

# 2021



***Due date is Saturday, May 15, 2021***

## **Part I: Instructions for Applying**

The 2021 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. Please share the evaluation report with your procurement team to identify areas for improvement in future applications. It is expected that you will receive an e-mail notification of your success by mid-August 2021. 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 procurement 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 Brian Garrity, CPSM, C.P.M., CPPB, Chair of the Achievement of Excellence in Procurement Committee, at [aep@npiconnection.org](mailto:aep@npiconnection.org).

All applications must be submitted online by **Saturday, May 15, 2021**. The following information will be requested as part of the online application. Please have this information available when entering your application online.

Name of Agency/Organization:

*Information provided here is as it will appear on the trophy  
(e.g., Procurement Department, City of Pleasantville)*

Please provide to whom (mayor, board chairman, city manager, etc.) you would prefer 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! You may list two people in the online application to receive formal announcement of the results.

**Organization official to receive formal announcement of the results:  
(Organization Name should be your agency's legal name, i.e. City of Pleasantville,  
not Pleasantville Purchasing Department.)**

Name	
Title	
Organization Name	
Address	
City/State/Zip City/Province/Territory/PC	

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

Name & Credentials	
Title	
Organization Name	
Department Name	
Street Address (no P.O. boxes)	
City/State/Zip	
Phone	
E-mail	
Website*	

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

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

### SPONSORS

- ❖ National Procurement Institute
- ❖ California Association of Public Procurement Officials
- ❖ Canadian Public Procurement Council – Conseil canadien des marchés publics
- ❖ Florida Association of Public Procurement Officials
- ❖ NIGP: The Institute for Public Procurement
- ❖ National Association of Educational Procurement
- ❖ National Association of State Procurement Officials
- ❖ Texas Public Purchasing Association

### SUPPORTERS

- ◆ Airport Purchasing Group
- ◆ OMNIA Partners
- ◆ Strategic Government Resources
- ◆ Sustainable Purchasing Leadership Council
- ◆ Universal Public Procurement Certification Council

The 26th Annual Achievement of Excellence in Procurement award recipients will be recognized at the National Procurement Institute's Annual Conference. The National Procurement Institute also provides the list of recipients to the sponsor organizations for recognition at their conference.

Your trophy will be mailed directly to your agency to the person you list as "Procurement Official".

## Part II: Instructions for Submittal

Application must be submitted by **Saturday, May 15, 2021**. 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 \$400 for NPI members and \$600 for non-members. Membership in NPI costs only \$90. Visit <https://npiconnection.org/membership/categories.asp> for details.

**Registering:** Each agency will register with an e-mail address and unique password. It is important to note that only one “registered user name” can be used 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 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.

### **ALL APPLICANTS ARE ENCOURAGED TO REVIEW THE DIRECTIONS FOR UPLOADING FILES TO THE APPLICATION.**

- Link to [“Suggestions for Uploading Documents Online”](#)
- Create a **single PDF file** with a unique file name for each criterion. Upload only one file for each criterion. ***If you are not applying for points for a particular criterion, do not upload any documentation for that criterion.***
- Make sure the submitted screen shots are easy to read.
- Make sure the documents are all facing the same direction and oriented for reading (left to right and not upside down).
- Locate the file by clicking **BROWSE**. Next, select the file and click **OPEN** to add the file to the correct criterion. 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 20 MB,

however it is recommended that files be minimized (the suggestions for uploading documents online provides instructions for minimizing file sizes).

- To save data for each criterion, click SUBMIT RESPONSE. You will be able to make changes and add or delete files up until final submission.
- It is highly recommended that you have multiple staff members proof the application, narrative and attachments for all criteria for accuracy before final submission.
- It is recommended that you save a copy of uploaded files for your records.

**Payment Information:** Your payment information will 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.

## Part III: Criteria

To 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 may 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 strive to increase your score from the previous application to demonstrate that your agency continues to make process improvements each year. Please review the scorecard from your previous submission to note any suggestions or comments from the evaluators.

Please 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.

Submitting false information will result in disqualification of the application and may disqualify an agency from submitting future applications.

**Note: Narratives and/or annotations are required on each of the criterion to clearly explain and demonstrate to the evaluation committee what is being submitted. The application should be professional, clear and concise. If the examples/screenshots provided are not legible or if the narrative and annotation information is not provided or it is unclear, points will not be given. Model examples are available to NPI members on the website after you log in.**

**Some criterion will reference providing a link or a screenshot. For these criteria, you may provide a link in your pdf document in lieu of actual screenshots. Make sure to test the link prior to submitting! Links must be public facing (not on an internal network) to allow for committee members to access. Links pointing at the incorrect documentation or links that do not work will not receive points for that criterion. If the link points to a multi-page document make sure to reference the correct page number(s) in the narrative.**

***Changes to the requirements for 2021 are italicized.***

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

Procurement Ethics policy must be issued by the Chief Procurement Official at a minimum, and specifically address procurement ethics.

A procurement ethics policy embedded in a procurement manual **is** acceptable but the policy or the manual must be posted publicly online to receive points.

There must be evidence that this policy was adopted by the Chief Procurement Official of the agency at a minimum, not just posted, to receive points for this criterion. Inclusion of the policy in the agency’s official procurement manual satisfies this requirement.

Membership in a procurement 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.

- **Submit:** Narrative statement explaining where the policy is published or can be found. The policy must be publicly available online to satisfy this criterion. Provide a link to or a screenshot of the online posting.
- **Submit:** A copy of or link to the procurement ethics policy and evidence of its establishment as official procurement policy by your agency.

## 2. Publishes an electronic procurement manual or guide 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 or guide must be electronically posted on a shared drive, the internet or agency intranet and must have been updated in the last 5 years.

- **Submit:** Provide a link to or a screenshot of the web pages or shared drive information that electronically posts your procurement manual for use by internal customers. Please explain through narrative and annotation how your internal customers access this information. Demonstrate that the manual is comprehensive and provide the date of the most recent revision.
- **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. Submission must include date substantiating the manual was updated after *January 1, 2016*.

## 3. Established a procurement staff “professional development” program (10 pts)

The intent of this criterion is to recognize agencies that have a planned and deliberate approach to continuing education. There must be an established, clearly defined continuous, formal professional development program in place to receive points.

Training shall be on procurement issues. Participation in professional association sponsored seminars and webinars, internal and external procurement related training, **are** all acceptable. Client/customer (i.e. user) training programs **do not** meet/qualify for this criterion. Program must include all full time professional procurement staff. *Professional staff is defined as “those staff involved in the traditional procurement/contracting functions (e.g. buyer, contract officer, procurement agent, specifications writer, contract administrator, purchasing manager, etc.)”*

Dedicated funding for professional development is considered optimal; however, webinars and other free or low-cost training is encouraged to meet this criterion for agencies with limited budgets.

Attending the occasional webinar, conference or class does not on its own constitute a formal program.

Submissions must demonstrate:

- a) The agency has a formal professional development program that is supported and;
  - b) That there is a planned and deliberate approach to professional development and continuing education.
- **Submit:** Narrative explaining the professional development program established for training professional procurement staff members. Narrative must demonstrate a planned and deliberate approach to continuing education.
  - **Submit** three separate lists to support the training program:
    - A list of all full time professional procurement staff members.
    - A training list by staff member name delineating the training received since January 1, 2020
    - A training list by staff member name for planned training in 2021

Each record in the training lists must begin with the name of the staff member, a detailed description of the training, and the date of the training for each training event. Each professional staff member must have training listed in both lists.

Description of the training must be detailed. (For example, listing “attended conference” or “attended webinar” is not sufficient.) For conferences, the description must include titles of specific sessions substantiating that training was procurement related

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

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

The intent of this criterion is to solicit feedback on the operations of the procurement function. Survey results should be used to develop process or procedural improvements in procurement. The survey may be transactional based or cover a specific time period and shall be completed by internal customers on multiple procurement topics.



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 procurement that covers multiple procurement issues.

- **Submit:** A narrative explaining the purpose of the survey, how (e.g. e-mail) and when (date) the survey was distributed, who it was sent to, how many individuals received it and the number of responses received.
- **Submit:** A summary tabulation of the results that substantiates the survey was conducted on or after *January 1, 2019*.
- **Submit:** A list of suggested process improvements related to the survey results. (For example, internal department states that it takes too long to process PO's. What is your plan to address these concerns and improve future survey results?)

**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 procurement issues. Some examples of topics are: efficient bid procedures, customer service, equity, website, etc.

In order to demonstrate this survey is comprehensive, the agency needs to demonstrate that the survey was distributed to at least 25 vendors/contractors.

- **Submit:** A narrative explaining how (e.g. email) and when (date) the survey was distributed and the number of responses to the survey is required. If your agency is able to quantify the number of vendors/contractors that received the survey, please include this information. The agency must demonstrate that at least 25 vendors/contractors were sent the survey.
- **Submit:** A summary tabulation of the results that substantiates the survey was conducted on or after *January 1, 2019*.
- **Submit:** A list of suggested process improvements related to the survey results. (For example, what changes are you going to implement in light of the survey results?)

**c. Formal internal (user departments) customer training within the past year (5 pts)**

Training needs to be comprehensive and cover multiple procurement subjects and not limited to a specific topic (procurement cards, internal automation, software training, etc.). It may be acceptable if an agency can demonstrate training workshops on multiple topics were scheduled and presented on a rotating basis for end users throughout the previous year. Training must be multi-departmental. Web-based training is acceptable as long as the training meets all the other requirements of this criterion. Workshops or training may have the same program agenda offered on different dates.

- **Submit:** A narrative explaining the purpose of the training.
- **Submit:** The training agenda with date that substantiates the training was conducted on or after *January 1, 2020*. **Do not** include the entire presentation.

- **Submit:** Dated roster or dated sign-in sheet of attendees including their department/division/function. If training is web-based, submit proof of attendance.

**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 agency.

A “vendor fair” limited to a “table” only, **is not** acceptable. There must be an agenda specifically listing your agency as a presenter of training on “how to do business” on a comprehensive basis. Joint vendor training should clearly identify your agency as a presenter on the agenda. Web-based training is acceptable as long as the training meets all the other requirements of this criterion.

- **Submit:** A narrative explaining the purpose of the training, the audience and your agency’s role and participation in the training.
- **Submit:** The training agenda with date that substantiates the training was conducted on or after *January 1, 2020*.
- **Submit:** Dated roster or dated sign-in sheet of vendor attendees. If training is web-based, submit proof of attendance.

**e. Performance measures specific to procurement function (10 pts)**

The performance measures should be on multiple procurement areas. This criterion requires that you provide at least three measurements, the purpose of each measurement, 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 procurement 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.

The action plan should be specific to the data provided and not generalized.

- **Submit:** A narrative explaining the performance measures, the purpose for each of the measurements and the time period the measurement covers.
- **Submit:** A copy of performance measures and the results for the most recently completed fiscal or calendar year and the prior year data for comparison.
- **Submit:** An analysis of the data (What does the data indicate? Can you make improvements based on the findings?). Provide a detailed action plan on how the results of the analysis will be used to improve efficiencies and effectiveness within your agency.

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

Centralized procurement is a function within the organization that has the authority to buy goods and services for the entire organization and may also operate other core services such as warehousing and surplus. For this function to operate effectively, it is imperative that there be central leadership to provide strategic direction, consistency and cohesion. It is not required that the day-to-day procurement functions be performed directly out of the central office, rather it is anticipated that the Chief Procurement Officer will delegate a portion of his or her authority to professional staff across the organization.

- **Submit:** A narrative summarizing the law and explaining how this provides your agency centralized authority. If governing law does not specifically state that procurement is “centralized,” please include explanatory narrative that demonstrates how the written law satisfies this requirement.
- **Submit:** Section of the actual statute/ordinance/charter/adopted policy or other form of written legally binding document establishing central procurement authority. The language specific to centralized procurement authority must be highlighted or otherwise annotated to receive points and the source of the statute/ordinance/charter/adopted policy must be evident (e.g. resolution adopted by governing board, section of code identified). **Do not** submit entire statute/ordinance/charter/policy.

## 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. As an example, Procurement and Accounting/Finance can both report to the Chief Financial Officer but Procurement reporting to the Accounting/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 criterion is necessary.

- **Submit:** A narrative explaining the organizational structure of your agency and where Procurement is in the organizational structure as compared to Finance. Explain which agency official Procurement reports to directly.
- **Submit:** An organization chart of the agency delineating:
  - the highest administrative position,
  - the placement of Procurement,
  - the placement of Accounting/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 top management.

## 7. Utilization of Electronic Commerce (electronic transmission of data with the business community) and Automated Technology to Improve Efficiencies

For criteria 7a – 7h, current screen shots or links showing the required functionality within the specified time frame must be included to demonstrate each criterion. You must have screen shots or links that show each step of the process with annotations and/or highlights for clarity. You must also clearly demonstrate that your agency is currently using the required functionality.

Each submission should stand alone in meeting all of the submission requirements listed. Do not reference a previous criterion to fulfill the submission requirements of any other criterion.

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

The procurement function should have an active web page that can be easily accessed by the supplier community and other key stakeholders directly from your agency's main home page. The Procurement page should explain "How to Do Business" with the agency and how to contact the Procurement Department.

The evaluation committee may review your website. Please ensure that documentation provides for screen shots or links to reach procurement activities from your agency's home page. Highlight the link or provide annotation to explain how to navigate from one web page to the next web page.

- **Submit:** Provide information explaining how the public can get to the Procurement page from your agency's home page.
- **Submit:** Current screen shots or links to the main home page for your agency. Current screen shots of or link to the page which directs suppliers to information on how to do business with your agency and documentation from the guide demonstrating it addresses multiple areas of procurement. This can be a Procurement web page with links to the various functions of procurement.
- **Submit:** Current screen shots or links for the procurement home page. Current screen shots of or links to the page that provides Procurement staff contact information. At a minimum, this must include an email address for inquiries. It could include also names, phone number, email addresses, or staff responsibilities. A link to a document containing this information is also acceptable.

### b. Online electronic vendor registration (vendor self-service) (5 pts)

Online vendor registration requires an interactive website. That is, a vendor can go to your website and register to receive notification of procurement activity by categories of commodities and services (among other pertinent vendor information) and a vendor database is automatically updated. 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. If you use a third party provider, a direct link from your website to the third party's website, is required.

- **Submit:** A narrative explaining how a vendor would register to do business with your agency. If you use a third party vendor please provide details and a current screen shot of or link to the direct link from your website to the vendor registration site.
- **Submit:** Current screen shots of registration process that demonstrates automation and use of commodity codes. *Screen shots from a vendor user's guide are not acceptable.* Registration of a fictitious vendor is acceptable if this successfully demonstrates the requirements.

**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 agency website. Attaching a notice to an e-mail on an individual/group 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 narrative explaining how a vendor would find and download a solicitation from your agency.
- **Submit:** A screen shot of or link to a bid posting issued on or after *January 1, 2020*.
- **Submit:** A cover page of a downloaded solicitation issued on or after *January 1, 2020*.

*The samples submitted must be for the **same** solicitation.*

**d. Use of an electronic, interactive solicitation system (5 pts)**

An interactive solicitation system includes electronic notification to selected vendors, vendor electronic response, and automatic tabulation of offers received. This system can be used for both informal and formal solicitations (Request for Quotations, Invitation to Bid, Invitation for Tenders, Request for Proposals, etc.). If you use a third party service provider, a direct link from your website to the third party vendor is required.

- **Submit:** Provide details of the internal system or third party software your agency is utilizing to solicit and receive responses electronically. Provide a narrative explaining how your agency meets the requirements listed above. Receipt of offers as an e-mail with attachments **is not** considered qualifying.
- **Submit:** An automated broadcast list (vendors who automatically received the bids based on their registration codes).
- **Submit:** Screen shot or download showing the vendors who responded to the solicitation.
- **Submit:** System generated tabulation (in the case of a bid) or list of respondents (in the case of an RFx).

The samples provided must be from the same solicitation and be received on or after *January 1, 2020*.

**e. Posting of both the solicitation tabulations and the award documentation on website (5 pts)**

The purpose of this criterion is to demonstrate organizational transparency by allowing the public to see the tabulation and award. If you use a third party provider, a direct link from your website to the third party's website, is required.

The tabulation is the documentation of prices and other information used to evaluate competing solicitation responses. A score summary is a matrix of scores or rankings received as a result of an agency's evaluation of vendor responses to the established criteria and corresponding weights contained in an RFX. An award notification indicates who was awarded the contract. Vendors must be able to view the tabulation *or score summary* and award documentation on the agency's website. A copy of a notice of intent to award or a recommendation for a governing body's action **is not** considered qualifying.

- **Submit:** A narrative explaining or screen shots showing where a vendor would locate the bid tabulation and award documentation on the procurement website of your agency.
- **Submit:** For the tabulation or score summary, provide current screen shots of or link to a current tabulation or summary posted on your website. Documentation provided must have been posted on or after *January 1, 2020*.
- **Submit:** For the award documentation, provide screen shots of or link to current award documentation as posted on your website. A notice of intent to award or a recommendation for a governing body's action **is not** considered qualifying. Documentation provided must have been posted on or after *January 1, 2020*.

Both a solicitation tabulation or score summary and the award documentation is required. Ideally the public should be able to access this without a log-in to the third party.

*The samples submitted must be for the **same** solicitation.*

**f. Internal Procurement Automation (Online Requisitioning) (5 pts)**

Use of an internal electronic automated requisitioning system designed to facilitate the procurement 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. Submitting procedures from a manufacturer's supplied user manual **is not** acceptable as it doesn't demonstrate your agency's actual use of the system. The intent of this criterion is to demonstrate that an agency has automated the purchase requisition process by allowing the departments to enter a requisition and submit the requisition through workflow and receive real-time information on the status of the document. System must be available to use for all requisitions and not just for a distinct group of vendors or commodities.

- **Submit:** Narrative explaining the system that your agency is using to automate the requisition to PO process. The operations demonstrated in the below should be from the same requisition.
- **Submit:** Current screen shots and narrative demonstrating the electronic requisition process currently in use at your agency.
- **Submit:** Current screen shots and narrative demonstrating the process of electronic

approvals within your agency. Successful demonstration would include a narrative of the steps in the workflow and screen shots as it moves through the workflow process.

- **Submit:** *Current screen shots showing a requisition converted to a PO dated on or after January 1, 2020*
- **Submit:** Current screen shots and narrative which demonstrate how a requisitioner or end user can make online queries within the system for the status of a requisition dated on or after *January 1, 2020*.

*The samples submitted must be for **one** requisition to PO.*

#### **g. Electronic Data Interchange (5 pts)**

Electronic purchase order or order information sent to the vendor must be generated from your agency's procurement system (a purchase order manually attached to an email **does not** meet the intent of this criterion). If an email is sent from the system but shows it coming from an individual's name, the narrative must clearly describe the required functionality. This electronic functionality should be available to all vendors. Order information must be transmitted to the vendor electronically by the system via EDI (Electronic Data Interchange).

- **Submit:** A narrative explaining the system your agency is utilizing to transfer order information to the vendor. Describe the EDI option(s) used to send the information, how the vendor chooses the EDI option, and how it is transmitted.
- **Submit:** Current screen shots demonstrating an electronic transmittal of an actual order recently issued by your agency. The documentation provided must support the functionality and demonstrate use of the system to send the order information to the vendor electronically. A purchase order manually attached to an email or order information contained in the body of an email **does not** meet the intent of this criterion unless the email is automatically generated by your procurement system. Applicants must include a screen shot of an actual order or the order information that was transmitted dated on or after *January 1, 2020*.

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

The use of an online auction service to dispose of surplus property is considered a best practice in public procurement today. Online auctions provide transparency to the buyers and increase efficiencies in handling surplus property for the agencies. In addition, many agencies have increased revenue generated from the sale of surplus equipment.

- **Submit:** A narrative explaining your agency's current practice for using an internet auction system to list a variety of surplus items. Provide details on the third party auction company and describe how interested bidders find and access your specific items.
- **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 (not combined with other *agencies*) or you must provide details on how the public can get to your agency's specific auction items. 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, office furniture, and technology). Documentation

must support that buyers can bid online.

- **Submit:** A report of items sold generated by the auction provider after *January 1, 2020* as proof of multiple online auction dates and differing types of items sold.

## 8. Procurement Card System

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

The intent of this criterion is to identify procurement card programs that are comprehensive (i.e. include policies, procedures, training, and monitoring of transactions) with systems in place that provide proper financial controls. This program should be a supplemental tool used for efficiencies and in addition to good procurement practices. P-Cards limited to travel expenses **do not** qualify. Having a credit card available for purchases, without having proper controls, policies and procedures in place **would 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:** Narrative including 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 and those pages that substantiate the contents and demonstrates the comprehensive nature of the program covering policies, procedures, training and oversight. Please **do not** submit the entire manual.

### b. Formal Procurement Card Program Audit/Review OR a staff member with a current CPCP (Certified Purchasing Card Professional) certification from the National Association of Purchasing Card Professionals (NAPCP). (5 pts) While there are two options for earning points under this criterion, a maximum of five points will be awarded.

A successful P-Card program includes a combination of best practices: dedicated resources, multi-faceted program management, training and retraining, continuous monitoring, and timely interfaces with the financial accounting system. For many agencies, Procurement is responsible for issuing cards and managing the overall program, while Finance is responsible for processing payments (receiving the receipts and monthly statements from the cardholders). Auditing this program and making improvements and corrections is a good practice. This should be done by a source outside of the card program administration (e.g. Finance or external auditors) and the review should include the whole program, from the initial card request, to training, and to viewing actual expenditures.

- **Submit:** Narrative explaining what role Procurement has in the P-Card Program, who performed the comprehensive audit and any findings.
- **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 must 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, 2019*.

- **Submit:** Narrative describing how the agency is addressing the findings in the audit report and the actions that the procurement department will take as a result of the recommendations.

OR

- **Submit:** A legible copy of the current certification CPCP (Certified Purchasing Card Professional) certification from the National Association of Purchasing Card Professionals (NAPCP). In lieu of a copy of the certification, you may attach a copy of the issuing organization's web page or an official letter from the organization that validates certification
- **Submit:** An organizational chart showing the staff position as part of the procurement department.

## 9. Use of requirements contracts (annual or term also known as blanket orders) for at least 30% of total dollar commodity and services purchases (5 pts)

The purpose of this criterion is to demonstrate that your agency has leveraged spend through establishing and/or utilizing requirement (term, annual, blanket, IDIQ) contracts for at least 30% of the total procurement spend. Requirements contracts improve efficiencies and provide an opportunity to save through negotiated pricing contracts. Provide the basis of your analysis, including where the spend totals came from. The requirements contracts amount should be the actual expenditure on the contract, which may not be the same amount the term contract was issued for. Documentation should indicate that at least 30% of total procurement spend is based on requirements contracts.

- **Submit:** A narrative providing the basis for your analysis (explain where the total procurement spend came from (e.g. Comprehensive Annual Financial Report (CAFR), actual expenditure report). Define how the total is calculated (e.g. details from the CAFR, addition of one-time purchase orders, expenditures on contract, direct payment, p-card, and cooperative expenditures). The agency must provide justification of the totals provided. Agency should define total spend based upon their ability to utilize requirements contracting for certain types of procurements and include that spend in total calculation and percentage of use. For example – agency has statutory authority to utilize requirements contracts for construction related professional services (design), but must bid all construction. Agency would include construction related professional services (design) spend in the total spend calculation and percentage of total purchases on requirements contracts. Agency would exclude construction spend in these calculations.
- **Submit:** A list of requirements contracts including the expenditure against the contracts.

This list should not include one-time purchase orders. The data must be from the most recently completed fiscal year.

- **Submit:** A summary page in spreadsheet or table format that shows (1) total actual procurement spend, (2) total annual requirement contract expenditures, and (3) the percentage of requirements contract purchases as it relates to the total annual procurement spend (actual expenditures).

## 10. Professional Certification

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

- **Submit:** Narrative or organization chart clearly stating the name and title of the Chief Procurement Official. Explain any differences in names on certifications (e.g. maiden name, married name).
- **Submit:** A legible copy of *one* current certification. In lieu of a copy of the certification, you may attach a copy of the issuing organization's web page or an official letter from the organization that validates certification.

b. **Current Certified Professional in Supply Management (CPSM), Certified Purchasing Manager (C.P.M.), Accredited Purchasing Practitioner (A.P.P.), Certified Public Purchasing Officer (CPPO), Certified Professional Public Buyer (CPPB), Certified Professional Contracts Manager (CPCM), Supply Chain Management Professional (SCMP) or NIGP Certified Procurement Professional (NIGP-CPP) designation earned by at least 75% of eligible professional staff (10 pts)**

- **Submit:** Narrative providing details on entire professional staff including titles that are part of the procurement organization or an organization chart with the professional staff clearly highlighted. Eligible staff are those that have been in the public procurement field for three or more years. Professional staff are those staff members involved in the traditional procurement/contracting functions (e.g., buyer, contract officer, procurement agent, specifications writer, contract administrator, purchasing manager, etc.). If you are considering a position as professional staff that is not typically recognized or if you are excluding one that is typically recognized, you must provide a narrative explaining why this position is / is not recognized as professional procurement staff in your organization. The total number of professional staff includes the Chief Procurement Official.
- **Submit:** A table that shows all procurement staff members *Table should include employee name, title, certification (1), certification issue date, certification end date and indicate if this employee is considered as professional staff per the above*. Provide the total percentage of professional staff that hold one of the certifications listed above. It must be clear to receive points.
- **Submit:** Legible copies of current certifications, one per staff member. In lieu of a copy of

the certification, you may attach a copy of the issuing organization's web page or an official letter from the organization that validates certifications. Please provide the certifications in the order they are listed in the table with all certifications oriented in the same direction.

## 11. Education

- a. **A Bachelor's degree or higher from an accredited university or college earned by the Chief Procurement Official (5 pts)**
- **Submit:** Narrative or organization chart clearly stating the name and title of the Chief Procurement Official. Explain any differences in names on diplomas (e.g. maiden name, married name).
  - **Submit:** Name of the university or college, degree and graduation date. Include a **legible** copy of the *highest earned* diploma or evidence from the conferring institution that a degree was received. If providing a copy of a transcript, the name of the Chief Procurement Official, the degree earned, and the date must be highlighted. An official, signed letter from the agency's Human Resources Director (or top employment official) certifying the individual holds the stated degree is acceptable.
- b. **A Bachelor's degree or higher from an accredited university or college earned by at least 75% of the professional staff (5 pts)**
- **Submit:** A narrative providing details of entire professional staff including titles that are part of the procurement organization or an organization chart with the professional staff clearly highlighted. Professional staff is defined as those staff involved in the traditional procurement/contracting functions (e.g., buyer, contract officer, procurement agent, specifications writer, contract administrator, purchasing manager, etc.). If you are considering a position as professional staff that is not typically recognized or if you are excluding one that is typically recognized, you must provide a narrative explaining why this position is / is not recognized as professional procurement staff in your organization. The total number of professional staff includes the Chief Procurement Official.
  - **Submit:** A table that shows a listing of all procurement staff members, indicating those that are professional staff; name, title, the university or college, degree, and graduation date. Provide the total number and percentage of professional staff that have a bachelor's degree or higher from an accredited college or university. The documentation provided must be clear to receive points.
  - **Submit:** Legible copy of the highest earned diploma for each listed individual or evidence from the conferring institution that a degree was received. If providing a copy of a transcript, the name of the individual, the degree earned, and the date must be highlighted. Please provide the diplomas in the order they are listed in the table with all diplomas oriented in the same direction. An official, signed letter from the agency's Human Resources Director (or top employment official) certifying the individuals hold the stated degrees is acceptable.

## 12. Professional staff member with a leadership position in a professional procurement association (5 pts)

Professional procurement staff member with a leadership position of officer, board member, director or committee chairperson in a national, regional, provincial, territorial or state recognized procurement association such as an AEP sponsoring organization; or a position of Officer or Board of Directors of a chapter of a national, state, provincial, territorial or regional procurement association such as NPI, NIGP, FAPPO, CAPPO or CPPC qualifies. Committee chairpersons at the local chapter level do not meet the intent of this requirement and **are not** acceptable. Regional procurement association must be multi-organizational or multi-jurisdictional and must be at least state/province wide. Cooperative organizations **are not** acceptable. The central purpose of the organization must be procurement.

- **Submit:** Narrative about the association, the name of the staff member in a leadership position, the leadership position, and the term of the position. *The staff member must be acting in the leadership position as a representative of the agency submitting the application.*
- **Submit:** Independent documentation (e.g., association brochure, program or website screen shot) supporting the association position. The position must have been actively served on or after *January 1, 2020*.

## 13. Participation at a national, state, provincial, territorial or regional conference or a seminar as a presenter or co-presenter on a public procurement topic OR author of a published article on public procurement topic (5 pts)

The intent of this criterion is to encourage continued research and presentation (either oral or written) to our professional peers on a procurement related topic. To receive points for this criterion it must be clearly demonstrated that the staff member prepared and presented on a specific procurement topic. Facilitating or moderating a session **does not** qualify.

- **Submit:** Narrative providing the name of the presenter, the national, state, provincial/territorial or regional conference or seminar where the staff member presented, the topic and the date. *The presenter must be acting as a representative of the agency submitting the application.*
- **Submit:** A copy of conference or seminar program or other independent documentation naming the presenter and topic is required. Regional conference or seminar must be multi-organizational or multi-jurisdictional. A webinar with a potential national participation is acceptable. A presenter at a workshop meets the intent. If 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 educational in nature or researched based. The presentation or article must have occurred on or after *January 1, 2019*.

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

“Best Value” means a technique in a competitive solicitation process which emphasizes value over price and permits the evaluation of criteria such as qualifications, experience and performance data to determine the best overall value to the agency.

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. Best Value solicitations for construction (Construction Manager at Risk, Job Order Contracting, and Design Build) could also qualify for this criterion.

- **Submit:** A narrative explaining how your agency meets this criterion.
  - Narrative should include statute / ordinance information.
  - If the governing law does not specifically state that your agency is authorized to do best value procurement, please include explanatory narrative that demonstrates how your organization is utilizing this method of procurement.
  
- **Submit:** The law, ordinance or policy establishing best value procurement authority.
  - Section of the law specific to best value procurement authority must be highlighted to receive points
  - The source of the statute, ordinance or policy must be evident (e.g. resolution adopted by governing board, section of code identified). **Do not** submit entire ordinance/law.
  
- **Submit:** Solicitation documents published/posted after January 1, 2020
  - Solicitation cover page
  - Evaluation criteria page(s)
  - Evaluation matrix *or scoring summary* comprised of the criteria, weights and respondents' scores demonstrating the use of best value evaluation. A blank evaluation matrix or sample **is not** sufficient to provide documentation of use.

## 15. Sustainable Procurement

The objective of this criterion is to demonstrate that the agency has implemented or is moving towards implementing a strategic sustainable procurement program. Strategic sustainable procurement programs integrate within an agency's existing strategic procurement processes, addressing prioritized environmental, social and/or economic impacts and opportunities of that agency's purchased goods and services. Sustainable procurement programs have been shown to provide value to agencies in areas such as reduced cost of goods and services, reduced administrative costs, reduced supply chain risk, and increased supply chain resiliency.

NOTE: Agencies can receive points by meeting either criteria a) and/or criteria b).

### a. Formal sustainable procurement policy OR formal sustainable procurement program (5 pts)

The policy or program must secure executive-level commitment; identify a program lead; and, allocate the resources needed for implementation.

- **Submit:** A copy of the formal sustainable procurement policy or program.
- **Submit:** A copy of the document, website, policy, etc. that established the formal policy or program and/or that defines the program structure and plan.
- **Submit:** Evidence of executive-level commitment (ex. policy release history, signed letter, etc.), program lead and resource allocation

#### **b. Implementation of best practices (5 pts)**

Submission must include at least one best practice from the following:

- Set relevant environmental, social, and economic priorities
- Goals & Metrics
- Staff Engagement & Accountability
- Goods/Services Evaluation & Transparency
- Supplier Engagement, Transparency, & Accountability
- Supplier Development & Innovation
- Communications & Sustainable Purchasing Transparency

For the submitted best practice(s) to qualify, agencies must demonstrate implementation of at least **50%** of the relevant requirements described in the [Sustainable Purchasing Leadership Council's Maturity Model Inventory Checklist](#)

- **Submit:** A narrative describing your implementation of each best practice.
- **Submit:** Documentation supporting your claims (e.g. a website displaying your sustainable procurement goals & metrics; copies of sustainable goods/service requirements or preferences included in solicitations)

### **16. Cooperative Procurement Strategy (5 pts)**

The intent of this criterion is to demonstrate that the agency has implemented a comprehensive cooperative procurement strategy. Cooperative procurement programs are designed to provide value to agencies in areas such as reduced administrative costs, accelerated service delivery, lower pricing or opportunities for increased standardization. The appropriate use of cooperatives should also take into consideration such things as an agency's social, economic or local business goals. Having a proper cooperative procurement strategy in place can ensure procurement professionals properly analyze the available contracting tools including many differing type of cooperatives.

- **Submit:** Narrative identifying the methodology, considerations and research for implementing a cooperative procurement strategy; or that demonstrates the continued analysis, review or methodology for determining the proper mix of cooperative contracting. Submission must include at least two separate components (sample list below) that demonstrate the agency's strategic approach to their use of cooperative procurement.

Supporting documentation that can be submitted and considered under this criterion include but are not limited to:

- Formal checklist or list of questions that is used to evaluate a cooperative program, the vendor and the contracting opportunity.
- Methodology of determining what contracts will be solicited by the agency or considered for a cooperative contact.
- Serving as a Lead Agency for a cooperative procurement contract (provide

documentation from that solicitation as well as approximate number of other agencies currently using the contract). Solicitation must have been published on or after *January 1, 2020*.

- Attendance at training sessions or webinars related to cooperative procurement and the evolving trends and solutions. Provide list of training and attendees. Training must have been completed on or after *January 1, 2020*.
- Documentation (data) indicating percentage of total annual spend utilizing cooperative purchasing options. Data must be from most recently completed fiscal or calendar year and compared to prior year(s) for evaluation.

## 17. 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-Architecture/Engineering) services without limits 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. If it is not clearly demonstrated in your submittal that your Chief Procurement Official has unlimited authority to award contracts, you will not receive points for this criterion.

- **Submit:** A narrative explaining how your agency meets this requirement as stated above.
- **Submit:** A copy of statute, ordinance or adopted policy establishing authority of the Chief Procurement Official to award contracts without a dollar threshold for goods and non-professional services and an explanation of how your agency meets this requirement.

## 18. Continued Pursuit of Excellence (10 pts)

Demonstrate a performance improvement over and above any criterion listed in this application. What new program / procedure / innovation / process improvement did you enact? Did it solve a problem? How did it improve the performance or efficiency of your agency? Did it save you money or find ways to utilize new resources?

- **Submit:** Narrative explaining the project, action plan or innovation (must be procurement related). Project must have been completed or action plan implemented on or after *January 1, 2020*.
- **Submit:** Provide the performance result of the project, action plan or innovation and demonstrate how this improved the performance of your agency.

## SELF-SCORING WORKSHEET

<b>Part III – Criteria</b>	<b>POINTS</b>	<b>SELF-SCORE</b>
1. Procurement Ethics Standards	5	
2. Electronic Procurement Manual	5	
3. Professional Development Program	10	
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	10	
5. Centralized Procurement Authority	10	
6. Organizational Structure	5	
7a. Internet Home Page	5	
7b. Online Electronic Vendor Registration	5	
7c. Posting & Downloading of Solicitations	5	
7d. Use of an Electronic, Interactive Solicitation System	5	
7e. Posting of Tabulation & Award Information Online	5	
7f. Internal Procurement Automation	5	
7g. Electronic Data Interchange	5	
7h. Internet Surplus Auction System	5	
8a. P-Card System / Electronic P-Card Manual	5	
8b. Comprehensive P-Card Program Audit or Certification	5	
9. Use of Term/Requirements Contracts	5	
10a. Certification/Chief Procurement Official	10	
10b. Certification/Professional Staff	10	
11a. Education/Chief Procurement Official	5	
11b. Education/Professional Staff	5	
12. Association Leadership Position	5	
13. Presenter/Panel Member/Author	5	
14. Adoption of Best Value Procurement Method	10	
15a. Sustainable Procurement Policy/Program	5	
15b. Sustainable Procurement Best Practices	5	
16. Cooperative Procurement Strategy	5	
17. Contract Award Authority	5	
18. Continued Pursuit of Excellence	10	
<b>TOTAL POINTS ACHIEVED</b>	<b>200</b>	