



Florida Association of Public Procurement Officials, Inc.

2012 AWARD FOR EXCELLENCE AND BEST PRACTICE IN PUBLIC PROCUREMENT

APPLICATION AND INSTRUCTIONS

I. Award For Excellence

Section A. Purpose

The FAPPO's Award of Excellence in Public Procurement recognizes contributions to the public purchasing profession. The award program places emphasis on continuous process improvement and outstanding purchasing practices. Earning this award is a significant affirmation of the quality of an agency's procurement operation and demonstration of commitment to the purchasing profession. All submittals will have been in effect sometime from January 1, 2011 through March 10, 2012.

Section B. Program Summary

An agency is defined as including both purchasing professionals and support staff. Support staff that do not perform purchasing functions or perform only clerical duties at the direction of a purchasing professional are not to be considered "Purchasing Professionals". Several criteria are examined when considering an application for award: organization and levels of responsibility, source selection, professional development, methods of process improvement, automation, and e-commerce.

Section C. Instructions for Applying

1. All submittals must be true, accurate, verifiable and appropriately documented. Points WILL NOT be granted for information on applications that cannot be validated.
2. All hard copy submittals (one original, one copy) must be printed, bound and submitted separately. The information requested should be highlighted in the documentation. **Alternatively**, documentation may also be provided electronically, by submission of a CD, however, all information must be visible on the hard copy or CD. If a link is provided, that link must be accessible to the evaluation committee. Please note that points will not be awarded for areas that are not sufficiently documented, or which cannot be accessed.
3. All submittals must be arranged in the order they appear on the application form. Requested documentation for questions must be included in the explanation area provided. The electronic version of the form will expand to allow as much room for data input as needed. Note that when there is a reference to a "policy", the entity may also submit documentation from a written procedure as well.
4. All submittals must received by: Keith K. Glatz, CPPO, Purchasing & Contracts Manager, City of Tamarac, 7525 NW 88th Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: keith.glatz@tamarac.org no later than 5:00 P.M. on March 12, 2012.
5. Any material deviations from the foregoing rules will render a submittal non-responsive. Such submittals shall not be evaluated for award.
6. Submittals may be posted on the FAPPO web site in the future.

There are a total of **166 points** possible for the Award of Excellence Program. A score of at least 124 points is required to receive the "Award of Excellence".

II. Best Practice in Public Procurement

Entries for the Best Practice Award will be considered for one of for three categories. This award is separate from the Award of Excellence, and recognition shall be at the opening session of the annual conference in order to allow for best practices to be shared with the membership during a workshop to be scheduled during the conference. The three general categories for Best Practices Awards are as follows:

1. Innovation in the Purchasing Process – This award will spotlight a unique achievement in how we do our job. Innovations in practices, technology, creative use of existing technology, and /or best practices that promote effectiveness or a positive change or impact in the purchasing process. This category is for “out of the box” innovation.
2. Cost Savings – Best practices that promote cost savings for the Entity, either in terms of lower product/service costs, or lower administrative costs. Innovative techniques that improve the level of economy for the entity, or promote greater efficiency for the entire purchasing process will be considered in this area.
3. Contribution to the Advancement of Community, your Entity, or the Public Purchasing Profession – This award will focus on best practices that contribute to the overall social good, or that promote professionalism in public purchasing. This category reflects those practices that add value to the overall purchasing process and contribute to the overall good of the community or towards the achievement of the goals of the entity.

Best Practice Essays should not be more than five (5) pages in length. Supporting documentation for the essay **MUST BE FURNISHED WITH YOUR SUBMITTAL!**

In all cases, consideration will be given to best practices that reflect a strong commitment to the development of a high quality product or process, and can be instituted as a standard practice in the entity that can be continued or repeated on an ongoing basis.

In addition to the Best Practice Award winners, other Best Practice Essay submittals that reflect positive contributions to the profession may be given “Special Recognition”, and featured for display during the annual conference. Winners of each Best Practice Award will be asked to provide a presentation to the membership relating to the subject of their essay as a part of a workshop as scheduled during the annual Spring Conference. Electronic presentations (i.e. Power Point, etc.) will be requested from each submitting entity, and those presentations must be provided at least two (2) weeks prior to the start of the Spring Conference to keith.glatz@tamarac.org.

You may apply for the Award of Excellence and/or the Best Practice Award. If you are applying for both awards, please submit each application under separate cover.

FAPPO Bucks: Entities submitting applications for either award may qualify for FAPPO Bucks. \$300 FAPPO Bucks will be awarded to entities who submit an Award for Excellence Application with a score of at least 90% of the required passing score (i.e. minimum passing score of 124 points x .90 = **111 points**). \$300 FAPPO Bucks will be awarded to each of the three successful Best Practice Award winners; and \$25 FAPPO Bucks will be awarded to those Best Practice Award entries that receive an Honorable Mention. Winners will be notified prior to the Spring Conference in order to allow for the proper allocation of FAPPO Bucks.

FAPPO is very interested in receiving many and varied Best Practice Award entries; HOWEVER, an entity is only eligible to receive FAPPO Bucks for ONE (1) Best Practice Award entry per entity. For example, if an entity submits two (2) Best Practice Award entries, and is named as the winner for one of the categories listed above, then the maximum number of FAPPO Bucks available to them for the Best Practice Award will be \$300 FAPPO Bucks. If none of the entity’s Best Practice Awards applications is the winner for one of the categories listed above, but are eligible for an Honorable Mention, the entity will receive a maximum of \$25 FAPPO Bucks total. Even if an entity receives FAPPO Bucks for a Best Practice Award Application, the entity may still receive \$300 in FAPPO Bucks for an Award of Excellence application.

In summary, the maximum available FAPPO Bucks for the FAPPO Awards Program is as follows:

Award of Excellence application with at least 90% of the required score:	\$300 FAPPO Bucks
Best Practice Award Winner:	<u>\$300 FAPPO Bucks</u>
Maximum Total:	\$600 FAPPO Bucks

Since the decision regarding the winners of the Award of Excellence and the Best Practice Award may not be disclosed until the actual Spring Conference, or shortly before the Spring Conference, recipients who receive FAPPO Bucks for one of these awards may defer the use of their FAPPO Bucks until the Spring Conference to be held the year immediately following their receipt of the FAPPO Bucks.

**AWARD OF EXCELLENCE IN PUBLIC PROCUREMENT
AND/OR
BEST PRACTICE AWARD APPLICATION**

Section III. Application

This application should be completed and mailed to Keith K. Glatz, CPPO, Purchasing & Contracts Manager, City of Tamarac, 7525 NW 88th Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: keith.glatz@tamarac.org no later than 5:00 P.M. on , March 12, 2012 with all requested attachments. This application, attachments and any other correspondence will be submitted to the Entity Award Committee for evaluation. The official submitting the application will be advised of the decision upon completion of the review process.

Name of Entity and Procurement Unit

(As it will appear on the certificate)

Fiscal Year Ended (month, day, year) _____

Official submitting the application (receives notification of results).

Name: _____ Title: _____

Street Address: (required): _____

P.O. Box (is applicable): _____

City/State/Zip: _____

Phone/Fax/E-mail: _____

If desired, to whom (mayor, board chairman, city manager, etc) would the entity prefer that FAPPO mail the formal announcement of the Award?

Name: _____ Title: _____

Street Address: (required): _____

P.O. Box (is applicable): _____

City/State/Zip: _____

Phone/Fax/E-mail: _____

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

	1. MISSION & ORGANIZATION	Points	Yes	No	Documentation/Explanation	
A	Published a mission statement that has been distributed and communicated throughout the organization via the Intranet or other method of communication?	2			Date published & method of communication. Provide copy of mission statement	
B	Have posted the mission statement on the Purchasing web site or on the Purchasing Intranet site?	1			Provide URL or Provide Copy of Intranet Page	
C	Have updated internal procurement policies and procedures within last 5 years?	2			Date last updated	
D	Have posted internal procurement policies and procedures on the Purchasing web page or on the Purchasing Intranet site?	1			Provide URL or Provide Copy of Intranet Page	
E	Adopted the Model Procurement Code (or substantial sections of the code) by ordinance or law?	1			Date adopted and sections substantially adopted:	
F	Developed long-term strategic plan?	2			Date last updated	
G	Have posted the long-term strategic plan on the Purchasing web page? Or on the Purchasing Intranet site?	2			Provide URL Or Provide Copy of Intranet Page	
H	Purchasing is a separate department within the organization, and not part of finance/administrative services, etc.	1			Provide copy of organizational chart	

MAXIMUM POINTS: 12 _____

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

2. AUTHORITY LEVEL		Points	Yes	No	Documentation/Explanation	
A	Statute, ordinance, rule or regulation places the purchase authority with one official or agency and/or authorizes development of a policy pursuant to a statute, ordinance, rule or regulation.	2			Provide the statute/ordinance Reference, or administrative rule/regulation and date adopted.	
B	Procurement statute, ordinance, rule, regulation or policy specifies the signatory level of authority?	2			Provide the statute/ordinance /rule/regulation/ policy or a number and date adopted.	
C	Have posted the statute, ordinance, rule, regulation or policy that specifies the signatory level of authority on the Purchasing web page or on the Purchasing Intranet Site?	1			Provide URL or Provide Copy of Intranet Page	
D	Written procurement statute, ordinance, rule, regulation or policy statement that specifies the thresholds for Request for Quotes, Proposals, and Bids?	2			List the thresholds, statute/ordinance number, and date adopted.	
E	Have posted the statute, ordinance, rule, regulation or policy that specifies the thresholds on the Purchasing web page or Intranet site?	1			Provide URL or Provide Copy of Intranet Page	
F	Ethics Policy in place?	2			Provide copy of policy.	
G	Have posted the Ethics Policy on the Purchasing web page or on the Purchasing Intranet site?	2			Provide URL or Provide Copy of Intranet Page	

MAXIMUM POINTS: 12 _____

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

	3. EDUCATION AND PROFESSIONAL DEVELOPMENT	Points	Yes	No	Documentation/Explanation
A	Purchasing Manager/Chief Procurement Official's job description requires a four year degree in related field and the person in that position has a four year degree. Do not count this person again in Section B.	4			List persons name, college, graduation date, highest degree earned.
B	Four year degree earned by professional staff? <i>If you answer yes, no points will be awarded for the next question in Section C.</i> Select one: <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	2 3 4 5			Provide number of professional staff employed and names of staff members with 4 year degrees
C	Two year degree earned by at least 50% of professional staff?	2			Provide number of professional staff employed and number of 2 year degrees
D	Purchasing Manager/Chief Procurement Official's job description <u>requires</u> Professional Purchasing Management Certification, CPPO, and or C.P.M. and the person in that position has a CPPO, and /or C.P.M. Do not count this person again in Section F. If "Preferred Only"	5 or 3			List name of Chief Procurement Official, certificate(s) earned and date of last certification. Provide copy of job description or URL.
E	Professional Purchasing staff is required to have Purchasing Certification from the UPPCC, ISM, or NCMA? If "Preferred Only"	5 or 3			Provide names of Professional Purchasing staff employed, type of certification and date last certified. Provide copy of job descriptions.
F	Professional Certification earned by Professional Purchasing staff? Select one: <input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%	3 4 5 6			Provide number of Professional Purchasing staff employed and names of staff members including date last certified and type of certification
G	Purchasing Manager/Chief Procurement Official has obtained certification by the State of Florida as a Florida Certified Purchasing Manager, a Florida Certified Purchasing Agent, a Florida Certified Contract Manager or a Florida Certified Contract Negotiator.	3			Provide proof of certification by providing Certificate issued by the State of Florida.

H	Contributions to professional organizations by at least 25% of professional staff during the past year, (such as panel participant, seminar instructor, officer/committee member of FAPPO, NIGP, ISM, NAEP, NPI published an article in a purchasing publication, etc.	5		Provide number of Professional Purchasing staff employed, names of contributing staff, their contributions, and date(s).	
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MAXIMUM POINTS: 35 _____

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

4. METHOD OF SOURCE SELECTION		Points	Yes	No	Documentation/Explanation	
A	Written criteria governing the addition, deletion and the reinstatement of bidders and vendors to the bidder's list?	2			Explain how vendors are informed of the criteria	
B	Have posted the criteria on the Purchasing web page or on the Purchasing Intranet site.	1			Provide URL or provide the Intranet page.	
C	Have statute, ordinance, regulation or rule regarding decision to award to other than the apparent low bidder?	2			Explain the essence of the regulation.	
D	Have posted the statute, ordinance, regulations or rules in Section C on the Purchasing web page?	1			Provide URL	
E	Does the Purchasing Agency participate in contracting for professional services?	2			Explain the role of the Purchasing Agency	
F	Purchasing is directly involved in the procurement of architectural, engineering and land surveying services in accordance with F.S.S. Chapter 287.055 (CCNA)?	2			Provide the Ordinance or regulation and date adopted.	
G	Have written procedures for preparation of Requests for Proposals in accordance with the CCNA?	2			Provide the first page of the Policy and date adopted.	
H	Responsible for managing the Proposal process, including facilitation of the Evaluation Committee, coordinating meetings, and preparing recommendations for top ranked firm(s) contracts under the CCNA process?	2			Provide the applicable page of the Policy and date adopted.	
I	Responsible for the negotiations and preparation of final contract documents under the F.S.S. 287.055 CCNA?	2			Provide the applicable page of the Policy and date adopted.	
J	Have written procedures for preparation of non-CCNA Request for Proposals?	2			Provide the first page of the Policy and date adopted.	
K	Responsible for managing non-CCNA Request for Proposal process including facilitation of the Evaluation Committee, coordinating meetings, and preparing recommendations for top ranked firm(s)?	2			Provide the applicable page of the Policy and date adopted.	
L	Responsible for the non-CCNA Request for Proposal negotiations and preparation of final contract document(s)?	2			Provide the applicable page of the Policy and date adopted.	
M	Statute, ordinance, regulation or rule regarding sole source purchases?	2			Provide the statute/ordinance reference and date adopted	

N	Have posted the sole source regulations/rules on the Purchasing web page or on the Purchasing Intranet Site?	1			Provide URL or Provide copy of Intranet Page	
O	Statute, ordinance, regulation or rule regarding emergency purchases?	2			Provide the statute/ordinance reference and date adopted	
P	Have posted the emergency purchasing procedures on the Purchasing web page or on the Purchasing Intranet site?	1			Provide URL or Provide copy of Intranet Page	
Q	Maintain an on-line "How to Do Business" information for vendors on the entity web-site that has been updated within the last 5 years?	3			Provide URL and Date of last update	

MAXIMUM POINTS: 31 _____

	<ul style="list-style-type: none"> Have posted the minority/small business procedures on the Purchasing web page and/or Purchasing Intranet site? Utilize an automated system to track purchases by minority vendors. 	1			utilized and provide copy of sign-in screen.	
D	<p>Construction (Max. 5 points)</p> <ul style="list-style-type: none"> Purchasing has primary responsibility for the majority of construction projects of the entity and is involved in the selection of contractors. Entity uses Owner Direct Purchasing that enables the entity to avoid the payment of sales tax. Have posted the Construction bidding procedures on the Purchasing web page and/or Purchasing Intranet site? Utilize an automated system to track construction bid activity. 	2			<ol style="list-style-type: none"> List construction bids handled by Purchasing this past year and project value. Provide organizational chart showing line of authority. Sample of actual specification stating entity will handle projects as Owner Direct Purchase. Provide organizational chart showing line of authority. List name of Automated Program utilized and provide copy of sign-in screen. 	
E	<p>Spend Analysis (Max. 5 points)</p> <ul style="list-style-type: none"> Tracks total spend by Purchasing. Spend is tracked by vendor and/or commodity Uses spend analysis to identify actual and potential savings opportunities including the need to create new competitive solicited contracts or cooperative purchases. 	2			<ol style="list-style-type: none"> Provide copy of agency spend report. Provide detailed breakdowns of commodity and/or vendor spend. Provide actual examples. 	
F	<p>Surplus Property (Max. 5 points)</p> <ul style="list-style-type: none"> Supervises the surplus and scrap program? Have written procedure for identification, reporting and disposal of surplus and scrap items? Have posted the surplus procedures on the Purchasing web page and/or Purchasing Intranet site? Utilize an automated system for the Surplus and Scrap Program? 	2			<ol style="list-style-type: none"> Provide name and title of the person who supervises the surplus and scrap program, and provide organizational chart showing line of authority. Date the procedures last updated. Provide URL address and/or copy of Intranet site. List name of Automated Program utilized and provide copy of sign-in screen. 	

MAXIMUM POINTS: 15 _____ (You may only select a maximum of 3 out of 6 of the above categories for consideration. Points will not be awarded for more than 3 categories. If more categories are entered, points will only be entered for the best three categories.)

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

6. AUDITING AND CONTINUAL PROCESS IMPROVEMENT PROGRAM		Points	Yes	No	Documentation/Explanation	
A	Is the Purchasing process audited annually?	1			Summarize auditor comments	
B	Measure the Purchasing Agency's performance and regularly benchmark performance against the agency's own past performance and/or other similar entities using a "balanced scorecard" or similar reporting process.	2			List the top three quantifiable measures	
C	Have conducted a process review of internal processes in order to create greater efficiencies in the procurement process with the past 5 years. If process review conducted by an outside entity please indicate.	1			List specific processes that have been reviewed and modified within the past 5 years. Name of any outside entity that conducted process review.	
D	Have prepared and analyzed results of an internal customer satisfaction survey during the past year?	2			Provide date and title of last survey and explain how and to whom it was distributed	
E	Have prepared and analyzed results of an external stakeholder survey during the past year?	2			Provide date and title of last survey and explain how and to whom it was distributed	
F	Facilitated a formal classroom style user's group training program last year?	2			Provide date(s), and list of participating departments	
G	Have facilitated a formal classroom style vendor training program last year?	2			Provide date and number of vendors that participated.	
H	Currently participate in a cooperative purchasing association?	1			Provide name of the Co-op and the name and title of the Agency representative.	
I	Have served as the lead agency for a solicitation on behalf of a cooperative purchasing association.	1			Provide copy of solicitation cover page proving your agency was the lead and	

					copy of contract award notice or web-page showing proof of your lead agency status.	
J	<p>Have a functional Procurement Card program with more than 3 users.</p> <p>Have had a formal audit of the P-Card program within the past 5 years.</p>	1			<p>1. List the Bank, number of cardholders, and P-Card administrator and title.</p> <p>2. Provide coversheet or summary from audit report.</p>	

MAXIMUM POINTS: 16 _____

I. FAPPO 2012 AWARD OF EXCELLENCE APPLICATION

7. AUTOMATION AND ELECTRONIC COMMERCE		Points	Yes	No	Documentation/Explanation	
A	Utilization of automated purchasing system that does not require Purchasing staff to input PO information except for modifications?	3			Name of software used	
B	System tracks the status of requisitions and purchase orders?	2			Name of software used	
C	System provides management reports and summaries (e.g. requisitions received, solicitations processed, bid openings, purchase orders issues, contacts issued, etc)?	2			Provide name(s) of the software, systems, and or service provider.	
D	Utilization of Internet to issue some form of competitive solicitation?	2			Describe the type of solicitations issued electronically	
E	Purchasing maintains a dedicated web page?	2			Provide URL	
F	Purchasing maintains a dedicated IntraNet site?	2			Provide copy of IntraNet Page	
G	Purchasing posts bid solicitations and proposals on the Website?	3			Provide URL	
H	Majority of bidders are able to register as bid holders and download bids from website?	3			Provide URL and name of service provider if not performed in house.	
	Or Majority of bidders are able to download bids from website?	or 2				
I	Paperless vendor registration completed on-line at or thru agency website?	3			Provide URL and name of service provider if not performed in house.	
J	Automatic Internet or fax-on-demand bid notification by commodity classification?	3			Provide name of service provider if not performed in house.	
K	Receipt of majority of formal bids via Internet?	1			Provide name of service provider if not performed in house.	

L	Posting of Bid Tabulations and Award on website?	3			Provide URL and name of service provider if not performed in house.	
M	Distribution and receipt of majority of Informal Quotes via Internet by an automated system, where results are automatically tabulated.	3			Provide name of service provider or URL if not performed in house.	
N	Posting of Quote Tab and Award on website?	3			Provide URL and name of service provider if not performed in house	
O	Electronic purchase orders issued to vendors? Online P-Card purchases do not qualify.	3			Provide name of service provider if not performed in house.	
P	Uses P-Cards or direct electronic funds transfer in lieu of paper checks as a payment tool for routine payments and for large projects or capital acquisitions. (This does <u>not</u> mean simply using the p-card for traditional retail, telephone or internet purchases of small dollar items.) Example – Accounts Payable maintains a p-card to be used for payment of invoices for construction, capital and capital equipment.	2			Provide proof of payment process	
Q	Use of Internet for property redistribution or disposal?	4			Provide URL and name of service provider if not performed in house.	
R	Utilizes on-line catalog ordering process for term contract items.	1			Provide URL and name of service provider if not performed in house.	

MAXIMUM POINTS: 45 _____

CALCULATION OF POINTS

SECTION	DESCRIPTION	POSSIBLE POINTS	ACTUAL POINTS EARNED
1	Mission & Organization	12	
2	Authority Level	12	
3	Education and Professional Development	35	
4	Method of Source Selection	31	
5	Areas of Direct Responsibility (Will only consider 3 out of 5 categories for a <u>MAXIMUM</u> of 15 points in this section of the application)	15	
6	Auditing and Continual Process Improvement Program	16	
7	Automation and Electronic Commerce	45	
	TOTAL POINTS – YES/NO QUESTIONS	166	

All information provided within this document has been verified and is correct to the best of my knowledge.

SUBMITTED BY: _____ TITLE: _____

ENTITY NAME: _____

THIS SECTION TO BE COMPLETED BY AGENCY AWARD COMMITTEE

DESK AUDIT EVALUATION Yes Grand Total _____ Date: _____ Initials: _____

II. ESSAY - BEST PRACTICES	Document	Comments
Describe in essay format at least one innovative program, idea or process developed by the Purchasing Agency during the past year (2010/2012) that was successfully implemented by the Purchasing Department/Division in accordance with the criteria shown herein. Describe the process. Include cost to implement and benefits to the agency	Provide summary at right and attach essay (no more than five (5) pages)	