

**MID-FLORIDA CHAPTER OF NIGP
BUYER OF THE YEAR AWARD
SUBMISSION FORM Due: February 26, 2010**

Name:

Entity:

Submitted By:

Candidates for the Buyer of the Year Award are selected from nominations submitted by members of the Mid-Florida Chapter of NIGP. The nominee must be an active member in good standing of the Mid-Florida Chapter of NIGP.

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: mangers 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 via email to loramartin@polk-county.net or on a CD or Flash Drive to Lora B. Martin, Awards Chair, Polk County Purchasing, 2470 Clower Lane, Bartow FL 33830, no later than 5:00pm Friday February 26, 2010. .
2. The submission must document the efforts during the **previous two years**: January 1, 2008 – December 31, 2009. 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.

Submission Format Requirements

1. The Submission Form must be completed and included as part 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.
 - 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 activities accordingly

I. CONTRIBUTIONS TO THE 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	Enacted 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 NIGP CHAPTER- 35 points possible

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

		YES/NO
A	Served as an Officer of the Chapter	
B	Served as a Committee Chairperson of the Chapter	
C	Served as a Committee member of the Chapter (if this role is not already a responsibility of a Chapter Officer position)	
D	Served as an instructor for a Chapter training session	
E	Published article(s) on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Connection or other purchasing-related publications (submit up to 5 articles)	
F	Served as a Chapter 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 the Chapter (that is not a standard document already being done by the chapter)	
H	Received a letter of support from the Chapter Board	
I	Served as a Chapter mentor within your own Chapter	

III. CONTRIBUTIONS TO THE INSTITUTE/PROFESSION- 37 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 an instructor/speaker for an NIGP Webinar(s)	
H	Served as an NIGP instructor (Certified or Master)	
I	Served as a Knowledge Community Leader	
J	Served as an instructor for Government Contracting Certificate Program.	
K	Served as an NIGP Consultant	
L	Certified as CPPO	
M	Certified as CPPB	
N	Other professional certifications (submit up to 2 applicable certifications to the profession)	
O	Served as a Chapter mentor to other Chapter(s)	