

November 2005

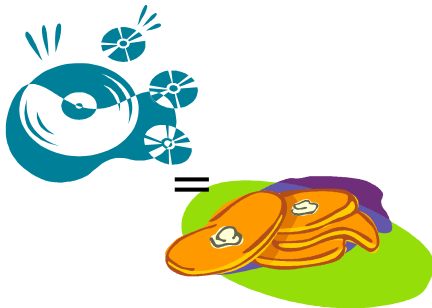
Volume 2, Issue 6

E-Procurement CDs Take NAHRO by Storm!

During NAHRO's National Conference in Chicago, Transpire released the first edition of the e-Procurement CD-rom. The CD, which provides information that agencies and vendors can use to get started in the system, was given away at the e-Procurement booth in the Exhibit Hall.

The CD turned out to be such a popular item that after giving away hundreds at the Conference, we

have now made its files available on the Transpire website, at <http://transpire.org/CDRom.html>



Cd-roms went like hotcakes!

Agencies can also request that a CD be mailed directly to them by sending an email to Dionne Roberts at

droberts@nahro.org. The second edition of the CD is now available, which includes a Table of Contents which links directly to the files for easier access.

Based on the response at the National Conference and since, Transpire will be continuing to improve and update the CD, providing new information to users as it becomes available.

THANK YOU!

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2005: THE STATS SO FAR

Bids Published: 322
Bids Awarded: 340

Value of Bids Awarded



Transpire Planning Now for 2006—Come Visit with Us!

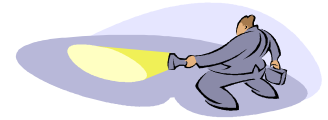
During 2005, we have told you about Transpire's many efforts to provide educational opportunities for NAHRO members on the e-Procurement system. These efforts resulted in numerous trainings and presentations across the country, and we enjoyed

the chances we had to talk with you directly and hear your ideas. We are looking forward to expanding on these efforts in 2006. The CD-rom is only the first in a number of efforts you will see over the coming months, including additional

training, and encouraging members to make the most of their own resources (see the Agency Highlight on Page 3). As we work on our planning for 2006, we ask you to think of us for your conferences and exhibits, (cont'd on page 3)

VENDOR SPOTLIGHT

Assured Decontamination Services



When Assured Decontamination Services (ADS) joined the e-Procurement system in May of this year, they became one of nearly 2000 vendors on the system at that time (the system now has more than 2700 vendors) looking to meet the needs of NAHRO members.

Dan Hannan of ADS noted that "As a company providing national services to the housing industry we are excited and optimistic

about the NAHRO e-procurement system and the opportunities it will bring in the years to come."



ADS was recently featured in the May/June edition of the Journal of Housing and Community

Development for their work decontaminating areas used for producing methamphetamine.

We welcome ADS to the NAHRO e-Procurement system, and encourage NAHRO members to check out the many new service providers joining the system each day.

New Quick Post Option Available Now!

Many of the nearly 350 agency members in the e-Procurement system have joined in order to reduce their administrative time in managing their bidding process.

As a result, not all new users to the system are prepared to use what we call the "back-end" piece, which assists agencies in their evaluation process after the bid period closes.

In recognition of this, the NAHRO e-Procurement system has launched a new feature,

called **Quick Post**, which agencies will now see when they go to post a bid.



The **Create a Quick Post** option allows agencies to quickly issue requests using a condensed form and their own documents as attachments. Agencies can still

use all of the bid management features during the bid process (Q&A, amendments, etc), although vendors will not be able to respond electronically to the request, and the evaluation piece is not available when using Quick Post.

So far, this option has been well received by the agencies that have tested it for us, and we believe it will be especially helpful to our newest users, as a way to transition to using the full capabilities of the system.

MSC CORNER

Over the last year, we have continued to encourage NAHRO Manufacturers and Suppliers Council (MSC) members to participate in the e-Procurement system.

This encouragement has paid off, and we now have more than 2/3 of all MSC members participating in the system!

Since part of the member benefit of joining the NAHRO MSC is a reduced marketing fee in the e-Procurement system, we see this as a natural match.

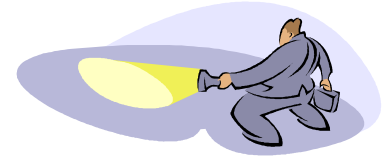
We encourage all of our more than 2700 vendors and suppliers to join NAHRO's MSC, and look forward to the making 100% of all MSC members e-Procurement users!



For information on joining the Manufacturers and Suppliers Council, visit <http://www.nahro.org/join/affil.cfm>

AGENCY SPOTLIGHT

Housing Authority of the County of San Joaquin



We recognize that for agencies coming on to the e-Procurement system, support at all levels of their agency is critical.

Frank Newton, the Central Services Manager for the Housing Authority of the County of San Joaquin (HACSJ) notes that “while I have been an advocate to try the system since its inception, only in the last year has the management support been there to implement it.”

This support came from both the CEO and a Commissioner viewing the system at a NAHRO conference.

With this support, HACSJ’s use of the system has taken off. Frank says that “since registering, we have posted several solicitations, from RFPs on Banking Services and Legal Services to RFQs on Refrigerators, IFBs on HVAC installation and QBSs for A & E Services.”

With this broad use of the system, Frank sees the advantages of the

system for HACSJ in five ways — 1) automatic notification to a large database of potential product and service providers; 2) immediate notification to



local suppliers who are registered on the system; 3) reduction in copy and mailing expenses to produce and distribute copies of solicitations; 4) a built-in process for evaluating bids and proposals using HUD requirements and guidelines; and 5) a well designed documentation file of the solicitation and

evaluation process.

What Frank doesn’t mention are his own efforts to help his vendors get online. We discovered on the HACJS website a fabulous tool for vendors, created by them, about the e-Procurement system.

HACSJ provides an **instructional video** for their vendors on how to get onto and use the system. This 7 minute video is a great way to introduce vendors to the system, and to how it can benefit them as well as the agency.

Visit their website at <http://www.hacsj.com/vendor/vendor.asp> and click on the link to the NAHRO e-Procurement Instructional Video to check it out for yourself.

We applaud Frank Newton and the Housing Authority of the County of San Joaquin for taking their participation in the system to the next level, and encourage all users to make the most of the system!

Transpire Planning Now for 2006 (cont’d)

and to try and visit with us when we come to your region or chapter.

We need the suggestions and advice of our users to continue to make improvements, and you should know that many of the changes and additions to the system come out of our visit with you.

Last Spring we had the opportunity

to attend the NERC Conference in Uncasville, Connecticut. During the e-Procurement presentation, then-Regional President John Hodge suggested we create a report in the system that would assist him in reporting to HUD on his procurement related to Minority and Women-owned Business Enterprises (MWBEs). Because vendors are able to identify them-

selves as such in the system, we were able to create a report that all agencies can access on their procurement with MWBEs.

It is this type of collaboration that improves the system, and we look forward to talking with you and hearing your ideas in 2006!

November Issue

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Transpire, Inc. is a wholly-owned subsidiary of NAHRO

Our Purpose

To add value to communities through service to NAHRO members by developing and sustaining appropriate business lines of benefit to NAHRO members.

We will develop new tools and approaches to unresolved challenges, and meet the needs within the affordable housing and community development industry.

We will identify and promote partnerships across sectors that can assist communities in meeting their goals, and in doing so recommit to serving the members of NAHRO, first and foremost.



CUSTOMER SUPPORT

Customer support is

available at no charge by calling

toll free, 866-526-9266, from 8 a.m. Eastern to

5 p.m. Pacific. We can assist you with putting up bids, RFPs, contacting vendors and any other software questions.

Got Ideas?

The NAHRO e-Newsletter is distributed bi-monthly by Transpire, Inc.

If you have information or ideas, send them to droberts@nahro.org or fax them to 202-289-8181.

NEED **PROCUREMENT** TRAINING?

NAHRO's Procurement & Contract Management Seminar

Procurement's more than placing orders or processing requisitions. It's a major operation in any housing authority – a management-driven cost control center that requires constant attention and education. Your agency will benefit from this session whether it's a one-person, one-desk operation or a sprawling enterprise.

January 30-31, 2006

Charleston, SC

March 2-3, 2006

Massachusetts

NAHRO's Advanced Procurement Seminar

Are you ready to take your procurement process to the next level? With budgets tightening because of dwindling resources, we hear more and more, do less with more. This course, designed for procurement professionals, goes beyond the basics and focuses on how to increase effectiveness and efficiency in your procurement operations.

February 13-14, 2006

Washington, DC

June 26-27, 2006

New York, NY

For more information go to: <http://www.nahro.org/professional/seminars.cfm>