised near São Paulo. She and her sister, Sandra attended a private religious boarding school while their single mother, Beliza, supported and encouraged them. She moved to the United States in 1978 and became a U.S. citizen in 1981. A few years later she helped her mother and sister move to the U.S. A devoted and hard-working daughter and mother, she carries the same attitude to her work at Travis County.

The first time Vania worked at Travis County, it was under the then County Commissioner Richard Moya (Precinct 4). “I was hired to work at Precinct 4 at the end of his term.” After that, she assisted with the reorganizations of the Transportation and Natural Resources (TNR) department. At that time, there was no Purchasing Agent so each department did its own purchasing and financial work. She demonstrated her hard work and attention to detail and moved up the administrative ladder. She left the County in 1992 as a Special Project Financial Analyst



See “Know Your Purchasing Office,” continued on page 2

# HUB Program Celebrates 15 Years

By Sylvia Lopez

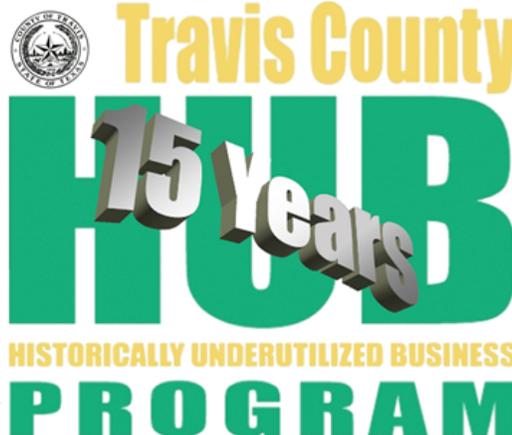
In May 1994, the Travis County Commissioners Court unanimously passed a resolution creating the HUB Program within Travis County. The Court’s decision made the County become the first Texas County to officially adopt a HUB Program.

Travis County has a centralized procurement system, requiring all procurement activity to filter through the Purchasing Office, with only a few exceptions. The HUB Program was structured under the Purchasing Office, and is supervised by the Purchasing Agent and two Assistant Purchasing Agents. This type of structure allowed the Purchasing Agent to be both a champion and advocate for the adoption and continuation of the HUB Program.

May 2009 will mark the fifteen year anniversary for the County’s HUB Program. A celebration of this milestone will be held on May 20, 2009 at the Workforce Solutions facilities located at 6505 Airport Boulevard.

The program starts at 6:00 P.M. and will end at 8:00 P.M. County Judge Samuel T. Biscoe will be there as well as members of the Purchasing Office and HUB Community. Awards will be presented to members of the business and government community.

The greatest recognition goes to the HUB Community that serves Travis County. By participating in the procurement process, you are helping the County to obtain the best dollar value for all the citizens and employees in and around Travis County. Help celebrate the process of diversity. ✕



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### Travis County

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

Commissioners Court  
County Judge Samuel T. Biscoe  
Pct. 1 Commissioner Ron Davis  
Pct. 2 Commissioner Sarah Eckhardt  
Pct. 3 Commissioner Karen Huber  
Pct. 4 Commissioner Margaret Gómez

Purchasing Board  
331<sup>st</sup> District Ct. Judge Bob Perkins,  
Presiding Chair  
261<sup>st</sup> District Ct. Judge Lora Livingston  
250<sup>th</sup> District Ct. Judge John K. Deitz  
County Judge Samuel T. Biscoe  
Pct. 3 Cnty Commissioner Karen Huber

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

## Tenley Aldredge

By Jerome T. Guerrero

Tenley Aldredge is a high energy person and passionate professional. Born in Seattle, Washington, she attended schools in Chicago and Los Angeles, earned her undergraduate degree at Middlebury College in Russian Studies, a Master's in International Affairs from Columbia University in New York City (NYC), and finally her law degree from Fordham Law School in NYC.

While she was working on her Master's, she earned a fellowship grant to study abroad in Poland. Being of Polish ancestry, she said, "I wanted to re-discover my Polish roots." She was there during the election of Poland's first democratically elected prime minister in all of Central and Eastern Europe, Tadeusz Mazowiecki, in August, 1989. "I never felt afraid during that time." There were no tanks rolling by but it was an exciting time for her to witness history.

After she earned her undergraduate degree, she



worked in the publishing industry. She worked with a publication that sponsored democratic dissidents who were helping to spread democracy before the Berlin Wall fell. "I enjoyed my time in Poland discussing and

See "R.A.V.E.", continued on page 4

### Know Your Purchasing Office, continued from page 1

III to work at the then Texas Water Commission. Later, she and her husband, Frank, moved to Waco where she did private sector consultation.

Vania is a thoughtful and energetic woman who is always looking to serve. As her commitment to her own grown children is evident, she is committed to serving her customers with the County. She has gained a reputation with several departments as being very helpful. "I like to look for solutions for my customers' problems."

Vania relates a time when one of the departments was having problems with a contract. "I knew this was an important contract because the welfare of children was involved." She did some research and located for the department a list of potential vendors. "I feel proud to be part of the solution. We meet, we talk about their needs (the departments), we make a plan. They love that attitude - total customer service. I'm making a difference here. The kids are getting good services with the County."

With four grown children of her own, Jessica, Vanessa, Jimmy and Joshua, Vania made sure each one completed their advanced education. Provid-

ing for her own children has been an ongoing effort for Vania.

When her last child graduates this May, she is going to start the next phase of her life. "My dream is to finish college for myself." Throughout her career, she has taken courses and evening classes but has not finished her degree. However, she completed her Certified Professional Public Buyer (CPPB) last year and will start working on her Certified Public Purchasing Officer (CPPO) after this year. The second phase is about to begin.

Part of the giving nature of Vania is her talent of crochet. She has created and given away multiple quilts to several co-workers at Travis County. Many colleagues' babies and grandchildren have received one-of-a-kind quilts made by Vania's hands. She also likes to collect angel figurines and stuffed teddy bears.

"The year 2009 is the year of endings and the year 2010 will be the year of beginnings for Vania." Besides working on completing her degree, she and her husband will soon be looking for a new home to start making new memories with her family and grandchildren, Ethan Edwards and Ivan Garcia. ✕

# Purchasing Code of Ethics Guide

## Part 5 - Proprietary Information

If you are part of an evaluation committee for a major purchase, you may be required to sign a non-disclosure memorandum. This is to protect potential bidders and the procurement process from release of proprietary information.

The definition of proprietary information by [businessdictionary.com](http://businessdictionary.com) is "information that is not public knowledge (such as test results or trade secrets), conveyed by a manufacturer to an external party due to its position in the procurement process. The recipient is generally duty bound to desist from making unauthorized use of the proprietary information." An additional definition of proprietary information, "also known as a trade secret, is information a company wishes to keep confidential. Proprietary information can include secret formulas, processes and methods used in production. It can also include a company's business and marketing plans, salary structure, customer lists, contracts and details of its computer systems. In some cases, the special knowledge and skills that an employee has learned on the job are considered to be a company's proprietary information."<sup>1</sup>

The Travis County Purchasing Policy and Procedures manual states, "Employees shall keep the proprietary information of vendors confidential. Employees shall keep County procurement information obtained from a solicitation confidential until after contract award if the solicitation provides for it to be kept secret."

The Travis County Purchasing Office uses a confidentiality memorandum to ensure compliance with the Ethics Policy for keeping proprietary information confidential. Before the evaluation of confidential proposals, the Purchasing Office sends a memorandum to evaluation committee members for signature and certification. The memorandum contains the require-



ments to which the evaluation committee member is expected to adhere during the course of the competitive process and until an award is approved by the Commissioners Court. Compliance with the requirements outlined in the Confidentiality Memorandum is crucial. If proprietary information of any vendor is compromised during the procurement process, all proposals may be rejected.

If that were to happen, many months of administrative and contract preparation will have been wasted. Due to the potential negligence of divulging proprietary information during the evaluation, you may cost Travis County taxpayers time and money. Additionally, the breach of trust to a vendor may inhibit them and other potential vendors to bid on future projects with Travis County.

Any inquiries after the award of a bid should be directed to the Purchasing Office so a legal determination can be made as to what information can be released. At that point, the County Attorney may be contacted for a determination of what information can be released to the public. In order for the County to receive the best price possible, all vendors must have the trust and confidence in the evaluation committed and the procurement process to manage all information. ✕

<sup>1</sup><http://definitions.uslegal.com/p/proprietary-information/>

## Economic Opportunity Forums

04/29/09 - Austin

The University of Texas & University of Texas System HUB Vendor Fair

Address: Frank Erwin Center, 1701 Red River St.

Information: 9:00 a.m. to 3:00 p.m.

Contact: Annette Smith HUB Associate The University of Texas at Austin 2200 Comal Street Austin, Texas 78722 512 471-2850 512 471-2689 fax

04/30/09 - Austin

Spring 2009 Power to Purchase Technology Expo Online registration and additional information will be available soon

Address: 900 Barton Springs Road Austin, TX 78704

Information: Department of Information Resources (DIR)

Contact: Sofia Guerra [sofia.guerra@dir.state.tx.us](mailto:sofia.guerra@dir.state.tx.us)

05/20/09 - Austin

Travis County HUB Program 15-Year Anniversary Celebration

Address: Workforce Solutions, 6505 Airport Blvd., Ste. 101-E

Information: On Wednesday, May 20, 2009 from 6pm-8pm, the

Travis County Purchasing Office will be hosting a 15-year anniversary celebration to recognize diversity in Travis County. Catered meal will be provided. Mark your calendar and join Travis County.

Contact: RSVP to Betty Chapa, HUB Program Specialist, 854-9914, [betty.chapa@co.travis.tx.us](mailto:betty.chapa@co.travis.tx.us)

06/23/09 - Austin

2009 Procurement Connection Seminar and EXPO - Learn, Market, Grow

Address: Frank Erwin Center 1701 Red River

Information: The Statewide HUB Program is coming to a city near you to provide valuable information on doing business with the state of Texas. The conference will equip you and your business to do the following: Learn about the resources available to minority- and woman owned businesses. Market your goods and services to state agencies and universities. Grow your network and increase your opportunities. For more information and to register visit [Texas4HUBs.org](http://Texas4HUBs.org) Contact: [Texas4hubs@cpa.state.tx.us](mailto:Texas4hubs@cpa.state.tx.us)

## NOTEWORTHY

Welcome to Alice Leslie who joined the Purchasing Office in February 2009 as the new Purchasing Office Manager. She began working for Travis County in 1993 at the Sheriff's Office and worked at the Juvenile Probation and Domestic Relations Offices.

Also, welcome George Monnat as a new Purchasing Agent Assistant, a seasoned purchasing professional with lifetime certification as a Certified Purchasing Manager (C.P.M.) He previously worked at the Texas Guaranteed Student Loan Corporation. Before coming to Austin, he worked in operational management roles for distribution firms with the petrochemical and production industries. He is past President of NAPM Austin (local affiliate to the Institute of Supply Management - "ISM")

# Central Campus Study

By Jerome T. Guerrero

On March 10, 2009, the Travis County Commissioners Court authorized Cyd Grimes, C.P.M., Purchasing Agent, to negotiate a contract with Broaddus and Associates. The procurement process started with a Request for Qualifications (RFQ) in October 2008. However, the preliminary work and research for several county departments has been and is a continuous task.

The RFQ was issued to select an expert consultant to develop a comprehensive, long-term Capital Improvement Project providing needed and essential facilities in the Downtown, South Congress, Airport and other County campuses.

Before consent was given, interviews with the top three scoring firms allowed them to discuss their

proposed approach and answer questions. The Commissioners Court, evaluation committee and a judiciary team led by Judge John K. Dietz scored each firm using a pre-set matrix system. After completing the scoring, Broaddus and Associates was the highest scoring consultant. Negotiations began on March 23, 2009 and are scheduled to be completed by late April.

The Historically Underutilized Business (HUB) Program's Vendor Tracking System (VTS) will be utilized to monitor the HUB sub-consultants on this project.

This project is an example of the efforts of the several departments, Commissioners Court, Judicial Courts and Purchasing Office working together to bring a vision of the future of Travis County into reality for all citizens. ✕



## Small Things

A nightingale alights in the tree  
And sings a song of loveliness  
The haunting tune a trilling melody  
That puts all our troubles to rest  
A rose grows in the garden pure  
Among the thorns and brambles true  
Yet the fragrance is always the cure  
A scented balm that carries us through  
It is the small things that matters  
If we can our time to share  
They relieve us of all daily tatters  
And make a life full of joy and care



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April 2009

## ACCA National Training Institute Graduate

By Sylvia Lopez

The American Contract Compliance Association (ACCA), in cooperation with Morgan State University, Baltimore, Maryland, is a non-profit national organization dedicated to ensuring equitable employment and contracting practices with public and private sector institutions.

ACCA hosts training institutes held annually throughout the country. Attendees can receive a Certified Compliance Administrator (CCA) or a Master Compliance Administrator (MCA) certification, which is specifically designed for Business and Economic Development, Con-



Sylvia Lopez, HUB Program Coordinator, displays her ACCA diploma

tract Compliance and Affirmative Action professionals

Sylvia Lopez, Travis County's HUB Program Coordinator received her CCA while attending ACCA's 2007 Training Institute held in Austin, Texas. ✕

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

debating history, politics, pro-democratic movements and anti-Western philosophy."

Later she decided to go to law school to fulfill an "intellectual curiosity" about law. She earned another fellowship grant in 1994 and again went to Poland to study copyright law. She wrote a paper about computer software copyright. Her time there combined her Polish roots, writing and law.

It was during her time at law school that she met her future husband, Horatio. When they were paired up as part of a wedding party

and "got along well." After she finished law school, she decided to move to Austin where Horatio was an attorney for the state. Married, two years later and pregnant with twins, she started work with the County as an Assistant County Attorney.

She has been here eleven years and "loves her job." She likes to get hands on with the construction projects and real estate deals by visiting the sites. "I never thought I would enjoy construction law, but I love it." Because of her passion and energy, she writes and does the best job for Travis County and the taxpayers. ✕

# Special Information



Purchasing Quarterly

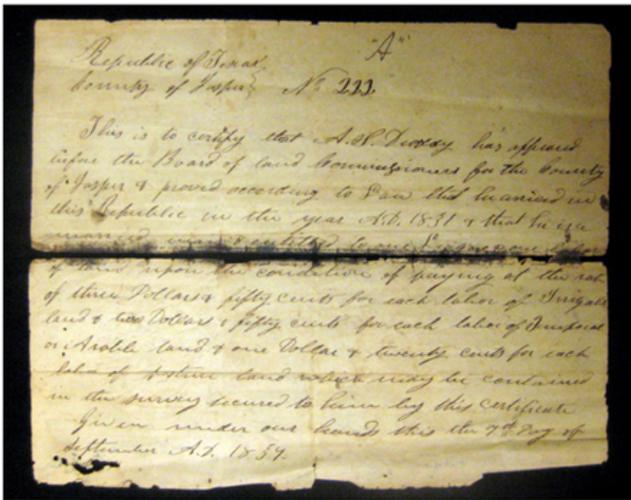
Supplement to the Spring 2009 Issue

## Travis County Archives

By Christy Costlow  
Travis County Archivist

Since its establishment in 1840, Travis County has had a very colorful and rich history. Much of this history can be found documented in the records produced and kept by the Travis County government. Created in the course of day to day activities, local government records such as these often contain unique and significant information with long-lasting value.

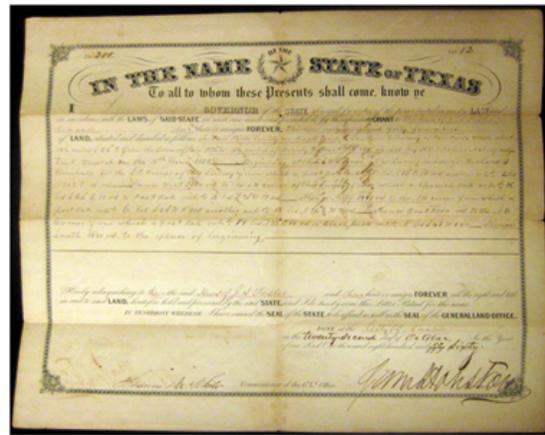
The term “archives” refers to non-current records that are collected and preserved because of their enduring value, as well as to the organization that collects such records. Archival records often contain historical information that cannot be found anywhere else,



Deteriorated Republic of Texas document, 1839

and this information can provide unique insights into the past. Other records have legal, fiscal and administrative value; these records help protect the identity, safety, property, and rights of individuals, hold accountable the actions of the government, and enable recovery after a disaster.

Archival records comprise only a small percentage of the total volume of records created by a local government; however, they are usually among the most important and most frequently referenced records. Types of records include deed registers, maps and plats, wills, probate files, minutes, ordinances, birth and death records, and court case files, to name just a few. These records are important



Land grant signed by Governor Sam Houston, 1860

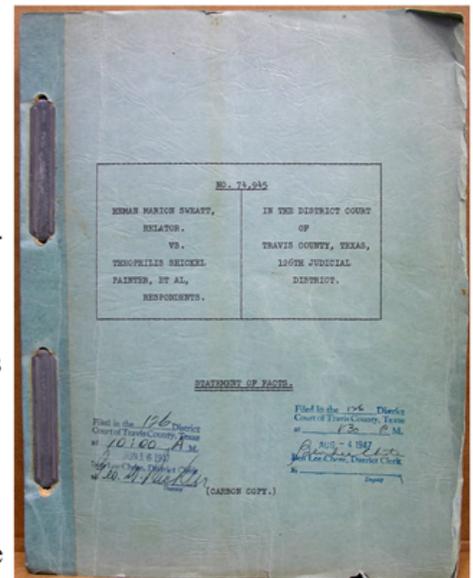
not only to government officials and also to researchers, business people, and individual citizens. A government archives ensures that these valuable records are secure and preserved for the future, and makes them available for reference and use.

Travis County has an urgent need for an archivist. As one

of the earliest established counties in Texas, some Travis County records date back to as early as the 1840s. Many of these older records are deteriorating and in a state of disorder, having been neglected for decades. In order for these records to survive in the future, they need to be preserved and cared for in a secure and environmentally stable location.

Not all materials in an archives are old, however; even recent records with enduring value are best maintained in an archives, where they can be stored securely and organized to facilitate access and use by officials and researchers.

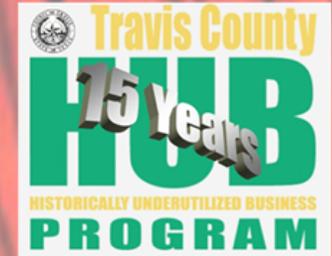
Too often the value of local government records is not realized until the records have been lost. By working towards the establishment of a county archives, Travis County is taking an important step towards ensuring that valuable records and the history they document are preserved for the future.



Statement of Facts from H.M. Sweatt v. T.S. Painter, et al., 1947



# Travis County HUB Program



## 15<sup>th</sup> Anniversary Celebration

Wednesday, May 20, 2009

6:00 P.M. - 8:00 P.M.

Workforce Solutions

6505 Airport Blvd., Ste. 101-E



Special thanks  
to our partners:  
Workforce Solutions  
Community Mentor Protégé Initiative  
(CMPI)

RSVP by May 14, 2009  
to Betty Chapa at  
[betty.chapa@co.travis.tx.us](mailto:betty.chapa@co.travis.tx.us)  
or 512-854-9914  
Refreshments provided