

Leadership Tips for Contract Management and Procurement Aloha Chapter, NCMA Meeting - May 15, 2014

*“As we let our own light shine, we unconsciously give other people permission to do the same.”
– Nelson Mandela*

Nelson Mandela’s quote underscored a presentation on leadership by Sarah Allen, Administrator of the State Procurement Office (SPO), at the Aloha Chapter of the National Contract Management Association’s (NCMA) May 15, 2014, training meeting.

Sarah has gleaned much knowledge from working with both stellar as well as bad leaders she encountered during her career. She encouraged the audience of about 30 contract management professionals to recognize that part of the job of being an Acquisition Professional is to also be a good leader. She offered her thoughts on valuable tips cited in the article, “Secrets of Superstar Contracting Professionals,” found the May 2014 issue of NCMA’s magazine, *Contract Management*:

- **Motivation** – Find meaning in your career and ways to make it passionate.
- **Stress Management** – Remember that family and friends are your support system and must not be forgotten in lieu of the mission.
- **The Legal Minefield of Statutes, Regulations, Policy and Case Law** – Stay up to date by reading up on new ideas and developments.
- **Information Filtering** – Don’t discourage employees from gathering at the “water fountain,” where the great ideas can be shared.
- **Innovation and Risk-Taking** - A balanced amount of innovation is encouraged and often allowed within the Statute without any need to exempt from the code.
- **Training** – Our career field is always adding on - new regulations, new ways of doing things. Train, train, all the time!

- **Healthy Dose of Skepticism** – Your job is to ask the difficult questions. If not you, then who?
- **Knowledge Management** – Be innovative in the ways you manage the knowledge of your senior advisors. Have a collection process before it's too late and folks retire.
- **Give procurement professionals the opportunity to excel** – We must professionalize our career field. Acquisition Professionals are expected to have a plethora of skills that involve areas of legal, business, accounting and auditing. To expect a non-procurement specialist to rise to the occasion is unfair to them and irresponsible to the taxpayer.

Sarah revealed that in her position as Administrator of the SPO she wants to help the people of Hawaii and elevate procurement. Doug Murdock, President of the Aloha Chapter of NCMA, joined Sarah is issuing a call-to-action to members to feel proud of their career in Acquisition.

The next NCMA meeting is scheduled for Thursday, June 19, 2014.



Sarah Allen (far left) and Doug Murdock (far right), President of the Aloha Chapter of NCMA, -greeted the contract management team from the State Department of Education.