



2008

Achievement of
Excellence
In Procurement®

THIRTEENTH ANNUAL

APPLICATION

Part I
Instructions for Applying

To apply for the 2008 Achievement of Excellence in Procurement, mail one (1) complete set of the application, including the “self scoring worksheet”, all requested enclosures, and the appropriate fee, to the National Purchasing Institute (NPI) at the address below. **The due date is May 31, 2008.** The application and all enclosures should be presented in a quality 3-ring binder with appropriate section tabs to facilitate the evaluation. For example, the application contains 19 criteria and numerous sub categories. It will facilitate the evaluation if the supporting documentation for your application is divided with tabs corresponding to the criteria number and alpha letter. Please do not put multiple pages in sheet protectors; except for publications.

The Achievement of Excellence in Procurement Committee is responsible for the evaluation. 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 email notification of your success by the end of June 2008.

Additional information about the AEP program is available at www.npicconnection.org. Questions or comments concerning the Achievement of Excellence in Procurement program should be addressed to Beth Fleming, C.P.M., CPPO, Director of Purchasing, County of Denton, TX, and Chair, Achievement of Excellence in Procurement Committee, 940-349-3130, or beth.fleming@dentoncounty.com.

All applications must be received by May 31, 2008

Submit the completed application to:
National Purchasing Institute
87 Rock Run Street
Las Vegas, NV 89148

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:

Name	
Title	
Organization Name	
Address	
City/State/Zip	

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

Name & Credentials	
Title	
Organization Name	
Department Name	
Address	
City/State/Zip	
Phone	
E-mail	
Website*	

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

Part II
Submission of Application

Application must be received by **May 31, 2008**. Late applications will not be considered. Don't wait for the last day to complete the application. Start today. Submit one copy of the application and all requested documentation. It is recommended that you keep a copy for your records. Applications will not be returned. The application fee is \$300. Please indicate the payment option on the attached invoice and payment information form. Include this invoice in the front pocket of the application binder.

The decision of the Achievement of Excellence in Procurement Committee is final.

With this application, we are officially requesting consideration for the Achievement of Excellence in Procurement Award.

_____ Signature	_____ Print Name Date
--------------------	---

The 13th Annual Achievement of Excellence in Procurement awards will be presented at the National Purchasing Institute's 40th Annual Conference in Las Vegas, NV in September 2008, at the Florida Association of Public Purchasing Officer's Spring Workshop in Orlando, FL in April 2009, at the National Institute of Governmental Purchasing's 63rd Annual Forum in Charlotte, NC in August 2008, at the National Association of State Procurement Officials' 61st Annual Conference in St. Louis, MO, in September 2008, at the California Association of Public Purchasing Officers' 92nd Annual Conference in San Francisco, CA in January 2009, and at the National Association of Educational Procurement's Conference in Providence, RI, in April 2009. The Texas Public Purchasing Association will not present trophies this year, but has plans to do so in future years.

If you are successful, would you prefer to have the trophy presented at:

- _____ The National Purchasing Institute's Annual Conference in Las Vegas, NV
- _____ The National Institute of Governmental Purchasing's Annual Forum in Charlotte, NC
- _____ The National Association of State Procurement Officials' Annual Conference in St. Louis, MO
- _____ The Florida Association of Public Purchasing Officers' Spring Workshop In Orlando, FL
- _____ The California Association of Public Purchasing Officers' Annual Conference in San Francisco, CA
- _____ The National Association of Educational Procurement in Providence, RI
- _____ None of the above; please mail the trophy

If you plan on attending more than one conference, you should indicate that above and receive the award at multiple conferences. **NOTE:** Even if you attend one or more of these conferences, you may not be recognized if not indicated above.



INVOICE

PAYMENT INFORMATION

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

Email address for receipt of payment: _____

Application Fee:	\$ 300	Check/purchase order/credit card charge amount = \$300 Each additional trophy = \$95
Additional Trophies (\$95/ea): Qty: ____	\$ _____	
Total Payment:	\$ _____	

Payment Options (Indicate):	NPI Tax ID number: 74-1618309
<input type="checkbox"/> Check # _____ enclosed.	
<input type="checkbox"/> Purchase order # _____	
Make Check or PO made to National Purchasing Institute	
<input type="checkbox"/> Credit Card: Type _____ Number _____	
Name on Card _____ Expiration Date _____	

_____ Signature	_____ Print Name	_____ Date
--------------------	---------------------	---------------

PLEASE INCLUDE THIS DOCUMENT, WITH PAYMENT, IN THE FRONT POCKET OF THE APPLICATION BINDER.

Part III Criteria

To successfully receive the “Achievement of Excellence in Procurement” award, the applicant must obtain a total of at least 100 points. Submit one complete set of the application and all requested documentation.

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. Therefore, you should be able to determine your success before you submit the application. The evaluation committee strongly suggests that you do not request points for criteria that cannot be verified or established. Please indicate on the “self-scoring worksheet” the criteria for which you are applying. It is not necessary to include tabs or information in response to criteria for which points are not requested.

Has the applicant organization achieved the following?

1. Publishes an electronic “How to do Business” document on the entity’s website. (5 pts)

Enclose current screen shots of the link and page which directs suppliers to information on how to do business with your entity. 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.

2. Establishment of an “Ethics” policy statement (5 pts)

Enclose a copy of the ethics policy statement and evidence of its establishment as official policy. Ethics policy must be formally published, issued or adopted by your organization and specifically address procurement issues. An ethics statement embedded in purchasing manual is acceptable. Membership in a purchasing association, which has an ethics policy, is not acceptable documentation. Ethics statement must be specific for the procurement function.

3. Published or revised a procurement manual for internal use within the past 5 years (5 pts)

Enclose the cover page and index of the procurement manual. Please do not submit the entire manual; but only those pages that substantiate the contents and date of publication. Manual must be comprehensive, addressing multiple procurement activities and not limited to specific issues (e.g., pCard or MWBE program). Publishing an electronic version of a purchasing manual is acceptable.

Has the applicant organization achieved the following?

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

a. Formal procurement customer survey of internal customers within past three years (5 pts)

Survey of internal customers and of multiple purchasing issues. Survey may be based on a schedule or transactional based. Enclose the customer survey and summary or tabulation of the results. A survey of a presentation made to customers is not acceptable.

b. Formal procurement customer survey of external customers within past three years (5 pts)

Enclose survey of external customers (suppliers) and of multiple purchasing issues. Survey may be based on efficient bid procedures, customer service, equity, website, etc. Enclose the customer survey and summary of tabulation of the results,

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

Enclose the training agenda. PowerPoint slides may also be submitted to substantiate training material. 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 are scheduled and presented on a rotating basis for end users throughout the previous year. Training should be multi-departmental and a roster of attendees should be enclosed.

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

Enclose the training agenda. PowerPoint slides may also be submitted to substantiate training material. 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.

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

Enclose a copy of performance measures and the results for a twelve-month time period and comparison to past statistics. The performance measures should be on multiple purchasing areas. Enclose a statement for each measurement on the purpose for measuring, and an analysis of how the data is used to improve efficiencies and effectiveness within your agency.

Has the applicant organization achieved the following?

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

Enclose 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.

6. Procurement Organizational Structure (5 pts)

Placement of the procurement function at a high level in the organizational structure to ensure sufficient authority and independence to foster the goals and objectives of the procurement function. Acceptable levels include reporting to the City or County Manager's Office, Executive Vice-President, Director's Office of a state agency (e.g., Department of Administration or General Services); for higher education, Office of a Vice-President; or other position at the highest level of the organization. Procurement function reporting to finance department or an operating function is not acceptable. Procurement must be at least on the same organizational level as Finance. Submit an organization chart delineating the highest administrative position, the placement of Procurement, the placement of Finance, and any intermediate organizational levels.

7. Internal Web-based Procurement Automation (5 pts)

An internal online (web-based) procurement automation system designed to facilitate the purchasing process within your organization. At a minimum, the system must provide for online entering requisitions by the user, routing approvals of the requisition, and online status inquiries. Enclose the system user or training manual index or table of contents (highlight reference to the above listed minimum requirements) and screen shots of actual use of those functions.

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

For criteria b-j in Section 8, if your entity utilizes a web-based system that requires a password for suppliers to access the system, current screen shots showing the required function from the vendor's perspective, must be included to demonstrate each criterion. The evaluation committee is unable to access some systems to verify all criteria without password access.

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

Enclose a copy of the internet home page for your entity and link(s) to purchasing home page. The application evaluation committee will review your web site. Please ensure that documentation provides for 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.

Has the applicant organization achieved the following?

b. On-line electronic vendor registration and screen shots of registration process (5 pts)

Enclose vendor instructional information and screen shots of registration process. On-line vendor registration requires an interactive web site. That is, a vendor can contact your web site; register for purchasing activity by categories of commodities and services directly on-line and the information automatically updates the vendor database. The ability for a vendor to download an application, complete the application, and then mail a hard copy or email 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. If you utilize a third party service provider, a direct link from your website to the vendor registration is required.

c. Posting of solicitations (Invitations for Bid & Request for Proposals) (5 pts)

Enclose a sample screen shot of the posting. If you utilize a third party service provider, a direct link from your website to the vendor site is required.

d. Distribution of solicitations (IFB & RFP) via the internet (5 pts)

Enclose a copy of instructional information and a screen shot of a listing of solicitations. Vendors must be able to download solicitations from web site. Attaching a notice to an email on an individual basis is not acceptable. If you utilize a third party provider, a direct link from your website to your agency’s solicitations is required.

e. System email notification of formal solicitation to prospective registered bidders (5 pts)

Enclose a copy of instructional information. Email notification of formal solicitation to prospective registered bidders must be on a system basis from a vendor database. Attaching a notice to an email on an individual basis, emailing the solicitation manually, or “list serve” notices, is not acceptable.

f. On-line interactive Request for Quotation (RFQ) process (5 pts)

Enclose information to validate the existence and usage of the RFQ system; i.e., web page(s), instructions to prospective vendors, etc. The RFQ process is for “small” (i.e., purchases below the formal bid threshold amount). An on-line interactive RFQ process includes automatic notification to vendors registered in the vendor database, posting on the agency web site, vendor on-line response, and automatic tabulation/abstracting of quotations received. This system is for distributing request for quotations and receiving responses for purchases under formal bid threshold amount. If you utilize a third party service provider, a direct link from your website to the vendor is required.

Has the applicant organization achieved the following?

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

Enclose instructional information to bidders and a screen shot of a sample solicitation. Include a screen shot of actual online submittal or other related documentation. Receipt of formal bids as an email with attachments is not considered qualifying.

h. Posting of IFB opening tabulations and award documentation on internet (5 pts)

Enclose copy of sample opening tabulation. This tabulation is the result of the bid opening and is created during or shortly after the bid opening. The tabulation list prices and other information read during the bid opening. It replicates what happens during the bid opening. The intent is for bidders to receive the information through the internet almost as if they were at the bid opening. Also include sample of award documentation as posted on the internet giving notice of the award. Both a tabulation and award notice are required. If you utilize a third party service provider, a direct link from your website to your agency's tabulations is required.

i. 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. An electronic purchase order system provided by a vendor to sell that vendor's product does not achieve this criterion. System must be internet based; a facsimile system does not qualify. Enclose copies of documentation (e.g., instructions, purchase orders, etc.) to support functionality of system.

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

Enclose a screen shot of your agency's auction site. If you utilize a third party auction service, a direct link from your website to the auction site is required. In addition, the auction site 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 on-line auctions by your jurisdiction within the last year; that is, a listing of your jurisdiction as a participant is not in and of itself sufficient. Documentation should include a listing of multiple auctions completed for your agency. Documentation must include that buyers can bid on-line and that the system provides for an interactive transaction.

Has the applicant organization achieved the following?

9. Procurement Card System

a. Utilization of Comprehensive Procurement Card System (5 pts)

Submit a policy and procedures manual for the use of the P-card. 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 that occurs at the expense of requirements contracting also does not qualify.

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

Enclose a copy of a management audit of the program or a summary report reviewing the program policies and procedures from a source outside of purchasing (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. The audit or review must be of the 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 in the past three years.

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

Enclose a copy of the list of annual contracts, dollar of annual contract expenditures and total annual expenditures. Total purchases do not include construction or construction related professional services or purchases with "non-profits." However, traditional one-time purchases are included. Documentation should indicate that at least 25% of dollar value of purchases is based on annual or requirements contracts. Enclose a list of annual contracts, value of annual purchases from requirements contracts, and the total annual expenditures. The data should be from the most recently completed fiscal year.

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. Enclose a summary or cover page that shows (1) total purchases, (2) contract purchases, and (3) the percentage of term contract purchases; or ensure this information is clearly identified.

11. Professional Certification

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

Enclose name of Chief Procurement Official and a copy of the certification. Instead of a copy of the certification, you may attach a copy of the ISM web page that validates certifications or a letter from UPPCC with the requested information.

Has the applicant organization achieved the following?

- b. Current Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM), Certified Public Purchasing Officer (CPPO), Accredited Purchasing Practitioner (A.P.P.) or Certified Public Purchasing Buyer (CPPB) designation earned by at least 60% of professional staff (10 pts)**

Enclose a copy of the listing of total number of professional staff, and name, title, issue date, and expiration date of certified staff and a copy of certifications and organization chart. Instead of a copy of the certification, you may attach a copy of the ISM web page that validates certifications or a letter from UPPCC with the requested information. 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.). 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)**

Enclose name of the Chief Procurement Official, university or college, degree and graduation date.

- b. A degree from an accredited four-year university or college earned by at least 60% of the professional staff (5 pts)**

Enclose a listing of the total number of professional staff and organization chart (this information should be the same as 11 b); and the name and title of the staff, the university or college, degree, and graduation date. The total number of professional staff includes the Chief Procurement Official. The organizational chart required for 12 b. must be the same as submitted for 11 b.

13. Established a professional “staff training” program (5 pts)

The requirement is the establishment of a continuous formal buyer or professional training program for procurement staff. This can be demonstrated by a list delineating the training received by such staff during the past year and a program or schedule for such training for next year. Lists should include the names and positions of the staff, a description of training, and the dates. Enclose the list of training provided and the **future** schedule or program. Training needs to be on procurement issues. This is not a customer (i.e. user) training program.

Has the applicant organization achieved the following?

14. Professional staff member with a position of officer, board member, director or committee chairperson in a national or regional purchasing association during this fiscal year (5 pts)

Enclose name, organization, and position. Enclose independent documentation (e.g., association brochure, program or web site screen shot) supporting association positions. Regional purchasing association must be at least statewide. Committee assignment must be as a chairperson and does not include a “cooperative” organization. Chapter positions of state or national associations do not meet this criterion.

15. Participation at a national 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 within the past year (5 pts)

Enclose copy of conference or seminar program or other independent documentation. Regional conference must be at least statewide. A Webinar or V.I.P.S. seminar with a potential national participation is acceptable. Or 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.

16. Adoption of legislation or ordinance substantially based on the American Bar Association's Model Procurement Code (10 pts)

Enclose a copy of the index of MPC based law, applicability, purpose statements, and sufficient documentation to establish that your statute or ordinance is “substantially” based on the ABA Model Procurement Code. The American Bar Association (ABA) adopted the Model Procurement Code (MPC) for state and local governments in 1979. The ABA revised the MPC in 2000. The MPC is a “model” rather than a “uniform” procurement code because of the diverse organizational structures and requirements of state and local governments. However, in substantive matters the MPC contains certain basic policies equally applicable to the conduct of procurement by all public bodies. In order to receive points for this criterion, your organization must have formally adopted procurement laws or an ordinance substantively based on the ABA’s MPC. To get a copy of the MPC, contact the ABA at 1-800-285-2221 and ask for the 2000 Model Procurement Code for State and Local Government, Product Code #539-0244 (paperback and CD) or Product Code #539-0245 (CD). Adopted versions of MPC-based legislation that may be reviewed include the State of Arizona Procurement Code (www.azspo.az.gov) Procurement Documents for Statutes/Rules; click Arizona Procurement Rules and Regulations) or the City of Tucson Procurement Code (www.cityoftucson.org/procure and click “Code”).

Has the applicant organization achieved the following?

17. Formal environmental purchasing policy including reuse, reduce and recycle provisions and publication within past 3 years of performance report on environmental purchasing (5 pts)

Enclose a copy of the environmental purchasing policy. Public work 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). Enclose a copy of the environmental performance report. This report should include information about the environmental purchasing activities and results of the program and must be published within the past three years. A policy and report are required.

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

Submit a copy of the solicitation cover page, a copy of the documentation that establishes your agency as the lead, and a copy of the contract award notice. 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 and that the resulting contract may be used by other jurisdictions. In addition, documentation supporting that other jurisdictions did use the contract must be submitted. Contract award/renewal must be within three years of current fiscal year and the contract must still be active.

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

The agency has enacted a procurement code, directive or policy to allow the chief procurement official to solicit and award competitively bid contracts in an unlimited dollar amount, 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. As the ultimate authority, however, the agency governing board may, on an exception basis, take responsibility for limited selected procurements. Enclose a copy of statute, ordinance or adopted policy establishing authority of Chief Procurement Official to award contracts without a dollar threshold.

SELF SCORING WORKSHEET

(Submit this worksheet in the front pocket of the application notebook)

_____ Organization Name

Part II – Criteria	POINTS	SELF-SCORE
1. “How to do Business” webpage	5	
2. Ethics Standards	5	
3. Procurement Manual	5	
4.a. Internal Customer Survey	5	
4.b. External Customer Survey	5	
4.c. Internal Customer Training	5	
4.d. Formal Vendor Training	5	
4.e. Performance Measures	5	
5. Centralized Procurement Authority	10	
6. Organizational Structure	5	
7. Internal Procurement Automation	5	
8.a. Internet Home Page	5	
8.b. On-line Electronic Vendor Registration	5	
8.c. Posting of Solicitations	5	
8.d. Distribution of Solicitations	5	
8.e. Email Notification of Solicitations	5	
8.f. On-line Request for Quotations	5	
8.g. Acceptance of Formal Bids via Internet	5	
8.h. Posting of Tabulations	5	
8.i. Electronic Purchase Orders	5	
8.j. Internet Surplus Auction System	5	
9.a. Procurement Card System	5	
9.b. Procurement Card Audit	5	
10. Requirements Contracting	10	
11.a. Certification/Chief Procurement Official	10	
11.b. Certification/Professional Staff	10	
12.a. Education/Chief Procurement Official	5	
12.b. Education/Professional Staff	5	
13. Staff-training Program	5	
14. National/Regional Association Position	5	
15. Presenter/Panel Member/Author	5	
16. Model Procurement Code	10	
17. Environmental Purchasing Policy/Report	5	
18. Lead Agency/Cooperative Purchasing	5	
19. Contract Award Authority	5	
TOTAL POINTS ACHIEVED	200	

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

- ◆ **National Purchasing Institute**
- ◆ **Institute for Supply Management**
- ◆ **California Association of Public Purchasing Officers**
- ◆ **Florida Association of Public Purchasing Officers**
- ◆ **National Institute of Governmental Purchasing**
- ◆ **National Association of State Procurement Officials**
- ◆ **National Association of Educational Procurement**
- ◆ **Texas Public Purchasing Association**
- ◆ **National Intergovernmental Purchasing Alliance**
- ◆ **U.S. Communities**
- ◆ **Airport Purchasing Group**
- ◆ **The Innovation Groups**