



*The Association of Operations Management:
Advancing
Productivity,
Innovation, and
Competitive
Success*



Volume 22 Issue 9

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— APICS/ISM Networking Event! —

– Bid Document Standardization –

A one hour primer and refresher for making your procurement tasks easier

Tuesday, March 20, 2007
Our Speaker: Mark Mitchell
(See Bio on page 2)

The presentation will begin by discussing the benefits of standardizing the bid format and components for your company's bid documents. Suggestions will be given on what the sections of a bid should cover and the value that each provides. Key words to avoid in your bid documents will be addressed and we will discuss why they can get you into trouble.

Many buyers shy away from wanting a bidder's financial information as part of their standard requirements? Should it be part of your standard bid? Examples of what to look for in the financials will be reviewed and presented in a way that will not drive you crazy.

Have you ever really set consistent standards on how your bid award is made? Maybe it is time. Material will be presented to help you decide if the "best value" process can improve your bidding.

Finally, the benefits of inclusion of your own contract in your standard bid package will be reviewed, instead of allowing bidders to submit their contract when they bid. We will then have a quick review of some of the most confusing terms found in contracts and what they really mean.

Time permitting, we will then take a "hands on" look at a real bidder's contract to prove why you always want to include your own contract in your new standard bid package.

Be sure to bring your questions and if you have standard bid documents that your company uses, bring them along to share. This is going to be a very full and busy hour!!

Agenda

- 5:30 Registration
- 6:00 Dinner & Networking
- 7:00 Membership Meeting
- 7:10 Presentation

Location

Hungry Hunter Steakhouse, 450 Bercut Dr, Sacramento. Please call (916) 650-8660, or email Ed Mercado at edmercado@msn.com and provide the attendee's name, company, telephone number, fax or email address. \$23.00 all attendees (includes dinner), \$5.00 for speaker only.

Website of Interest

The Supply Chain

<http://www.websitetoolbox.com/tool/mb/jlbyrnes>

This site is a discussion forum for individuals interested in supply chains.

Speaker's Bio: Mark Mitchell

Mark Mitchell is retired from the State of California, after spending his entire state career working for the Technology Acquisitions Section of the Procurement Division of the Department of General Services. While at the state, he handled many of the most complex state Information Technology Procurements, including the current Automated State Welfare System, the current Smog Check System, and hundreds of other projects. In his job he negotiated contract language, ran vendor conferences and meetings, helped develop Request for Proposals and dealt with vendor protests and other aspects of the bidding process. He is now currently a retired annuitant doing similar work for various state agencies.

Mark has a lifetime California Secondary and Community College Teaching Certificate and has been an instructor at the College of Continuing Education at Sacramento State, since 1986. During his time there he has taught in the Telecommunications Management, Purchasing Management, and Contracts Management programs.

Mark has lived in Folsom since 1985. He is married and has two sons. His oldest son, Brian, 26 works for Kendal Jackson Winery. His youngest son, Douglas, 19, is a freshman at Sonoma State. His wife, Nancy is a real estate broker.

In his free time, Mark volunteers in several mentoring programs, is studying art at a local college, and loves to travel, having been to five continents.

APICSacramento Calendar



March, 2007

- 6 Board of Directors meeting—6:00PM
Lyon's I-5 and Richards.

- 20 Professional Development Meeting—**Bid Document Standardization**

- 21 Webinar: Proactively Managing Risk in Your Supply-Chain; 2:00 pm EDT; presented by Jon Bellman, CPIM, Reality Check LLC; Level: Intermediate

April, 2007

- TBA Board of Directors meeting

- 17 Professional Development Meeting

Job Opportunity—Inventory Coordinator/Materials Buyer

Inventory Coordinator/Materials Buyer for manufacturing facility (near Lodi, Ca)
Reports to Purchasing (Materials) Manager

- o Administer the cycle counting schedule for all plant materials in coordination with shop supervisors. Continually spot-check material on shop floor and yards. Handle various inventory transactions and analyses like all month-end entries, consumables recording, review of standard costs, review of materials receiving and usage records, keying in of receiving, inter-plant transfer, etc.
- o Materials planning, purchasing and expediting of plant job requirements for class C and B accessories (self-drillers, trim items, doors, windows, vents, and related services) to meet plant production and ship schedules. Keying in of all purchase orders into the corporate computer system.
- o Receive, clarify, order, expedite, reconcile invoices for various MRO and indirect items - shop supplies, services including gases, cylinder rental, packaging and shipping material, welding supplies, labels, carton, etc. Handle and resolve with supplier all reported problems received from customer service or field service or others.

Desired Qualifications

- o Ability to function effectively with various co-workers in fast-paced, high-volume transaction environment using computerized inventory and purchasing systems and proficient in Excel, Email, Windows. Oracle experience and MS Access a plus.
- o Ability to analyze complex inventory transactions and knowledge of how to resolve discrepancies.
- o Ability to deal effectively with customer service and several suppliers on orders, deliveries and resolve problem situations.
- o At least 3 years experience each in inventory/cycle counting and materials and supplies purchasing.
- o Some post-high school education, DOE.

CONTACT: Eva Wuoltee eva.wuoltee@starbuildings.net

Call for PDM Presentations

We are now planning next year's programs and invite you to submit an abstract to be a speaker. We want a slate of speakers ready to go for our PDM's (professional development meetings). We know we have some of the brightest and most talented manufacturing professionals in country—right here in this region! So, we'd like to hear from you!

Here's what we want from you:

- 50 to 100 word abstract that describes your talk.
- A brief bio that describes your background and experiences.
- A title.
- Your contact information (including emails).

All of the above on a single page, please.

Guidelines:

We would like speakers on both the 'hard' and 'soft' skills. We want a good mix of topics that will help each of us grow both professionally and personally. Presentations should be approximately 45 to 50 minutes in length to be followed by a 10 to 15 minute Q&A session.

We need you to do it! This is a great way to improve your communication skills, share your knowledge with your peers, showcase your employer, and grow! We want to hear from you!

Please submit your abstract and bio to **APICS Sacramento** at lodholz@watts.com.

For Sale!



APICS
Sacramento
Denim Shirts
\$25.00

Contact Melanie Hoots at melanie_hoots@hp.com to purchase.

Computer Based CPIM Exams

Computer based CPIM exams are offered by Promissor.

All of the info you will need to register for an APICS exam can be found at <http://www.promissor.com/>

- Select "Professional Certification Exams" under the "Find Test Information" section.
- Select the "APICS..." option.

Read the "Description of New Registration Process (pdf)".

It has all the info you should need including how to get dates, locations, cost, and registration process.

Weber State University On-line APICS Certification Courses

SU Online is the virtual campus for Weber State University, delivering online courses via the World Wide Web. Five courses are offered in partnership with APICS:

- * Basics of Supply Chain Management
- * Master Planning of Resources
- * Detail Scheduling and Planning
- * Execution and Control of Operations
- * Strategic Management of Resources

Exam review courses can be taken collectively for CPIM certification or taken separately to suit the needs of the company or individual. For more information, go to <http://www.wsuonline.weber.edu>. Remember to tell them you're a member of Sacramento APICS! ☀

CIRM Courses Available On-Line

CIRM is a comprehensive educational program designed to help you understand the power of collaboration among organizational resources such as product development, marketing/sales, human resources, finance, and operations. The CIRM program enables you to effectively interact with cross-functional departments for more strategic decision making, enhanced collaboration, and improved productivity

On-line CIRM Courses are available at www.epiweb.net. Be sure to reference Sacramento APICS when registering.

CPIM Courses Available On-Line

CPIM applies to many supply chain tasks and provides the necessary knowledge to thrive in today's global competitive environment-both in terms of reducing costs and increasing customer loyalty.

Since 1973, the CPIM program has educated more than 75,000 manufacturing professionals on essential terminology, concepts, and strategies related to demand management, procurement and supplier planning, material requirements planning, capacity requirements planning, sales and operations planning, master scheduling, performance measurements, supplier relationships, quality control, and continuous improvement.

To register for your next CPIM exam, visit www.asisvcs.com/publications/html/faq_apics.asp or call Promissor Customer Care at 1-800-274-8399 or 610-617-5093.

APICS Sacramento Company Coordinators

Our Company Coordinators serve as the principal communication links between the Sacramento Chapter of APICS and their companies and fellow employees. If you work for one of the companies listed below and need APICS Chapter information of any kind, please feel free to contact them.

If you do not see your company listed below, it is because *you* haven't volunteered. To become a coordinator, call Bill Lodholz (530/666-2493) or email at lodholz@watts.com.

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Notable Quotes

The youth of a nation are the trustees of posterity.—B. Disraeli

Many great actions are committed in small struggles.—Victor Hugo

Two things fill the mind with ever new and increasing wonder and awe, the more often and the more seriously reflection concentrates upon them: the starry heaven above me and the moral law within me.—Immanuel Kant

Check Out the APICS Career Center Online

Whether you are in the market for a job or just want to keep your options open, you'll want to search the APICS Career Center for available jobs, or to post your resume...the perfect fit could be waiting for you!

http://www.apics.org/CareerCenter/careercenter_gateway.htm

And don't forget that APICS is a great place to network with the employees of the region's leading employers. Not only can you mix, mingle, and network but you also receive valuable professional development information.

A job opportunity can be discovered anywhere, don't miss the chance to find one through your own local network

APICSacramento Job Opportunities Notes



Are you seeking another job or career change? Don't forget to check out the APICS-Sacramento Job Opportunities located at <http://www.apicsacramento.com>. You can also find national job opportunities by checking out the national APICS web site located at <http://www.apics.org>.

There are also many companies, consultants, and career counselors who can assist with items such as: resume writing, cover letters, interviewing skills, negotiating skills, as well as personal goals and objectives. Check out the yellow pages under Career or Vocational for this type of assistance.

Certification Maintenance Notice

If you earned your CPIM before 1999, you must submit a maintenance application by the month of your original certification. Find out more at <http://www.apics.org/Certification/Maintenance/maintenance.asp>. If you would like a handy spreadsheet to calculate your point, go to our web site www.apicsacramento.com and scroll down to 'certification maintenance' and put "certification maintenance" in the subject. Don't delay! Once the deadline passes for you, you must earn additional points to regain your certification status.

APICS Webinars

Get Tangled in Our Web of Education

APICS is pleased to announce the latest development in training and education—APICS Webinars. Each APICS Webinar lasts approximately 60 minutes and features educational discussions, case studies, and a Q&A period. All you need is an Internet connection and telephone to participate. Invite your colleagues to join you. As an added benefit, you will receive a CD-ROM of the presentation after the event.

Upcoming APICS Webinars

View a list of upcoming APICS Webinars topics and dates. Go to <http://apics.webex.com> for quick and easy access to the latest information on future topics, dates, and presenters.

Registration Information

To register for an APICS Webinar, visit and select Enroll.

Archived Events

Were you unable to participate in an APICS Webinar? Each APICS Webinar is archived and available for \$139 per viewing. Visit <http://apics.webex.com> and select Recorded Events on the left navigation bar to view an archived APICS Webinar. The archived APICS Webinar begins at time of purchase.

CPIM and CFPIM designees: Earn one professional development point toward Certification Maintenance by participating in an APICS Webinar.

The Educational Society for
Resource Management
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Ask APICS Industry Hotline

When APICS members need reliable operations management information to help make business decisions, the Ask APICS Industry Hotline is available to assist with their research needs. The hotline is organized by APICS in conjunction with the Rochester Institute of Technology. Contact Ask APICS by phone at (585) 475-2098, by fax at (585) 475-5240, or by e-mail at apics@rit.edu. Hours of operation are

Upcoming APICS Webinars

Proactively Managing Risk in Your Supply-Chain

March 21, 2007; 2:00 pm EDT
Presented by Jon Bellman, CPIM,
Reality Check LLC

Level: Intermediate