

# 2012

Achievement of  
**Excellence**  
In Procurement®

## 17TH ANNUAL

### APPLICATION

Part I  
Instructions for Applying

***Due date is Friday, June 8, 2012***

The 2012 Achievement of Excellence in Procurement application is accessible online with full instructions at [www.npicconnection.org](http://www.npicconnection.org). Any applicant needing assistance or guidance using the online system may contact any of the evaluation committee members. For contact information, please see the NPI website.

The Achievement of Excellence in Procurement Committee is responsible for the evaluation of the applications. The Official submitting the application will be advised of the decision and will, upon completion of the review process, be provided with an evaluation report. It is expected that you will receive an e-mail notification of your success by mid-July 2012. The decision of the Achievement of Excellence in Procurement Committee is final. By submitting an application, you're giving permission for NPI to use the submitted documents to further promote the program and the public purchasing profession.

Additional information about the AEP program is available at [www.npicconnection.org](http://www.npicconnection.org). Questions or comments concerning the Achievement of Excellence in Procurement Program should be addressed to Christine Green, C.P.M., Purchasing Agent, City of University Park, TX, and Chair, Achievement of Excellence in Procurement Committee, 214-987-5480, or [cgreen@uptexas.org](mailto:cgreen@uptexas.org).

**All applications must be submitted online by Friday, June 8, 2012**

The following information will be requested as part of the online application. Please have this information available when entering your application online.

Name of Entity/Organization: \_\_\_\_\_  
*(as it will appear on the trophy (e.g., Procurement Department, City of Pleasantville))*

To whom (mayor, board chairman, city manager, etc.) would you prefer that the formal announcement of the successful Achievement of Excellence in Procurement Award be mailed?

*Most agencies have the announcement sent to their supervisor or the chief executive.*

Direct recognition from an outside organization is more meaningful to your boss and beneficial to you! This does not need to be limited to one person. If you would prefer notice to more than one person, please indicate the additional information.

Organization official to receive formal announcement of the results:

<b>Name</b>	
<b>Title</b>	
<b>Organization Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	

Procurement Official to also receive notification of the results and evaluation scorecard (this should be the entity's top procurement official):

<b>Name &amp; Credentials</b>	
<b>Title</b>	
<b>Organization Name</b>	
<b>Department Name</b>	
<b>Address</b>	
<b>City/State/Zip</b>	
<b>Phone</b>	
<b>E-mail</b>	
<b>Website*</b>	

*\*The requested website is for your entity. If the link to procurement is not intuitive, please also provide that address.*

## The Achievement of Excellence in Procurement is sponsored by the following professional purchasing organizations:

- ◆ National Procurement Institute
- ◆ Institute for Supply Management
- ◆ California Association of Public Procurement Officials
- ◆ Florida Association of Public Procurement Officials
- ◆ National Institute of Governmental Purchasing
- ◆ National Association of State Procurement Officials
- ◆ National Association of Educational Procurement
- ◆ Texas Public Purchasing Association
- ◆ National IPA
- ◆ U.S. Communities
- ◆ Airport Purchasing Group
- ◆ Universal Public Procurement Certification Council

The 17th Annual Achievement of Excellence in Procurement awards will be presented at the following sponsors' conferences:

If you are successful, would you prefer to have the trophy presented and/or recognized at:

- The National Procurement Institute's Annual Conference
- The National Institute of Governmental Purchasing's Annual Forum (recognition only)
- The National Association of State Procurement Officials' Annual Conference
- The Florida Association of Public Procurement Officials' Spring Workshop
- The California Association of Public Procurement Officials' Annual Conference
- The National Association of Educational Procurement's Annual Meeting
- The Texas Public Purchasing Association's Fall Conference
- Please mail the trophy directly to my agency.

If your agency plans to attend more than one conference, please indicate above at which conferences you would like to be recognized. Your trophy will be presented at the first scheduled conference unless you request that it be mailed directly to your agency. However you will be recognized at all the conferences checked. **NOTE:** *You must check each conference you or a staff member plan to attend if you want to be recognized at that conference.*

## Part II Instructions for Submittal

Application must be submitted by **Friday, June 8, 2012**. Late applications will not be considered. Do not wait for the last day to complete the application. **Start today.**

Applications will only be accepted online. To assist with the online application, you may access the online application with full instructions at [www.npicconnection.org](http://www.npicconnection.org). Applicants needing assistance or guidance using the online system may contact any of the evaluation committee members. See contact information on the NPI website.

Payment of the non-refundable application fee must be made electronically by credit card or procurement card when the application is submitted. Payment may be made in advance by check by contacting [executivedirector@npiconnection.org](mailto:executivedirector@npiconnection.org). The application fee is \$450 (\$400 for NPI members).

**Registering:** Each entity will register with an e-mail address and unique password. A new online registration is required for each application year. It is important to note that only one “registration” will be able to input data for each agency. Therefore, if you have multiple individuals who work on the application throughout the year, consider registering with a user name and generic password that can be shared internally with those working on the application.

**Log-in:** You can log-in as often as you like to review uploaded information up until the time you make your final submission.

**Tabs:** The tabs at the top will navigate you through the program.

Please note that once you make your final submission under the Payment tab, the application is locked and cannot be accessed.

**Application Information:** The Application Information tab allows you to enter demographic information about your agency and notification information for successful applicants. All fields must be completed. Click CONTINUE when complete to move to Criteria tab.

**Criteria:** The Criteria tab allows you to navigate through individual criterion.

- Start with any of the criterion in any order. You can easily maneuver to any criterion
- The legend identifies the status of each criterion (Gray – needs to be completed, Red – active screen, Green – criterion has been answered).
- Each criterion has the point value listed. The software will show a running total of the points submitted.
- All criteria must be answered for final submittal regardless if you are requesting points. Select Yes or No for each criterion.

## Uploading Files to Application

- Create a single file for each criterion to upload. Avoid multiple files for each criterion. The preferred file for upload is PDF.
- Locate the file by clicking BROWSE. Next, select the file and click UPLOAD FILE to add the file to the correct criterion. Repeat this process until all files have been submitted. Uploading files may take a few minutes. Don't navigate away from the page while uploading. The files uploaded are listed for reference. File size is limited to 11 MB. **Do not submit zip files unless the files exceed the 11 MB size restriction.**
- Do not upload .html files as the evaluation committee cannot view them and you will not receive points for criteria that cannot be viewed.
- To save data for each criterion, click CONTINUE & SAVE. You will be able to make changes and add or delete files up until final submission.
- Make sure you have answered Yes or No for all criteria and have uploaded required files for all Yes responses before finalizing submittal.
- It is highly recommended that you proof all criteria for accuracy before final submission.
- It is recommended that you save a copy of uploaded files for your records.
- For more tips on managing and uploading files for the AEP application, see "Suggestions for uploading documents online" at NPI's website: [www.npicconnection.org](http://www.npicconnection.org)

**Payment Information:** This section requires two actions. First you will indicate where you would like your trophy presented and additional conference(s) at which you would like to be recognized. Second, payment information will then be required before the application is accepted. Once completed, click SUBMIT. **The application will be submitted when you click SUBMIT. Be sure you are ready to submit before doing so as you will not be able to edit after that point.**

**Confirmation:** A confirmation page will be displayed and the application will be submitted to the AEP Evaluation Committee. All decisions by the Evaluation Committee are final and results will be released by mid-July. By submitting an application, you're giving permission for NPI to use the submitted documents to further promote the program and the public purchasing profession.

## Part III Criteria

To successfully receive the “Achievement of Excellence in Procurement” award, the applicant must obtain a total of at least 100 points. It is critical to check the submittal requirements as they are subject to change each year. Date parameters have been updated and all documentation requiring dates must fall within the established parameters to receive points.

The point value of each criterion is always 5 or 10. All criteria are pass/fail. That is, you receive all the points allocated per criteria (i.e., 5 or 10) or none. If the evaluation committee determines that the total points add up to at least 100, the application is successful. It is recommended that you determine the chances of success by completing the self scoring worksheet before submitting the application.

If your agency has previously won the award, it is suggested that you continue to strive to increase your score from the previous application to demonstrate that your agency continues to make process improvements each year.

The evaluation committee strongly suggests that you do not request points for criteria that have not been documented in your application. If your submittal is unclear and the information cannot be verified, the points will not be given.

***Note: Narrative and annotation is required on each of the criterion to explain to the evaluation committee what is being submitted. If the information is not provided or is unclear, points will not be given. Best practice examples are available on the NPI website in the NPI member’s only section.***

Changes to the requirements for 2012 are italicized.

## Has the applicant organization achieved the following?

### 1. Publishes an electronic “How to do Business” document on the entity’s website *and information on how to contact the procurement department.* (5 pts)

- Information needs to address multiple aspects of the purchasing function and be designed to assist the general business community/vendor in doing business with your organization. A single purpose (e.g., MWBE, Living Wage, or environmental issues) document is not acceptable. *New to the criterion this year is a request for demonstration of how a supplier will find the contact information for the procurement department. This is a step towards greater transparency.*
- **Submit:** Current screen shots of the link and page which directs suppliers to information on how to do business with your entity and documentation from the guide demonstrating it addresses multiple areas of procurement.
- **Submit:** *Current screen shots of the link and page that provides contact information for the procurement department.*

### 2. Establishment of a “Procurement Ethics” policy statement (5 pts)

- Procurement Ethics policy must be issued by the chief procurement official at a minimum, and specifically address procurement ethics.
- A procurement ethics statement embedded in a purchasing manual is acceptable.
- An ethics policy posted on the website is acceptable.
- Membership in a purchasing association, which has an ethics policy, **is not** in and of itself an acceptable documentation of an ethics policy, unless the agency adopts said policy as its own.
- Ethics statement must be specific for the procurement function.
- **Submit:** A copy of the procurement ethics policy statement and evidence of its establishment as official procurement policy by your agency.

### 3. Publishes an electronic procurement manual for internal use (5 pts)

- Manual must be comprehensive, addressing multiple procurement activities and not limited to specific issues (e.g., P-Card or MWBE program).
- Manual must be electronically posted on a shared drive, the intranet or the internet site.
- **Submit:** Current screen shots of the link, web pages or shared drive information that electronically posts your procurement manual for use by internal customers.
- **Submit:** The cover page and index of the procurement manual or screen shots of the electronic contents. Please do not submit the entire manual; but only those pages that substantiate the contents.

**4. Maintained a “continuous improvement” program comprised of the following:**

**a. Formal survey of procurement performance, completed by internal (department) customers (5 pts)**

- Survey of how the purchasing department is doing. This survey is completed by internal department customers on multiple purchasing issues. Survey may be based on a schedule or be transactional based. *Your response should include how and when the survey was distributed, how many individuals received it and the number of responses returned.*
- A survey of a presentation made to customer departments is not acceptable.
- General agency survey **does not** qualify unless there is a specific section designated to purchasing that covers multiple purchasing issues.
- **Submit:** The customer survey and a summary tabulation of the results indicating date that substantiates the survey was conducted on or after *January 1, 2010*.

**b. Formal survey of procurement customer service, completed by external customers (vendors/contractors) (5 pts)**

- Survey of external customers (vendors/contractors) needs to be on multiple purchasing issues. Some examples of topics are: efficient bid procedures, customer service, equity, website, etc.
- **Submit:** The customer survey and a summary of tabulation of the results indicating the date that substantiates the survey was conducted on or after January 1, 2010.

**c. Formal internal (agency department) customer training within past year with a minimum of two scheduled and agendaed workshops (5 pts)**

- Training needs to be comprehensive and not limited to a specific topic (procurement cards, internal automation, etc.) unless schedule is attached to demonstrate multiple topics were scheduled and presented on a rotating basis for end users throughout the previous year. Training should be multi-departmental.
- **Submit:** The training agenda with date that substantiates the training was conducted on or after January 1, 2011. Do not include the PowerPoint slides.
- **Submit:** Dated roster or dated sign-in sheet of attendees.



4 d. **Formal vendor training within past year with scheduled and agenda workshop (5 pts)**

- Training needs to be comprehensive and not limited to a few specific contracts or pre-bid meetings.
- Training specifically needs to address “how to do business” with your organization.
- A “vendor fair” limited to a “table” only, is **not acceptable**. There must be an agenda specifically listing your organization as a presenter of training on “how to do business” on a comprehensive basis. Joint vendor training should clearly identify your entity as a presenter on the agenda.
- **Submit:** The training agenda with date that substantiates the training was conducted on or after January 1, 2011.

e. **Performance measures specific to procurement function (5 pts)**

- The performance measures should be on multiple purchasing areas. *This criterion requires that you provide the measurements, the purpose of the measurements and the action plan on what you will do as a result of the data collected.*
- *Fundamental purpose for having performance measures is to improve how purchasing performs: to learn, to motivate, and to recognize achievement and areas of weakness.*
- *Evaluation processes consist of two variables: organizational performance data and a benchmark that creates a framework for analyzing that data.*
- **Submit:** A copy of performance measures and the results for the most recently completed fiscal or completed calendar year and the prior year for comparison.
- **Submit:** A statement for each measurement on (1) the purpose for measuring, and (2) an action plan of how the data is used to improve efficiencies and effectiveness within your agency must be submitted to receive points.

5. **Centralized procurement authority based in law (statute, ordinance, or charter, if applicable) (10 pts)**

- **Submit:** The law establishing central procurement authority. Section of the law specific to centralized procurement authority **must be highlighted to receive points** and the source of the statute/ordinance/charter must be evident (e.g. resolution adopted by governing board, section of code identified). Do not submit entire ordinance/law.
- **Submit:** If governing law does not specifically state that procurement is “centralized,” please include **explanatory narrative** that demonstrates how the written law satisfies this requirement.

## 6. Procurement Organizational Structure (5 pts)

- This criterion recognizes agencies that place the procurement function at a high level in the organizational structure. This ensures sufficient authority, independence, and resources to foster the goals and objectives of the procurement function. Procurement reporting to the finance department **does not meet** this criterion. Procurement must be at least on the same organizational level as Finance. It is recognized that many agencies are structured differently. In order to receive points, an organizational chart showing where procurement and finance are located in the organization is required. In addition, a narrative explaining how your organization meets this criteria in necessary.
- **Submit:** An organization chart of the agency delineating the highest administrative position, the placement of Procurement, the placement of Finance, and any intermediate organizational levels. Clearly identify the procurement reporting structure by either highlighting or including a cover sheet explaining the relationships between procurement and upper management.

## 7. Internal Procurement Automation (Online Requisitioning) (5 pts)

- An internal online procurement automation system designed to facilitate the purchasing process within your organization. At a minimum, the system must provide for entering requisitions online by the user, routing approvals of the requisition, and online status inquiries. System must be an enhanced user-friendly system using a “graphical user interface” or Windows based appearance instead of a text based system (green screen). Do not include a manual. Submitting procedures from a user’s manual **is not acceptable**. To receive points for this criterion, an agency must demonstrate actual use of the system.
- **Submit:** Current screen shots which demonstrate that the integrated system is currently being used by the agency for online requisitions initiated by the end user. Applicants must include a screen shot of an actual requisition dated on or after June 1, 2011.
- **Submit:** Current screen shots demonstrating the use of electronic approvals within your agency.
- **Submit:** Current screen shots which demonstrate how an end user can make online inquiries within the system for the status of an actual requisition.

**8. Utilization of Electronic Commerce (electronic transmission of data with the business community)**

**a. Internet home page with link to purchasing activities (5 pts)**

- The purchasing function should have an active web page that can be easily accessed by the supplier community and other key stakeholders directly from your entity's main home page.
- The evaluation committee will review your website. Please ensure that documentation provides for screen shots and a web address to reach purchasing activities from your entity's home page. Highlight the link that is used to go from one web page to the next web page.
- **Submit:** Current screen shots and the web address to the main home page for your entity.
- **Submit:** Current screen shots that show the link(s) on your entity's main home page to access the purchasing function.
- **Submit:** Current screen shots and the web address for the purchasing home page.

**For criteria 8b - 8i, submit current screen shots showing the required functionality within the specified time frame must be included to demonstrate each criterion. You must have screen shots that show each step of the process with highlights. You must also clearly demonstrate that your agency is currently using the required functionality.**

**b. Online electronic vendor registration and screen shots of registration process (5 pts)**

- Online vendor registration requires an interactive website. That is, a vendor can go to your website, register for purchasing activity by categories of commodities and services directly online and a vendor database is automatically updated with the vendor information. The ability for a vendor to download an application, complete the application, and then mail a hard copy or e-mail the application to you for input into a system, **is not acceptable**. A "list serve" system of general notification and without a commodity code database **is not acceptable**.
- **Submit:** If you use a third party service provider, a current screen shot of the direct link from your website to the vendor registration is required.
- **Submit:** Current screen shots of registration process that demonstrate automation *and* use of commodity codes.

**c. Posting and downloading of solicitations (Invitations for Bid & Requests for Proposals) (5 pts)**

- Vendors must be able to search and review posted solicitations and must be able to download solicitations from the website. Attaching a notice to an e-mail on an individual basis **is not acceptable**. If you use a third party provider, a direct link from your website to the third party's website where the solicitation resides is required.
- **Submit:** A screen shot of a bid posting and the cover page of a downloaded solicitation issued on or after June 1, 2011.

**8 d. System electronic notification of solicitation to prospective registered bidders (5 pts)**

- Electronic notification of solicitation to prospective registered bidders must be system-generated using a vendor database. Attaching a notice to an e-mail on an individual basis, e-mailing the solicitation manually, or use of a “list serve” general notification without commodity codes database **are not acceptable**.
- **Submit:** Current screen shots that demonstrate electronic notification was used to notify supplier of a solicitation on June 1, 2011 or later.
- **Submit:** A copy of an automated broadcast list.

**e. Acceptance of Online interactive Request for Quotation (RFQ) process (5 pts)**

- The RFQ process is for “small” purchases (i.e., below the formal bid threshold amount). An online interactive RFQ process includes automatic notification to vendors registered in the vendor database, posting on the agency website, vendor online response, and automatic tabulation/abstracting of quotations received. This system is for distributing request for quotations and receiving responses for purchases under the formal bid threshold amount. If you use a third party service provider, a direct link from your website to the third party vendor is required.
- **Submit:** A statement of the dollar thresholds for formal and informal solicitations. If your agency doesn't have an adopted threshold, please explain what your current practice is to differentiate an RFQ and a formal bid. *If it is unclear to the committee what the current practice is, you may not receive points.*
- **Submit:** Current screen shots that demonstrate required functionality as described above and validate usage of the RFQ system; i.e., web page(s), instructions to prospective vendors, receipt of an online response or tabulation. Submittal receipt date must be on or after January 1, 2011.

**f. Acceptance of formal bids & proposals via the internet (5 pts)**

- **Submit:** A statement of the dollar thresholds for formal and informal solicitations. If your agency doesn't have an adopted threshold, please explain what your current practice is to differentiate an RFQ and a formal bid. *If it is unclear to the committee what the current practice is, you may not receive points.*
- **Submit:** Current screen shots that demonstrate required functionality and validate usage, including demonstration of an actual online submittal or other related documentation. Receipt of formal bids as an e-mail with attachments is **not considered qualifying**. Submittal receipt date must be on or after January 1, 2011.

**8 g. Posting of IFB tabulations and award documentation on web-site (5 pts)**

- **Submit:** For the tabulation, provide current screen shots which lead to a current bid tabulation as posted on your website. The tabulation is documentation of prices and other information read at bid opening. Screen shots must include an actual tabulation posted after June 1, 2011.
- **Submit:** For the award documentation, provide current screen shots which lead to current award documentation as posted on your website. An award document indicates who was awarded the contract. **Both a tabulation and award notice are required.** In addition, if you use a third party service provider, a direct link from your website to your agency's tabulations is required. A copy of a notice of intent to award or a recommendation for a governing body's action **is not considered qualifying.** Screen shots must include an actual award document or notice posted on or after June 1, 2011.

**h. Electronic purchase order to vendor (5 pts)**

- Electronic purchase order to the vendor must be a comprehensive system available electronically to all suppliers with internet access. Purchase Order must be transmitted to the vendor electronically by the system with e-mail, efax, CXML, or EDI options. An electronic purchase order system provided by a vendor to sell that vendor's product **does not** achieve this criterion.
- **Submit:** Current screen shots of selecting an electronic transmittal on an actual purchase order or any additional documentation to support functionality of system.

**i. Internet auction system to dispose of surplus materials (5 pts)**

- **Submit:** Current screen shots of your agency's auction site. In addition, if you use a third party auction service, screen shots demonstrating a direct link from your website to the auction site is required. Third party auction sites must include a site specific page for your agency; that is, the site must list your agency and your auction on the page(s). The auctions conducted must be comprehensive, that is, not limited to one area (e.g., police vehicles). Documentation must be submitted to demonstrate utilization of multiple online auctions by your jurisdiction on or after January 1, 2011; that is, a listing of your jurisdiction as a participant is not in and of itself sufficient. Documentation must support that buyers can bid online and that the transaction is interactive. A report of items sold after the date above can be submitted as proof of multiple online auctions.

## 9. Procurement Card System

### a. Uses a Comprehensive Procurement Card (P-Card) System and publishes an electronic P-Card manual for internal use (5 pts)

- Procurement card program must be comprehensive and supplemental to good purchasing practices. That is, a P-card limited to travel expenses and limited internet ordering does not qualify. A P-card system that does not control maverick buying and occurs at the expense of requirements contracting also does not qualify.
- A P-Card manual must be electronically posted (e.g. on a shared drive, the intranet or the internet site) for internal use.
- **Submit:** Current screen shots of the link, web pages or shared drive information that demonstrates that you electronically post your P-Card manual for use by internal customers.
- **Submit:** The cover page and index of the P-Card manual or screen shots of the electronic contents. Please do not submit the entire manual; but only those pages that substantiate the contents and demonstrates the comprehensive nature of the program.

### b. Formal Procurement Card Program Audit or Review (5 pts)

- **Submit:** A copy of a comprehensive management audit of the program or a summary report reviewing the program policies and procedures from a source outside of the P-Card program (e.g., finance department, if they are not involved in the administration of the program, internal audit or outside auditor are acceptable). The audit or review should include findings and recommendations, if applicable. The audit or review must be of the P-card program and **not be limited** to individual transactions. That is, an analysis or audit limited to transactions or an organization wide audit with a limited general reference to the P-card program is **not acceptable**. The audit or review must have been completed on or after January 1, 2009.

**10. Use of term (annual or requirements) contracts for at least 25% of total dollar commodity and services purchases (10 pts)**

- The purpose of this criterion is to demonstrate that your agency has leveraged economy of scales through establishing annual requirement contracts for at least 25% of the total dollar commodity and service purchases. Provide the basis of your analysis, including where the expenditure totals came from. Total annual expenditures **do not** include construction or construction related professional services or purchases with “non-profits.” However, traditional one-time purchases are included in the total annual expenditures. Documentation should indicate that at least 25% of dollar value of purchases is based on annual or requirements contracts. Cooperative purchases do qualify as term contracts.
- **Submit:** A list of annual term contracts including the value of annual purchases from requirements contracts. The data should be from the most recently completed fiscal year (2010/11). If you have a long report, please do not submit the entire document. Instead, copy a few pages to provide the evaluation committee a concept of the data, **including the last page** that shows the total value of annual purchases from requirements contracts.
- **Submit:** A summary or cover page in spreadsheet or table form that shows (1) total actual expenditures, (2) total annual requirement contract purchases, and (3) the percentage of term contract purchases as it relates to the total annual expenditures.

**11. Professional Certification**

**a. Current Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM), Certified Public Purchasing Officer (CPPO), or Certified Professional in Supply Management (CPSM) designation earned by Chief Procurement Official (10 pts)**

- **Submit:** Name of Chief Procurement Official, title and a copy of the current certification. Instead of a copy of the certification, you may attach a copy of the ISM or UPPCC web page that validates certifications or a letter from UPPCC with the requested information.

**b. Current Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM), Certified Public Purchasing Officer (CPPO), Accredited Purchasing Practitioner (A.P.P.), Certified Public Purchasing Buyer (CPPB), Certified Professional Purchaser (CPP), or Certified Professional in Supply Management (CPSM) designation earned by at least 65% of professional staff (10 pts)**

- **Submit:** A copy of the listing of total number of professional staff, and name, title, issue date, and expiration date of certified staff.
- **Submit:** A copy of current certifications. Instead of a copy of the certification, you may attach a copy of the ISM or UPPCC web page that validates certifications or a letter from UPPCC with the requested information.
- **Submit:** Organization chart of Professional staff is defined as those staff involved in the traditional purchasing/contracting functions (e.g., buyer, contract officer, purchasing agent, specifications writer, contract administrator, etc.). Professional staff must be clearly highlighted on the organizational chart. The total number of professional staff includes the Chief Procurement Official. The organizational chart required for 11 b. must be the same as submitted for 12 b.

## 12. Education

### a. A degree from an accredited four-year university or college earned by the Chief Procurement Official (5 pts)

- **Submit:** Name of the Chief Procurement Official, title, university or college, degree and graduation date. Include a copy of the diploma(s) or evidence from the conferring institution that a degree was received.

### b. A degree from an accredited four-year university or college earned by at least 65% of the professional staff (5 pts)

- **Submit:** A listing of the total number of professional staff and the name and title of the staff, the university or college, degree, and graduation date.
- **Submit:** A copy of the diploma(s) for each listed individual or evidence from the conferring institution that a degree was received.
- **Submit:** An organization chart. Professional staff is defined as those staff involved in the traditional purchasing/contracting functions (e.g., buyer, contract officer, purchasing agent, specifications writer, contract administrator, etc.). Professional staff must be clearly highlighted on the organizational chart. The total number of professional staff includes the Chief Procurement Official. The organizational chart required for 12b. must be the same as submitted for 11b.

## 13. Established a procurement staff “professional development” program (5 pts)

- The requirement is the establishment of a continuous formal buyer or professional development program for procurement staff. Training shall be on procurement issues. This is not a customer (i.e. user) training program. Enclose the list of training provided and the **future** schedule or program. Participation in webinars, internal procurement related training and external procurement related training are all acceptable. Two lists should be provided one for current year and one for future year. Future training should include dates after June 8, 2012.
- **Submit:** A list delineating the training received by such staff since January 1, 2011. List should include the names and positions of the staff, a description of training, and the dates.
- **Submit:** A program or schedule for such training for next year (2012). List should include the names and positions of the staff, a description of training, and the anticipated dates.



#### 14. Professional staff member with a leadership position in a purchasing association (5 pts)

- Professional staff member with a leadership position of officer, board member, director or committee chairperson in a national, regional or state purchasing association; or position of Officer or Board of Directors of a chapter of a national, state, or regional purchasing association. Regional purchasing association must be at least statewide. Committee assignment must be as a chairperson. Cooperative organizations are not acceptable.
- **Submit:** Name, organization, and position through independent documentation (e.g., association brochure, program or website screen shot) supporting association positions. The positions must have been actively serving on or after January 1, 2011.

#### 15. Participation at a national, state or regional conference or a seminar as a presenter or panel member on a public procurement topic OR author of a published article on public procurement topic (5 pts)

- **Submit:** A copy of conference or seminar program or other independent documentation. Regional conference must be at least statewide. A webinar with a potential national participation is acceptable. **A presenter at a workshop meets the intent.** If you or a staff member is the author of a published article, enclose a copy of the published article with documentation on the source, date and clearly identified author. The article must be on a public procurement topic and the source needs to be a journal or magazine and not a newsletter. The presentations or article must have occurred on or after January 1, 2011.

#### 16. Adoption of statute or ordinance that allows for Best Value procurements for your agency (10 pts)

- A procurement method that emphasizes value over price and an assessment of the return which can be achieved based on the total life cycle cost of the item. Agency must demonstrate authority to solicit through a best value procurement method for a broad range of purchases of services and commodities (not limited to professional services or technology) as it deems to be in the best interest of the agency.
- **Submit:** The law or ordinance establishing best value procurement authority. Section of the law specific to best value procurement authority **must be highlighted** to receive points and the source of the statute or ordinance must be evident (e.g. resolution adopted by governing board, section of code identified). Do not submit entire ordinance/law.
- **Submit:** Copy of a solicitation cover page and associated evaluation criteria page that demonstrates the use of best value evaluation. **Highlight relevant sections**, but do not submit complete specifications. Solicitation must have been published on or after January 1, 2011.

## 17. Environmental Purchasing

- The objective of this criterion is to show that you have put an environmental purchasing policy in place (a) and then you do a report that shows how well you are doing (b).
- a. Formal environmental purchasing policy including reuse, reduce and recycle provisions (5 pts)**
  - **Submit:** A copy of the environmental purchasing policy. Public works projects (e.g. air, water, etc.) and hazardous material policy (e.g. hazardous spills, ground pollution policies, etc.) **do not qualify**. Requirement is for “procurement” policies (e.g. buying recycled). Highlight sections that are relevant to purchasing policies.
- b. Publication of performance report on environmental purchasing (5 pts)**
  - The report should include information about the environmental purchasing activities and needs to be associated with the policy (e.g. utilization of % of recycled paper set by the policy and then show the measured results).
  - **Submit:** A copy of a published environmental performance report. This report should include information about multiple environmental purchasing activities. The results of the program must have been published on or after January 1, 2009.

## 18. Lead Agency in a Cooperative Purchasing Contract (5 pts)

- Cooperative Purchasing must qualify as an aggregate contract whereby two or more agencies aggregate their requirements to take advantage of volume purchases. This aggregate total should be defined in the solicitation. Participation limited as a user of a cooperative contract **does not qualify**. The solicitation must be originally issued as a cooperative; that is, the solicitation must state that it is the intent to create a cooperative contract by aggregating quantities and that the resulting contract may be used by other identified jurisdictions.
- **Submit:** A copy of the solicitation that establishes your agency was the lead agency. In addition, the documentation must identify the participating agencies, aggregate quantities or estimated value of the resulting contract. If the solicitation is an RFP, provide the specific requirements for each participating agency. Highlight the key requirements, but do not submit the complete solicitation.
- **Submit:** A copy of the contract award notice. Contract award must be on or after January 1, 2010.
- **Submit:** Documentation supporting that other participating jurisdictions used the contract for prior year purchases. The contract must still be active.

**19. Authority of the Chief Procurement Official to Solicit and Award Contracts (5 pts)**

- The purpose of this criterion is to demonstrate that an elected body cannot overturn the professional judgment of the Chief Procurement Official.
- The agency has enacted a procurement code, directive or policy to allow the chief procurement official to solicit and award all competitively bid contracts for goods and non-professional (non A/E) services in an unlimited dollar amount for items that have been approved in the adopted budget, without agency governing body (e.g. Mayor and Council, Board of Supervisors, School Board, etc.) approval for specific contract award (source selection). This criterion covers those procurements that have competitive specifications, multiple sources and formal bidding processes.
- **Submit:** A copy of statute, ordinance or adopted policy establishing authority of Chief Procurement Official to award contracts without a dollar threshold for goods and non-professional services and explanation of how your agency meets this requirement.

## SELF SCORING WORKSHEET

\_\_\_\_\_ Organization Name

<b>Part II – Criteria</b>	<b>POINTS</b>	<b>SELF-SCORE</b>
1. “How to do Business” web page	5	
2. Procurement Ethics Standards	5	
3. Electronic Procurement Manual	5	
4a. Internal Department Customer Service Survey	5	
4b. External Vendor Customer Service Survey	5	
4c. Internal Customer Department Training	5	
4d. Formal Vendor Training	5	
4e. Performance Measures	5	
5. Centralized Procurement Authority	10	
6. Organizational Structure	5	
7. Internal Procurement Automation	5	
8a. Internet Home Page	5	
8b. Online Electronic Vendor Registration	5	
8c. Posting & Downloading of Solicitations	5	
8d. E-mail Notification of Solicitations	5	
8e. Acceptance of RFQ via Internet	5	
8f. Acceptance of Formal Bids via Internet	5	
8g. Posting of Tabulation & Award Online	5	
8h. Electronic Purchase Orders to Vendor	5	
8i. Internet Surplus Auction System	5	
9a. P-Card System / Electronic P-Card Manual	5	
9b. Comprehensive P-Card Program Audit	5	
10. Use of Term/Requirements Contracts	10	
11a. Certification/Chief Procurement Official	10	
11b. Certification/Professional Staff	10	
12a. Education/Chief Procurement Official	5	
12b. Education/Professional Staff	5	
13. Professional Development Program	5	
14. Association Leadership Position	5	
15. Presenter/Panel Member/Author	5	
16. Adoption of Best Value Procurement Method	10	
17a. Environmental Purchasing Policy	5	
17b. Environmental Performance Report	5	
18. Lead Agency/Cooperative Purchasing	5	
19. Contract Award Authority	5	
<b>TOTAL POINTS ACHIEVED</b>	<b>200</b>	