

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

Name:

Entity:

Submitted By:

Candidates for the Manager 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 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.

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	Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users	
B	Demonstrated efforts to recruit and retain professional purchasing staff	
C	Established a staff development program including internal and external training	
D	Developed, recommended, implemented, reviewed and managed a budget (including funds for staff training and certification)	
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	
G	Received a non-chapter related service award (submit up to 2 awards)	
H	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 an 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 a 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 Annual Forum	
E	Served as a 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 a NIGP instructor (Certified or Master)	
I	Served as a Knowledge Community Leader	
J	Served as an instructor for Governmental Contracting Certificate Program	
K	Served as a 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)	