



2013 MANAGER OF THE YEAR AWARD

Submission: Postmarked no later than Midnight Eastern Standard Time, Friday November 15, 2013

Late entries will not be considered

Please sign and date the application

Name:

Governmental Entity and Title:

City:

State:

Postal Code:

Phone:

Email:

Signature:

The definition of Manager is limited to those public professionals who have supervisory or management responsibilities in the organization. Public Procurement Manager functions must include responsibility of overall procurement/material management activities in a specific governmental entity to include the supervision of procurement personnel and/or the display of executive abilities involving economic/financial, technical, statistical, legal and administrative attributes. Management positions may be totally dedicated to the procurement function, or shared with other responsibilities.

Candidates for the Georgia Chapter of NIGP (GANIGP) Manager of the Year Award are selected from nominations submitted by Georgia Chapter of NIGP (GANIGP) chapter members, including self-nominations. The nominee must be actively employed full-time in public procurement and must be an active (2013) GANIGP member in good standing. Good standing includes being free of any outstanding chapter fees or dues, having submitted all expense forms and associated receipts or documentation related to past grant awards, scholarships and chapter awards. In addition, the nominee must have attended at least two Chapter Business meetings held between December 1, 2012 and October 31, 2013. Financial standing and meeting attendance will be verified through GNAIGP chapter records. Committee meeting attendance or Expo attendance does not satisfy this requirement. An applicant may submit an application for the 2013 GANIGP Manager of the Year or be nominated for the 2013 Outstanding Service Award and also submit an application for a 2013 Scholarship Award but will not receive an award AND a scholarship in 2013.

The applicant awarded the 2013 GANIGP Manager of the Year Award will receive:

2014 NIGP Forum Full Conference Registration Package (Early registration), which includes access to all educational sessions, plenary sessions, products expo and all meal events. Registration and travel arrangements will be made by the Chapter Treasurer with coordination from the awardee and will be completed as soon as airfare and room rates are available but no later than 30 days prior to the awardee's departure date.

CONDITONS OF AWARD

AWARD

The award is made to cover the approved expenses of the awardee only. The chapter will not be responsible for any additional fees incurred by the awardee which have not been approved by the GANIGP Executive Committee or are not stipulated in this document.

Awardees unable to attend the 2014 Forum should advise the GANIGP Executive Committee as soon as possible. If sufficient notice is received to prevent charges to the chapter or in sufficient time for the chapter to obtain refund(s), the Chapter will consider allowing awardees to use the award for the 2015 Forum. In the event that sufficient notice is not

received, the chapter reserves the right to substitute another chapter member in awardees place to avoid loss of payments, etc.

AIRFARE

Round-trip Coach Airfare at the advanced purchase rate. All costs for changes to airfare travel plans are to be borne by the awardee.

MILEAGE

Mileage to be reimbursed at the Federal Mileage rate in effect at the time of award. Mileage reimbursement cannot exceed the cost for an advanced purchase coach airfare ticket. Mileage must be confirmed by mapping service such as MapQuest, etc.

TRANSPORTATION

Reimbursement for taxi or shuttle costs to and from Host Hotel only. Mileage will not be reimbursed for transportation within host city except as required by Forum activities.

HOTEL

In coordination with the awardee, reservations will be made by the Chapter at the Host Hotel early enough to take advantage of early registration/discount rates. Days covered for Hotel will only include those required for Forum functions. Costs for Pre and Post Forum days are to be borne by recipient. Payment to Host Hotel will be from the Chapter's Master Account and **ALL** incentive points and awards granted by the Hotel are to be received by the Chapter. All incidentals charged to the room are to be borne by the awardee.

Awardees that choose to stay at a facility other than the Host Hotel will be reimbursed, after the Forum, based on receipts provided for the actual Hotel expenses paid. Such expense shall not be reimbursed at a rate that exceeds the early/discount registration rate of the Host Hotel.

PER DIEM

Per Diem will be awarded at the Federal rate in effect at the time of award and will only cover meals not provided in the Forum Package. Except for travel days, coverage for per diem will only include those days required for Forum functions. Costs for Pre and Post Forum days are to borne by recipient.

HARDSHIP

In the event that reimbursement for travel to and from the Host Hotel or mileage presents a hardship to the awardee, the Chapter will consider awardees request for pre-payment of mileage. Requests for pre-payment of non-Host Hotel expenses will not be made.

Proper receipts and documentation are to be presented to the Chapter Treasurer for reimbursement no later than 30 days following the event. Failure to submit the proper information in a timely manner could be considered as cause for reimbursement denial.

ALL SUBMISSIONS MUST FOLLOW THE SUBMISSION REQUIREMENTS TO BE CONSIDERED

GENERAL REQUIREMENTS

A minimum of 30 points must be obtained for the application to be considered for award. The committee has the right to award partial points in a category. Scoring by the committee is **confidential and final**. The committee has the right not to make a 2013 Manager of the Year Award.

1. Five (5) copies of the Submission Form (which follows the requirements), supporting and narrative documentation must be submitted in electronic format on a **CD or Flash Drive** and postmarked by midnight November 15, 2013, to Nancy Harrison, Awards, Scholarships and Grants Committee Chair, 118 Oak Bend Dr. Stockbridge, GA 30281.
 - a. **E-mailed submissions will not be accepted**
 - b. If you need to change/replace material after it has been received; you will be expected to submit an entirely new set of CD's or Flash Drives as material will not be considered if it is contained in two separate devices. Label the revised or replacement as such to ensure the corrected application is the one that is considered. The revised submission must be postmarked by the due date and time of Friday, November 15, 2013.
2. The submission must document the efforts during the **previous two years: December 1, 2011 - November 1, 2013**. For each activity the candidate engaged in during that time frame, select the correct response in the space provided indicating that supporting documentation for that activity is included. All documentation submitted must be clear,

easy to read and follow, and be verifiable. If it is determined that any portion of the application has been what is deemed to be deliberately falsified, the application will not be considered. When possible, include minutes or notes of meetings attended. If it is not possible to provide evidence of attendance or participation, submit what information is available.

3. Submissions shall receive an email confirmation of receipt of their submittal. Note: submissions will not be accepted after the appointed due date and time.

SUBMISSION FORMAT REQUIREMENTS

1. The Submission Form (which follows these requirements) must be completed and included as page 1 of your submission.
2. Immediately following the Submission Form, submitters shall start a new page and shall state each individual activity – for example, I.A Enacted policies or practices that have enhanced the efficiency of the agency - and provide narrative and supporting documentation for that specific activity.
 - a. Do not attach narrative and supporting documentation as a separate attachment or addendum in one continuous file.
 - b. Do not respond with “see question ##.”
 - c. If you have multiple examples to offer under an activity, identify them, for example, as I.A1, I.A2, I.A3, etc.
 - d. Date activity accordingly
 - e. See attached sample format.
3. The Submission Form and subsequent narrative and supporting documentation must be submitted as one continuous .pdf or word document.
4. The submission does not have a page limit (please number pages) but use appropriate judgment on how much information to present. The judges focus on quality and not quantity.
5. You may use web hyperlinks. Please ensure that the hyperlinks work and are accurate, and that they are a direct link to the supporting information. The judges will not search or try to identify the supporting material.
6. You may also insert graphics/pictures into your response. These do not have to be full-sized but please ensure they are sized appropriately for the judges to view them.
7. Documentation is required. Unless otherwise stated, provide “proof” of your response. Simply stating what you did without “showing” you did it may result in your receiving a lower score or no score in that category.
8. The committee has the right to not score an application if it fails to fit the format required.
9. The committee will not score information submitted outside of the time period indicated.

SAMPLE FORMAT

A	Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users	Yes
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Section I.A.1: eBid Upgrade Subject Matter Expert (SME) / Tester

Bureau of Purchases was upgrading its solicitation posting website. This provides contractors an opportunity to register with the City of Portland, download current solicitations, obtain status of solicitations, and access links to other sites within the City of Portland. Kevin and three other Bureau of Purchases staff members are designated as Subject Matter Experts and charged with testing the system for performance and reliability, providing reports to the leadership team, and training staff members on the upgraded system prior to go-live.

From: [Moody, Christine](#)
 To: PU All;
 Subject: EBIDSYSTEMS UPGRADE ANNOUNCEMENT
 Date: Wednesday, March 07, 2007 5:34:01 PM

IS IT FINALLY HERE?

ANNOUNCEMENT TO ALL BUREAU OF PURCHASES STAFF

The SME'S (CATHLEEN MASSIER, KEVIN YIN, ANNETTE PALMER, CINDY PHILLIPS) WILL BE CONDUCTING END TO END UNIT TESTING OF THE EBIDSYSTEMS UPGRADE IN THE COLUMBIA RIVER CONFERENCE ROOM

MONDAY MARCH 12, 2007 9:00 AM – 4:30 PM
 &
TUESDAY MARCH 13, 2007 9:30 AM – 4:30 PM

THIS TESTING SESSION IS OPEN FOR ALL BUREAU STAFF TO DROP IN AND TAKE A LOOK AT THE UPGRADED SYSTEM; PLEASE BE MINDFUL THAT THE SME'S WILL BE CONDUCTING EXTENSIVE TESTING THAT MUST GET DONE WITHIN THE 2 DAY PERIOD.

WE ASK THAT YOU COME TO OBSERVE; ANY COMMENTS MAY BE WRITTEN ON PROVIDED COMMENT CARDS AND GIVEN TO CHRISTINE TO REVIEW WITH THE SME'S/EBIDSYSTEMS

THIS IS NOT A TRAINING SESSION, IT IS TO TEST THE SYSTEM TO SEE IF WE ARE READY TO SET A 'GO LIVE' DATE. IF THE SYSTEM IS READY, IT WILL BE SIX WEEKS BEFORE WE 'GO LIVE' TO ALLOW TIME TO TRAIN PURCHASES STAFF AND GET APPROPRIATE INFORMATION OUT TO OUR VENDORS


LET ME KNOW IF YOU HAVE ANY QUESTIONS - CHRISTINE

Email from the Purchasing Manager, Christine Moody, to the Bureau of Purchases staff about the SMEs, their testing, and training prior to go-live.

Section I.A.2: Professional, Technical, & Expert (PTE) Services Contracting Manual

The last version of the PTE Services Contracting Manual was published in 2004. Per City of Portland Code, the Manual establishes the PTE services contracting policies and procedures. In addition, the Manual has a step-by-step checklist of various procurement processes to guide end users from solicitation writing through contract execution. Kevin and his staff have been working on updating this Manual for the past couple of years and it should be ready to be published in July 2009.

Cover pages of the PTE Services Contracting Manual. The left is the one that was published in 2004,



CONTRACTING FOR PROFESSIONAL, TECHNICAL AND EXPERT SERVICES
 A Manual for City of Portland Employees

Prepared by the
 Office of Management and Finance
 Bureau of Purchases

Jeff Baer, Director


City of Portland, Oregon

Mayor Tom Potter

July 2004

CITY OF PORTLAND
Professional, Technical & Expert Services
 CONTRACTING MANUAL

WORKING DRAFT
 7/15/08
NOT FOR DISTRIBUTION



Office of Management and Finance
 Bureau of Purchases

SUBMISSION FORM

I. CONTRIBUTIONS TO THE GOVERNMENTAL ENTITY THE CANDIDATE SERVES – 30 points possible

The candidate has made significant contributions to the governmental entity served as demonstrated by: (Note that duplicate points will not be awarded if documentation is provided that meets more than one category.)

		YES/NO
A	Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users. Provide evidence that the policy or practice was enacted by the nominee, created by the nominee or can be credited to the nominee and not by a predecessor or some other member of the organization.	
B	Demonstrated efforts to recruit and retain professional purchasing staff. Provide evidence of methods you used to recruit professional purchasing staff or to retain professional purchasing staff. Do not just present an organizational chart.	
C	Established a staff development program including internal and external training. Provide evidence you established or did a major enhancement to the organization's staff development program not just that you continued what had been provided previously.	
D	Developed, recommended, implemented, reviewed and managed a budget (including funds for staff training and certification). Provide evidence that you affected the budget not just that your section had an assigned budget. Include proposals made to the budget and/or how you managed the budget allocated if it was altered by the organization. Include how you positively impacted the budget and any cost-saving measures utilized if applicable.	
E	Developed or directed the development or revision of a manual for procurement personnel, users or vendors.	
F	Served on a committee or task force involved in developing, implementing or revising new procurement procedures. Provide evidence that you served on the committee or task force beyond simply being appointed. Provide evidence of work done, meetings attended.	
G	Received a non-chapter related service award (submit up to 2 awards) for work done by the governmental entity or on behalf of the governmental entity. Provide evidence of award(s) received.	
H	Served as a presenter to his/her agency. Provide evidence of presentation provided—beyond simply welcoming attendees or offering a closing. Include agenda or brochure	

II. CONTRIBUTUIONS TO GANIGP CHAPTER – 35 points possible

The candidate has made significant contributions to the Chapter as demonstrated by: (Note that duplicate points will not be awarded if applicant submits evidence that meets more than one category.)

		YES/NO
A	Served as an Officer of GANIGP during the designated time period.	
B	Served as a Committee Chairperson of GANIGP during the designated time period. Serving as a Chair within the Expo Committee does not qualify in this category.	
C	Served as a Committee member of GANIGP. Provide evidence of work done on the committee with confirmation by the Committee Chair. Service on more than one committee will be considered.	
D	Served as an instructor for a GANIGP training session during the time period designated. Include an agenda or brochure and information about the presentation.	
E	Published article(s) on purchasing or purchasing-related topics in professional publications, GANIGP BuyWords, Chapter Connection or other purchasing-related publications (submit up to 5 articles)	
F	Served as a GANIGP special assignment volunteer for a task/project that is not a responsibility of an Officer or Committee. Provide evidence of this service with confirmation.	
G	Developed a survey, study or report for GANIGP (that is not a standard document already being done by the chapter). Must be outside of any responsibilities associated with a committee assignment unless applicant was not a member of that committee but was asked to do specific work to assist the committee.	
H	Attended Fall and/or Spring GANIGP Conference(s). Provide evidence of attendance and completion of the entire course taken and/or conference participation. Registration confirmation is not sufficient nor is hotel registration confirmation. Indicate courses taken and completed if applicable.	
J	Served as the Chair of a sub-committee with the GANIGP Expo Committee or an Officer for the Expo. Provide evidence of work done and confirmation.	
K	Served as a committee member of the GANIGP Expo Committee. Provide evidence of work done and confirmation.	

III. CONTRIBUTIONS TO NIGP/PROFESSION – 35 points possible

The candidate has made significant contributions to NIGP as demonstrated by: (Note that duplicate points will not be awarded if applicant submits evidence that meets more than one category.)

		YES/NO
A	Served on a NIGP Committee. Indicate work done on the committee, meetings attended—beyond simply being assigned	
B	Served on an NIGP Task Force. Indicate work done on the task force, meetings attended-beyond simply being assigned	
C	Attended a NIGP National Forum(s). Indicate dates attended, sessions or meetings attended. Simply providing evidence of registration is not sufficient. Providing copies of the Forum manual if not sufficient.	
D	Served as a workshop presenter at an NIGP Annual Forum. Indication presentation provided.	
E	Served as a NIGP Forum networking session or meeting facilitator. Indicate work done .Provide confirmation.	
F	Volunteered for QCT at an NIGP Forum. Provide confirmation if possible.	
G	Served as a presenter for an NIGP Webinar(s). May present information on more than one. Provide evidence of webinar(s) provided.	
H	Served as a NIGP instructor (Certified or Master) during the award time period. Indicate course or courses taught (when and where)	
I	Served as a NIGP Consultant. Indicate information of role. Provide confirmation.	
J	Certified as CPPO. Provide evidence	
K	Certified as CPPB. Provide evidence	
L	Other professional certifications (submit up to 2 applicable certifications to the profession). Provide evidence	
M	Served as a Chapter mentor to other Chapter(s). Provide information of role and chapter(s). Provide confirmation.	
N	Submitted an Ethics or Diversity essay to NIGP	

Five (5) copies of the application must be submitted by CD or Flash Drive and postmarked no later than Midnight, Friday November 15, 2013 Eastern Standard Time to:

Fulton County Purchasing and Contract Compliance

Attn: Nancy Harrison, GANIGP Awards

130 Peachtree Street Suite 1168 S.E. Atlanta, Georgia 30303