



DEPARTMENT OF PROCUREMENT SERVICES  
CITY OF CHICAGO

TO: Steve Berlin  
Executive Director, Board of Ethics

FROM:   
Jamie L. Rhee  
Chief Procurement Officer

RE: Travel to NIGP Annual Forum, August 25-28, 2013

DATE: August 21, 2013

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Office of Budget and Management has approved my travel to participate in this year's annual National Institute of Governmental Purchasing (NIGP) Forum, Sunday, August 25-27, 2013 in Orlando, FL. The NIGP Forum is the largest North American educational event exclusively for public procurement professionals. The ideas, knowledge and expertise shared at the Forum by procurement experts and peers will provide best practice examples that can be implemented by DPS for the City of Chicago.

Last week, U.S. Communities had invited me to present on a panel the evening of August 27, 2013, titled *Utilizing Cooperative Purchasing in Emergency Planning and Recovery*. In order to participate, I need to stay at the conference for an additional day, returning August 28, 2013. This would require a change to my airline ticket and an additional night at the conference hotel. U.S. Communities will pay the extra fees for the fare change and the extra hotel night.

U.S. Communities Government Purchasing Alliance is a government purchasing cooperative founded by five leading national governmental organizations including the U.S. Conference of Mayors. The organization provides government procurement resources and solutions to government agencies, school districts, higher education, and nonprofits.

The national platform of U.S. Communities panel at the NIGP Forum will allow me to educate procurement entities about the innovative programs taking place in Chicago.