



2011 BUYER OF THE YEAR AWARD

SUBMISSION: Due no later than 5:00 P.M. Eastern Standard Time, November 10, 2011

Name:

Governmental Entity:

City:

State:

Postal Code:

Phone:

Email:

Candidates for the Buyer of the Year Award are selected from Applications submitted by Georgia Chapter of NIGP (GANIGP) chapter members. The nominee must be actively employed full-time in public procurement and must be an active GANIGP member in good standing. In addition, the nominee must have attended at least two chapter business meetings held between December 1, 2010 and November 30, 2011.

The definition of Buyer is limited to those buyers who have little or no supervisory or management responsibilities in the organization. The Buyer function as defined by the UPPCC “involves the process of determining the customer requirements, reviewing specifications or requirements, developing and issuing bids, evaluating offers and selecting the vendor, arriving at fair and reasonable price and terms, preparing the contract or purchase order, vendor relations, following up to ensure timely delivery, shipping/receiving, inventory and warehousing, and contract administration provisions.”

Personnel involved in one or more facets of the procurement cycle shall also be eligible: managers of contracts; warehouse personnel including storekeepers, stocking personnel and property accountability personnel; contract oversight personnel such as engineers; and MBE/WBE outreach personnel. Buyers must have performed the activity themselves or have had primary responsibility for performing the activity as a member of a team.

All submissions must follow the submission requirements in order to be considered.

General Requirements

1. The Submission Form, supporting narrative and documentation must be submitted in electronic format using a **CD or Flash Drive and sent via mail**, postmarked by the due date, November 10, 2011, to Gayle Porster, GANIGP Awards, Scholarships, and Grants Committee, 4248 Centennial Trail, Duluth, GA 30096
 - a. Emailed submissions will not be accepted
 - b. If you need to change/replace material after it has been received, a new and complete CD/Flash Drive must be mailed to Gayle Porster at the address above and must be postmarked by the due date.

- The submission must document the efforts during the **previous two years: January 1, 2010 – November 10, 2011**. 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.
- Submissions shall receive an email confirmation of receipt of their submittal and of receipt of a revised submittal. If you do not receive confirmation of your submission by November 16, 2011, contact gporster@msn.com

Submission Format Requirements

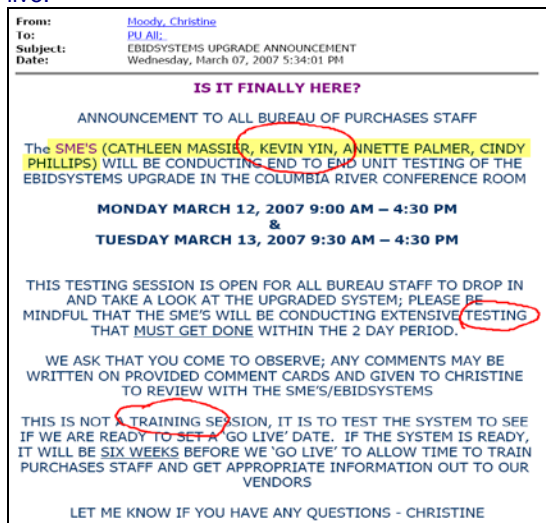
- The Submission Form must be completed and included as page 1 of your submission.
- Immediately following the Submission Form, submitters shall start a new page and shall state each individual activity – for example, I.A Enacted policies or practices that have enhanced the efficiency of the agency - and provide narrative and supporting documentation for that specific activity.
 - Do not attach narrative and supporting documentation as a separate attachment or addendum. This is to be one continuous file.
 - Do not respond with “see question ##.”
 - If you have multiple examples to offer under an activity, identify them, for example, as I.A1, I.A2, I.A3, etc.
 - Date activities accordingly
 - See attached sample format.
- The Submission Form and subsequent narrative and supporting documentation must be submitted as one continuous .pdf or word document.
- 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.
- 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.
- You may also insert graphics/pictures into your response. These do not have to be full-sized but please ensure that they are sized appropriately for the judges to view them.

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

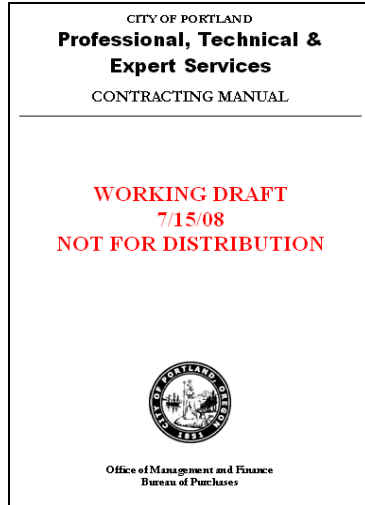
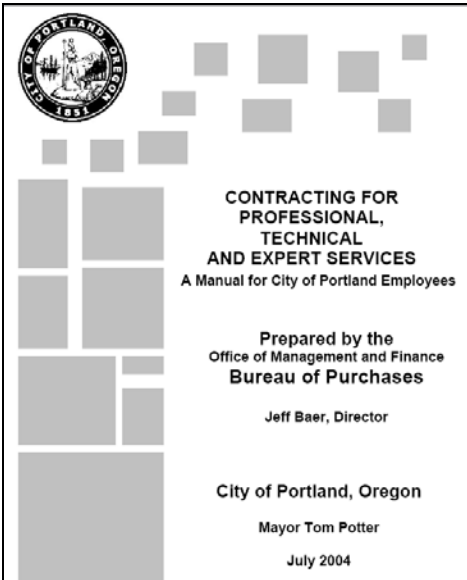
Bureau of Purchases was upgrading its solicitation posting website. This provides contractors an opportunity to register with the City of Portland, download current solicitations, obtain status of solicitations, and access links to other sites within the City of Portland. Kevin and three other Bureau 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.



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,

I. CONTRIBUTIONS TO THE GOVERNMENTAL ENTITY THE CANDIDATE SERVES – 33 points possible

The candidate has made significant contributions to the governmental entity served as demonstrated by:

		YES/NO
A	Initiated a procurement concept that will lead to Excellence in Public Procurement	
B	Created or recommended policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users (submit up to 5 examples)	
C	Developed or directed the development or revision of Standard Operating procedures for procurement personnel and end users	
D	Developed or directed the development or revision of a manual for vendors	
E	Served on a committee or task force involved in developing, implementing or revising procurement procedures (submit up to 3 groups)	
F	Served as a member on a working group, board, committee or task force on procurement-related subjects	
G	Served a governmental group, civic organization, or association, not procurement-related such as a Mayor's Committee on Safety, Government Employees Credit Union, United Way, Diversity, Employee Recognition Committee, Etc	
H	Received a non-chapter related service award (submit up to 2 awards)	
I	Served as a presenter to his/her agency.	

II. CONTRIBUTIONS TO THE GANIGP CHAPTER- 35 points possible

The candidate has made significant contributions to the Chapter as demonstrated by:

		YES/NO
A	Served as an Officer of GANIGP	
B	Served as a Committee Chairperson of GANIGP	
C	Served as a Committee member of GANIGP (if this role is not already a responsibility of a Chapter Officer position)	
D	Served as an instructor for a GANIGP training session	
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 a Officer or Committee	
G	Developed a survey, study or report for GANIGP (that is not a standard document already being done by the chapter)	
H	Attended GANIGP Fall and/or Spring Conference(s)	
I	Served as the Chair or Co-Chair of the GANIGP Expo Committee	

III. CONTRIBUTIONS TO NIGP/PROFESSION- 34 points possible

The candidate has made significant contributions to NIGP as demonstrated by:

		YES/NO
A	Served on an NIGP Committee	
B	Served on an NIGP Task Force	
C	Attended a NIGP National Forum(s)	
D	Served as a workshop presenter at an NIGP Forum	
E	Served as an NIGP Forum networking session or meeting facilitator	
F	Volunteered for QCT at an NIGP Forum	
G	Served as a presenter for an NIGP Webinar(s)	
H	Served as an NIGP instructor (Certified or Master)	
I	Served as an NIGP Consultant	
J	Certified as CPPO	
K	Certified as CPPB	
L	Other professional certifications (submit up to 2 applicable certifications to the profession)	
M	Served as a NIGP Chapter mentor to other Chapter(s)	

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