

Texas Public Purchasing Association

Special Assistance Program

The Texas Public Purchasing Association (TxPPA) was formed in 2008 as the result of a joint merger of the Texas County Purchasing Association and the Texas Purchasing Managers Association. The goals of TxPPA are to:

- ★ *Establish cooperative relationships among its members for the development of efficient purchasing methods and practices in the field of public procurement;*
- ★ *Promote the highest ethical standards of conduct in the performance of public and non profit purchasing;*
- ★ *Promote uniform public purchasing laws and simplified standards and specifications;*
- ★ *Provide informed counsel to others who are responsible for the formulation and promulgation of policies, rules and laws which directly or indirectly affect the process of public and non-profit purchasing;*
- ★ *Collect and disseminate useful information for its members;*
- ★ *Promote the interchange of ideas and experiences within the purchasing profession;*
- ★ *Encourage research and investigation and to sponsor such other activities as may be useful in providing its members with knowledge for efficient procurement;*
- ★ *Strive by all legitimate means to advance the purchasing profession; and to*
- ★ *Facilitate open communication and cooperation among all public purchasing professionals, elected and appointed officials with whom we work, and with the public, which is ultimately served.*

In this comprehensive purpose, TxPPA is responsive to the needs of smaller agencies that request assistance in establishing a centralized purchasing system. To meet this need, the TxPPA Board established the Special Assistance Committee to provide guidance in the following areas:

Centralized Purchasing

Provide documentation and/or presentations to agencies to support a centralized purchasing function and the establishment of a purchasing office.

- ★ *Assistance with enabling statues*
- ★ *Public Procurement Guides*
- ★ *Budget and Personnel Data*

Training

Provide training for new purchasing staff to review purchasing laws and processes to assist in establishing basic procedures of a centralized purchasing office.

- ★ *Procurement Documents (requisition, purchase order, contract)*
- ★ *Laws that govern how purchasing conducts it business*

Ongoing Support

Provide ongoing support and encouragement; promote membership in professional organization for continued education and networking opportunities.

Procurement is an essential government business function. Procurement activities result in the second largest expenditure of taxpayers' dollars. (The largest is salary and benefits.)

The integrity and efficiency of the procurement process is a crucial component of its credibility. More public officials have been criticized for real or perceived conflicts of interest in the spending of public funds than on any other financial activity. Even the knowledge of such potential criticism, public officials often misunderstand procurement's significant budgetary and public relations importance.

Even the perception of public officials misusing the procurement process for personal or political gain threatens the public's confidence in its government. Therefore, governing body of the agency, public officials, and the purchasing agent must ensure a high standard of professional ethics in all personnel who participate in, or who can influence those involved in, making procurement decisions.

Major Advantages of Centralized Procurement

- ★ *Offers greatest control over taxpayers' dollars*
- ★ *Provides cost savings by consolidating purchases for volume discounts*
- ★ *Streamlines the administrative function*
- ★ *Improves relationships with the business community*
- ★ *Ensures fair and equitable treatment of all suppliers who compete for the agency's business*
- ★ *Allows staff to accomplish more with less by concentrating purchasing responsibility and reducing duplication*

TxPPA Special Assistance Committee Chair:

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