



## **Florida Association of Public Purchasing Officers, Inc.**

### **2010 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, 2009 through March 10, 2010.

### **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.
4. All submittals must received by: Keith K. Glatz, CPPO, Purchasing & Contracts Manager, City of Tamarac, 7525 NW 88<sup>th</sup> Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: [keithg@tamarac.org](mailto:keithg@tamarac.org) no later than 5:00 P.M. on Monday, March 10, 2010.
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 [keithg@tamarac.org](mailto:keithg@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.**

**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 88<sup>th</sup> Avenue, Room 108, Tamarac, FL 33321-2401, Phone: (954) 597-3567, E-mail: [keithg@tamarac.org](mailto:keithg@tamarac.org) no later than 5:00 P.M. on           , March 10, 2010 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.

7. Name of Entity and Procurement Unit

\_\_\_\_\_

(As it will appear on the certificate)

8. Fiscal Year Ended (month, day, year) \_\_\_\_\_

9. 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 2010 AWARD OF EXCELLENCE APPLICATION**

<b>1. MISSION &amp; ORGANIZATION</b>		<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>	
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?	1			Provide URL	
	or Have posted the mission statement on the Purchasing Intranet site?	1			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?	1			Provide URL	
	or Have posted internal procurement policies and procedures on the Purchasing Intranet site?	1			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?	2			Provide URL	
	or Have posted the long-term strategic plan on the Purchasing Intranet site?	2			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 2010 AWARD OF EXCELLENCE APPLICATION**

<b>2. AUTHORITY LEVEL</b>		<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>	
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 Have posted the statute, ordinance, rule, regulation or policy that specifies the signatory level of authority on the Purchasing Intranet Site?	1 or 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 Bid?	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 Have posted the statute, ordinance, or policy that specifies the thresholds on the Purchasing Intranet site?	1  or 1			Provide URL  or Provide Copy of Intranet Page	
G	Ethics Policy in place?	2			Provide copy of policy.	
H	Have posted the Ethics Policy on the Purchasing web page? Or Have posted the Ethics Policy on the Purchasing Intranet site?	2  or 2			Provide URL  or Provide Copy of Intranet Page	

**MAXIMUM POINTS: 12** \_\_\_\_\_

**I. FAPPO 2010 AWARD OF EXCELLENCE APPLICATION**

	<b>3. EDUCATION AND PROFESSIONAL DEVELOPMENT</b>	<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>
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? <b><i>If you answer yes, no points will be awarded for the next question in Section C.</i></b> 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 NIGP, 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 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	5			Provide number of Professional

	2007, (such as panel participant, seminar instructor, officer/committee member of FAPPO, NIGP, ISM, NAEP, published an article in a purchasing publication, etc.			Purchasing staff employed, names of contributing staff, their contributions, and date(s).	
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**MAXIMUM POINTS: 35** \_\_\_\_\_

**I. FAPPO 2010 AWARD OF EXCELLENCE APPLICATION**

<b>4. METHOD OF SOURCE SELECTION</b>		<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>	
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?	1			Provide URL	
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 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 Have posted the sole source regulations on the Purchasing Intranet Site?	1  or  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 Have posted the emergency purchasing procedures on the Purchasing Intranet site?	1  or  1			Provide URL or Provide copy of Intranet Page	
Q	Maintain "How to Do Business" information for vendors updated within the last 5 years?	2			Date of last update	
R	Have posted the How to Do Business" information on the Purchasing web page?	1			Provide URL	

**MAXIMUM POINTS: 31** \_\_\_\_\_



D	<p>Minority/Small Business Vendor Recruitment (Max. 5 points)</p> <ul style="list-style-type: none"> <li>• Have statutory or ordinance authority defining the entity's effort to recruit minority vendors?</li> <li>• Use trade shows or other organized events to recruit additional minority vendors.</li> <li>• Have posted the minority/small business procedures on the Purchasing web page and/or Purchasing Intranet site?</li> <li>• Utilize an automated system to track purchases by minority vendors.</li> </ul>	2	1	1	<ol style="list-style-type: none"> <li>1. Provide the statute or ordinance reference and date adopted.</li> <li>2. Provide agenda or brochure from the event.</li> <li>3. Provide a sample report tracking sales by minority vendors.</li> <li>4. Provide URL address and/or copy of Intranet site.</li> <li>5. List name of Automated Program utilized and provide copy of sign-in screen.</li> </ol>	
E	<p>Construction (Max. 5 points)</p> <ul style="list-style-type: none"> <li>• Purchasing has primary responsibility for the majority of construction projects of the entity and is involved in the selection of contractors.</li> <li>• Entity uses Owner Direct Purchasing that enables the entity to avoid the payment of sales tax.</li> <li>• Have posted the Construction bidding procedures on the Purchasing web page and/or Purchasing Intranet site?</li> <li>• Utilize an automated system to track construction bid activity.</li> </ul>	2	1	1	<ol style="list-style-type: none"> <li>1. List construction bids handled by Purchasing this past year and project value.</li> <li>2. Provide bid sheet showing all questions addressed to Purchasing staff member.</li> <li>3. Sample of actual specification stating entity will handle projects as Owner Direct Purchase.</li> <li>4. Provide organizational chart showing line of authority.</li> <li>5. List name of Automated Program utilized and provide of sign-in screen.</li> </ol>	

**MAXIMUM POINTS: 15** \_\_\_\_\_ (You may only select a maximum of 3 out of 5 of the above categories for consideration)

**I. FAPPO 2010 AWARD OF EXCELLENCE APPLICATION**

<b>6. AUDITING AND CONTINUAL PROCESS IMPROVEMENT PROGRAM</b>		<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>	
A	Is the Purchasing Agency audited annually?	1			Summarize auditor comments	
B	Have written procedures in place for measuring the Purchasing Agency's performance?	1			List the top three quantifiable measures	
C	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	
D	Have prepared and analyzed results of an external VENDOR survey during the past year?	2			Provide date and title of last survey and explain how and to whom it was distributed	
E	Facilitated a formal classroom style user's group training program last year?	2			Provide date(s), and list of participating departments	
F	Have facilitated a formal classroom style vendor training program last year?	2			Provide date and number of vendors that participated.	
G	Currently participate in a cooperative purchasing association?	2			Provide name of the Co-op and the name and title of the Agency representative.	
H	Have a functional Procurement Card program with more than 3 users	3			List the Bank, number of cardholders, and P-Card administrator and title.	
I	Have written procedures for use of environmentally safe products?	1			Provide the Reference/Title of procedure and date adopted	

**MAXIMUM POINTS: 16** \_\_\_\_\_

**I. FAPPO 2010 AWARD OF EXCELLENCE APPLICATION**

<b>7. AUTOMATION AND ELECTRONIC COMMERCE</b>		<b>Points</b>	<b>Yes</b>	<b>No</b>	<b>Documentation/Explanation</b>	
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?	<b>or</b> 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 Electronic 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?	3			Provide name of service provider 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 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**

<b>SECTION</b>	<b>DESCRIPTION</b>	<b>POSSIBLE POINTS</b>	<b>ACTUAL POINTS EARNED</b>
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 area)	15	
6	Auditing and Continual Process Improvement Program	16	
7	Automation and Electronic Commerce	45	
	<b>TOTAL POINTS – YES/NO QUESTIONS</b>	<b>166</b>	

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

SUBMITTED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

ENTITY NAME: \_\_\_\_\_

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**THIS SECTION TO BE COMPLETED BY AGENCY AWARD COMMITTEE**

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DESK AUDIT EVALUATION    \_\_\_\_\_ Yes    Grand Total \_\_\_\_\_    Date: \_\_\_\_\_    Initials: \_\_\_\_\_

<b>ESSAY - BEST PRACTICES</b>	<b>Document</b>	<b>Comments</b>
Describe in essay format at least one innovative program, idea or process developed by the Purchasing Agency during the past year (2009/2010) 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 two pages)	