FAPPO Award of Excellence & Best Practice Application Form - 2027

WELCOME to the FAPPO Award of Excellence and Best Practice Award. The electronic application process has been designed to improve the processing of applications for both the Award of Excellence and the Best Practice Form.

Benefits of Electronic Forms Submission

The electronic submittal process provides several benefits to FAPPO member agencies:

- A totally paperless and transparent application process which saves time and resources for member agencies and judges alike.
- Ability to directly upload all necessary back-up documentation individually for each question eliminating the need to make numerous photocopies, as well as eliminating bulky binders.
- Allows agencies the ability to start and stop work on the application at any time prior to the final on-line submittal. This allows agencies to assign various parts of the application process to different employees instead as may be desired.
- Reduces costs by elimination of mail and courier costs.
- More Rapid Scoring: The system automatically tallies points based on answers provided by the users. (Judges will validate final scores.)
- Better Record Keeping and archival capabilities – provides applicants with better feedback on questions that did not include adequate of appropriate back-up documentation.

Best Practice Essay and supporting documentation may now be uploaded in the same manner as individual back-up documentation for the Award of Excellence application.

Award of Excellence Information

Section A. Purpose
The FAPPO Award of Excellence in Public Procurement recognizes contributions to the Public Procurement profession. The award program places emphasis on continuous process improvement and outstanding procurement practices. Earning this award is a significant affirmation of the quality of an agency's procurement operation and demonstration of commitment to the Public Procurement profession. When preparing the application, agencies must insure that the practices and procedures outlined in their response are currently in place at their agency, and were in effect or put into effect during the period from January 1, 2025 through January 30, 2026.

Section B. Program Summary
An agency is defined as including both procurement professionals and support staff. Support staff that do not perform procurement functions or who perform only clerical duties at the direction of a procurement professional are not to be considered "Procurement Professionals". Several criteria are examined when considering an application for award: organization and levels of responsibility, source selection practices, professional development of staff, methods used to create 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. Submittals must be submitted electronically through the FAPPO web-site. The electronic form will provide the agency with the opportunity to respond to each individual question, as well as the ability to upload electronic documentation for each response in a designated area for each question. The information requested for each individual question should directly address the pertinent question, and should be highlighted in some manner in the documentation. Should the responding agency provide a link to a web-site, that link must be fully operational and accessible to the evaluation committee. Responses to questions that include broken links, or links that only connect to internal intranet web-sites that are not accessible to the evaluation committee, will not be graded, and points for that question will be forfeited. **Please note** that when uploading response data into the electronic form, the appurtenant data field on the form will expand to allow for as much room for text or data as may be needed.
3. All submittals must be received electronically on the FAPPO web-site by no later than **11:59 P.M. on January 31, 2027.**
4. Any material deviations from the foregoing rules may render a submittal non-responsive. Such submittals shall not be evaluated for award.
5. One or more submittals may be posted on the FAPPO web site in the future.
6. FAPPO reserves the right to reject late Entity Award submittals, or to impose a late penalty deduction of up to 10 points from the actual score earned by an agency submitting a late response.

There are a total of **167 points** possible for the Award of Excellence Program. A score of at least **124** points is required to receive the "Award of Excellence".

Award of Excellence Questions

1. Mission and Organization *

Published a mission statement that has been distributed and communicated throughout the organization via the Internet or Intranet? (2 Points)

Select one option

○ Yes
○ No

2. Mission & Organization *

Have updated internal procurement policies and procedures within last 5 years which is posted on the Internet or internal Intranet site? (2 Points)

Select one option

○ Yes
○ No

3. Mission & Organization *

Adopted the Model Procurement Code (or substantial sections of the code) by ordinance or law? (2 Points)

Select one option

○ Yes
○ No

4. Mission & Organization *

Developed long-term strategic plan and posted the plan on the Internet or Intranet web-site (3 Points)

Select one option

○ Yes
○ No

5. Mission and Organization *

Procurement is a separate department reporting directly to executive management within the organization, and not part of finance/administrative services, etc. (1 Point)

Select one option

○ Yes
○ No

Authority Level

1. Authority Level *

Statute, ordinance, rule or regulation places the purchasing authority with one official or agency and/or authorizes development of a policy pursuant to a statute, ordinance, rule or regulation. (3 Points)

Select one option

○ Yes
○ No

2. Authority Level *

Procurement statute, ordinance, rule, regulation or policy specifies the signatory level of authority and is published on the Internet or Intranet site. (3 Points)

Select one option

○ Yes
○ No

3. Authority Level *

Written procurement statute, ordinance, rule, regulation or policy statement that specifies the thresholds for Request for Quotes, Proposals, and Bids which is posted on Internet or Intranet Web Site. (3 Points)

Select one option

○ Yes
○ No

4. Authority Level *

Procurement Ethics Policy in place that is posted on the Internet or Intranet Web Site. (3 Points)

Select one option

○ Yes
○ No

Education & Professional Development

1. Education & Professional Development *

Procurement 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 Question 3. (2 Points)

Select one option

○ Yes
○ No

2. Education & Professional Development *

Procurement Manager/Chief Procurement Official has earned an advanced degree in a field that is related to and/or supports Procurement (Masters or PhD.) (1 Point)

Select one option

○ Yes
○ No

3 . Education & Professional Development *

Four year degree earned by professional staff? If you answer yes, no points will be awarded for the next question in Section D. Select one: (25% = 2 Points, 50% = 3 Points; 75% = 4 Points; and 100% = 5 Points)

Select one option

○ 25%
○ 50%
○ 75%
○ 100%
○ None

4. Education & Professional Development *

Two year degree earned by at least 50% of professional staff? (2 Points)

Select one option

○ Yes
○ No

5. Education & Professional Development *

Procurement Manager/Chief Procurement Official's job description requires Professional Procurement Management Certification, CPPO, NIGP-CPP and or C.P.M. and the person in that position has a CPPO, NIGP-CPP, FCCM, FCCN and /or C.P.M. (Note: the requirement for certification must appear as being "required" in the job description to receive full credit!) Do not count this person again in Question 6.

Select one option

○ Requires Certification (5 Points)
○ Certification Preferred Only (3 Points)
○ No certification requirements (0 points)

6. Education & Professional Development *

Professional Procurement staff is required to have Procurement Certification from the NIGP, UPPCC, ISM, State of Florida (FCCM or FCCN) or NCMA?

Select one option

- ○ Requires Certification (5 Points)
- ○ Certification Preferred Only (3 Points)
- ○ No certification requirements (0 points)

7. Education & Professional Development *

Professional Certification earned by Professional Procurement staff? Select one:

Select one option

- ○ 25% of Staff earned (2 Points)
- ○ 50% of staff earned (3 Points)
- ○ 75% of staff earned (4 Points)
- ○ 100% of staff earned (5 Points)
- ○ None

8. Education & Professional Development *

A member of your staff, or the entire Procurement Office has been formally recognized by, or received an award for a professional contribution by either the entity for whom the individual (or the Procurement Office) is employed, or by an outside entity or organization. (NOTE: You may NOT count the receipt of a FAPPO Award of Excellence or a FAPPO Best Practice Award) (2 Points)

Select one option

- ○ Yes
- ○ No

9. Education & Professional Development *

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, NASPO, NAEP, NPI published an article in a procurement publication, etc.). (5 Points)

Select one option

- ○ Yes
- ○ No

10. Education & Professional *

Has established a procurement staff program for training and professional development specifically related to procurement issues. (3 Points)

Select one option

○ Yes
○ No

11. Education & Professional *

Has developed or participated in an internship program that provides high school or college students with the opportunity to be exposed to the public procurement profession. (2 Points)

Select one option

○ Yes
○ No

METHOD OF SOURCE SELECTION

1. Method of Source Selection *

Written criteria governing the addition, deletion and the reinstatement of bidders and vendors to the bidder's list that is posted on the Procurement web page or on the Procurement Intranet site? (2 Points)

Select one option

○ Yes
○ No

2. Method of Source Selection *

Have statute, ordinance, regulation or rule regarding decision to award to other than the apparent low bidder and have posted the statute, ordinance, regulations or rules on the Procurement web page? (2 Points)

Select one option

○ Yes
○ No

3. Method of Source Selection *

Does the Procurement Agency participate in contracting for professional services? (2 Points)

Select one option

○ Yes
○ No

4. Method of Source Selection *

Adopted a statute, ordinance or regulation that allows for Best Value procurements based on emphasizing value over price. Must be able to demonstrate the authority to apply this to a broad range of commodities, equipment and services, and not limited to professional services and technology purchases. (2 Points)

Select one option

○ Yes
○ No

5. Method of Source Selection *

Procurement is directly involved in the procurement of architectural, engineering and land surveying services in accordance with F.S.S. Chapter 287.055 (CCNA) and has written procedures for working with CCNA purchases? (2 Points)

Select one option

○ Yes
○ No

6. Method of Source Selection *

Responsible for the negotiations and preparation of final contract documents under the F.S.S. 287.055 CCNA? (2 Points)

Select one option

○ Yes
○ No

11. Method of Source Selection *

Statute, ordinance, regulation or rule regarding sole source purchases and posted on the Procurement web page or on the Procurement Intranet Site? (2 Points)

Select one option

○ Yes
○ No

12. Method of Source Selection *

Have written emergency Procurement procedures and have posted the emergency Procurement procedures on the Procurement web page or on the Procurement Intranet site? (2 Points)

Select one option

○ Yes
○ No

13. Method of Source Selection *

Maintains code/ordinance or written policy for cooperative procurement and / or piggybacking purchases from other governmental entities, and code/ordinance/policy on the Procurement web page or on the Procurement Intranet site? (2 Points)

Select one option

○ Yes
○ No

14. Method of Source Selection *

Statute, ordinance, rule, regulation or policy allows for the entity to make purchases from national cooperative groups. (2 Points)

Select one option

○ Yes
○ No

15. Method of Source Selection *

Maintain an on-line “How to Do Business” information for vendors guide on the entity web-site that has been updated within the last 5 years? (2 Points)

Select one option

○ Yes
○ No

16. Method of Source Selection *

Has a written code/ordinance/policy that addresses vendor ethics related to doing business with the entity? (2 Points)

Select one option

○ Yes
○ No

17. Method of Source Selection *

Maintains written policy regarding Appeals and Remedies for vendors (Protest Policy), and policy is posted on-line. (2 Points)

Select one option

○ Yes
○ No

AREAS OF DIRECT RESPONSIBILITY

Entity may earn points in no more than any three (3) areas for a ***MAXIMUM of 12 points***. YOU MAY ONLY SELECT ***THREE (3)*** OF THE SEVEN (7) AVAILABLE AREAS (1 through 7) to respond to on this application. INFORMATION PROVIDED IN MORE THAN 3 AREAS **WILL NOT BE CONSIDERED** IN YOUR TOTAL SCORE FOR THIS SECTION OF THE APPLICATION! Please select "no" for answers in areas not being responded to.

1. Sustainable (Green) Procurement (Max. 4 points)

1.3 Areas of Direct Responsibility *

Entity has established a formal policy for procurement environmentally friendly products or for building construction consistent with LEED requirements and has posted information on sustainable Procurement activities on web site and/or Procurement Intranet site. (2 Points)

Select one option

○ Yes
○ No

1.4 Areas of Direct Responsibilty *

Tracks the purchases of environmentally friendly products. (1 Point)

Select one option

○ Yes
○ No

1.5 Areas of Direct Responsibility *

Have successfully purchased sustainable or “green” products. (1 Point)

Select one option

○ Yes
○ No

2. Emergency Weather Procurement Policy (Hurricanes, Floods, etc.) (Max. 4 points)

2.1 Areas of Direct Responsibility *

Maintains written policy and/or procedure related to procurement operations before, during and after a weather emergency, and has posted the policy/procedure on the Procurement web page and/or Intranet site? (2 Points)

Select one option

○ Yes
○ No

2.2 Areas of Direct Responsibility *

Have emergency agreements in place for use during or after a weather emergency? (1 Point)

Select one option

○ Yes
○ No

2.3 Areas of Direct Responsibility *

Have tracking system developed to document purchases during a weather emergency? (1 Point)

Select one option

○ Yes
○ No

3. Minority/Small Business Vendor Recruitment (Max. 4 points)

3.1 Areas of Direct Responsibility *

Have statutory or ordinance authority defining the entity's effort to recruit minority vendors and has posted minority/women-owned/small business/veteran-owned business recruitment/development procedures on the Procurement web page and/or Procurement Intranet Site? (2 Points)

Select one option

○ Yes
○ No

3.2 Areas of Direct Responsibility *

Use trade shows or other organized events to recruit additional minority vendors. (1 Point)

Select one option

○ Yes
○ No

3.3 Areas of Direct Responsibility *

Utilize an automated system to track purchases by
minority vendors. (1 Point)

Select one option

○ Yes
○ No

4. Construction (Max. 4 points)

4.1 Areas of Direct Responsibility *

Procurement has primary responsibility for the majority of construction projects of the entity and is involved in the selection of contractors, and have posted the construction bidding procedures on the Procurement web page and/or Procurement Intranet site? (2 Points)

Select one option

○ Yes
○ No

4.2 Areas of Direct Responsibility *

Entity uses Owner Direct Procurement that enables the entity to avoid the payment of sales tax. (1 Point)

Select one option

○ Yes
○ No

4.3 Areas of Direct Responsibility *

Utilize an automated system to track construction bid activity. (1 Point)

Select one option

○ Yes
○ No

5. Spend Analysis (Max. 4 points)

5.1 Areas of Direct Responsibility *

Tracks total spend by Procurement. (2 Points)

Select one option

○ Yes
○ No

5.2 Areas of Direct Responsibility *

Spend is tracked by vendor and/or commodity. (1 Point)

Select one option

○ Yes
○ No

5.3 Areas of Direct Responsibility *

Uses spend analysis to identify actual and potential savings opportunities including the need to create new competitive solicited contracts or cooperative purchases. (1 Point)

Select one option

○ Yes
○ No

6. Surplus Property Management (Max. 4 points)

6.1 Areas of Direct Responsibility *

Supervises the surplus and scrap program? (2 Points)

Select one option

○ Yes
○ No

6.2 Areas of Direct Responsibility *

Have written procedure for identification, reporting and disposal of surplus and scrap items and have posted the surplus procedures on the
Procurement web page and/or Procurement Intranet site? (1 Point)

Select one option

○ Yes
○ No

6.3 Areas of Direct Responsibility *

Utilize an automated system for the Surplus and Scrap Program? (1 Point)

Select one option

○ Yes
○ No

7. Artificial Intelligence Management (Max. 4 points)

7.1 Areas of Direct Responsibility *

Utilizes Artificial Intelligence (AI) in the development of specifications, solicitations or other aspects of the procurement process. (2 Points)

Select one option

○ Yes
○ No

7.2 Areas of Direct Responsibility *

Have written procedure for the implementation or development of material created by Artificial Intelligence (1 Point)

Select one option

○ Yes
○ No

7.3 Areas of Direct Responsibility *

Provide information regarding tools used to implement Artificial Intelligence (AI Platform, etc.) (1 Point)

Select one option

○ Yes
○ No

AUDITING AND CONTINUAL PROCESS IMPROVEMENT PROGRAM

12. Auditing and Continual Process Improvement Program *

Is the Procurement process audited annually? (1 Point)

Select one option

○ Yes
○ No

2. Auditing and Continual Process Improvement Program *

Measure the Procurement Agency's performance and regularly benchmark performance against the agency's own past performance using a "balanced scorecard" or similar reporting process. (2 Points)

Select one option

○ Yes
○ No

3. Auditing and Continual Process Improvement Program *

Participates in a formal best practices public procurement benchmarking program which provides comparisons to other entities. (i.e. Florida Benchmarking Consortium, NIGP benchmarking survey, ICMA or other) (2 Points)

Select one option

○ Yes
○ No

4. Auditing and Continual Process Improvement Program *

Have conducted a process review of internal processes in order to create greater efficiencies in the procurement process within the past 5 years. If process review was conducted by an outside entity please indicate. (2 Points)

Select one option

○ Yes
○ No

5. Auditing and Continual Process Improvement Program *

Have prepared and analyzed results of an internal customer satisfaction survey during the past year? (2 Points)

Select one option

○ Yes
○ No

12. Auditing and Continual Process Improvement Program *

Have prepared and analyzed results of an external stakeholder survey during the past year (vendors, contractors, etc.)? (2 Points)

Select one option

○ Yes
○ No

12. Auditing and Continual Process Improvement Program *

Facilitated a formal classroom style internal customer group training program during the past year? (2 Points)

Select one option

○ Yes
○ No

12. Auditing and Continual Process Improvement Program *

Have facilitated a formal agendized workshop vendor training program during the past year? (2 Points)

Select one option

○ Yes
○ No

12. Auditing and Continual Process Improvement Program *

Currently serves as a participant in a regional/local cooperative procurement group or association comprised of local governmental agencies? (NOTE: THIS does NOT refer to participation in a national cooperative program. (1 Point)

Select one option

○ Yes
○ No

10. Auditing and Continual Process Improvement Program *

Has served as the lead agency for a solicitation on behalf of a cooperative procurement association. (2 Points)

Select one option

○ Yes
○ No

11. Auditing and Continual Process Improvement Program *

Have a functional Procurement Card program with more than 3 users. (1 Point)

Select one option

○ Yes
○ No

11.1 Auditing and Continual Process Improvement Program *

Have had a formal audit of the P-Card program within the past 5 years. (1 Point)

Select one option

○ Yes
○ No

12. Auditing and Continual Process Improvement Program *

Has undertaken or updated a formal procurement process review within the past 5 years. Examples include a formal mapping of key procurement practices, and identification of process steps that do not add value to the procurement process. (2 Points)

Select one option

○ Yes
○ No

AUTOMATION AND ELECTRONIC COMMERCE

1. Automation and Electronic Commerce *

Utilization of automated procurement system that does not require Procurement staff to input PO information except for modifications? (2 Points)

Select one option

○ Yes
○ No

2. Automation and Electronic Commerce *

System tracks the status of requisitions and purchase orders? (2 Points)

Select one option

○ Yes
○ No

3. Automation and Electronic Commerce *

System provides management reports and summaries (e.g. requisitions received, solicitations processed, bid openings, purchase orders issues, contacts issued, etc)? (2 Points)

Select one option

○ Yes
○ No

4. Automation and Electronic Commerce *

Procurement maintains a dedicated web-page on the Internet (Available for Public Viewing)? (2 Points)

Select one option

○ Yes
○ No

5. Automation and Electronic Commerce *

Procurement maintains a dedicated Intranet site (Available only for internal viewing within the agency)? (2 Points)

Select one option

○ Yes
○ No

6. Automation and Electronic Commerce *

Procurement posts competitive bid solicitations and proposals on the Internet on Agency's Website? (2 Points)

Select one option

○ Yes
○ No

7. Automation and Electronic Commerce *

Majority of bidders are able to register as bid holders and download bids from website? (2 Points)

Select one option

○ Yes
○ No

8. Automation and Electronic Commerce *

Procurement has dedicated software that allows for Evaluation Committee members to electronically evaluate RFP/RFQ documents? (NOTE: This must be a dedicated software solution which allows electronic entry of scores and comments and NOT simply the use of traditional excel spreadsheets or MS Word forms.) Provide information regarding the software product utilized. (2 Points)

Select one option

- ○ Yes
- ○ No

9. Automation and Electronic Commerce *

Procurement has developed a plan for staff to perform their work from remote locations instead of requiring employees to work from their office location? (2 Points)

Select one option

- ○ Yes
- ○ No

10. Automation and Electronic Commerce *

Paperless vendor registration completed on-line or through agency website? (2 Points)

Select one option

- ○ Yes
- ○ No

11. Automation and Electronic Commerce *

Automatic Internet or fax-on-demand solicitation notification by commodity classification or vendor subscription once solicitation is posted to the Internet. (3 Points)

Select one option

- ○ Yes
- ○ No

12. Automation and Electronic Commerce *

Electronic receipt of formal solicitations (sealed bids and proposals and not simply quotations) through an encrypted process online via the Internet? (2 Points)

Select one option

○ Yes
○ No

13. Automation and Electronic Commerce *

Sealed Bid tabulations are electronically auto-generated immediately after bid opening time? (2 Points)

Select one option

○ Yes
○ No

14. Automation and Electronic Commerce *

Ability to post formal sealed Bid Tabulations and Award data on website at time of award or at the time of award recommendation? (2 Points)

Select one option

○ Yes
○ No

15. Automation and Electronic Commerce *

Distribution and receipt of the majority of Informal Quotes via Internet by an automated system, where results are automatically tabulated. (3 Points)

Select one option

○ Yes
○ No

16. Automation and Electronic Commerce *

Ability to post informal quotation tabulations and award data on website at time of award or at the time of award recommendation? (3 Points)

Select one option

○ Yes
○ No

17. Automation and Electronic Commerce *

Issuance of electronic purchase orders available to any and all suppliers with Internet or e-mail access. Online P-Card purchases do not qualify. (3 Points)

Select one option

○ Yes
○ No

18. Automation and Electronic Commerce *

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 not 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 Points)

Select one option

○ Yes
○ No

19. Automation and Electronic Commerce *

Utilizes Artificial Intelligence or has developed a plan for the use of artificial intelligence in the organization (Provide a copy of your plan and/or specific examples where AI was utilized in developing documents.) (2 Points)

Select one option

○ Yes
○ No

20. Automation and Electronic Commerce *

Use of Internet for property redistribution or disposal? (2 Points)

Select one option

○ Yes
○ No

21. Automation and Electronic Commerce *

Utilizes on-line catalog ordering process for term contract items. (2 Points)

Select one option

○ Yes
○ No

22. Automation and Electronic Commerce *

Purchasing utilizes software that allows for e-signature technology to allow vendors and using agencies to execute Agreements? (NOTE: This requires that the purchasing agency have direct access to creating Agreements electronically with the ability to affix e-signatures. Occasionally signing Agreements using a vendor's software will not meet the requirements for this question. Provide information regarding the software product used. (1 Point)

Select one option

○ Yes
○ No