



Chapter Performance Standards Seal and Outstanding Chapter Awards

NIGP supports a vast and vibrant network of 70+ chapters. We are committed to your professional growth and to providing the tools you need to be successful in today's fast-paced world.

We also believe in the importance of recognizing outstanding chapters who perform and engage with their communities at a high level. We commend your efforts and dedication to the profession. NIGP would like to encourage more chapters to showcase their professionalism and development opportunities.

We are offering a two-layered approach to recognizing the accomplishments of our chapters:

1. **Chapter Performance Standards Seal** – we have developed a 'standard' in which chapters can strive to follow and advance the opportunities offered to their members. Once a chapter successfully meets the standard, a digital seal is issued which the chapter can prominently display to their membership on their website and social media outlets.

2. **Outstanding Chapter Awards** – offered in four categories for the pursuit of excellence in practices and innovations.

Why Participate: This is your opportunity to promote your professionalism and efforts in advancing the public procurement profession. Get the respect you deserve by publicly displaying and showcasing the Chapter Performance Standards Seal and/or the Outstanding Chapter Award.

All applications due by: **May 27, 2024**

Submit application to: Chapters@nigp.org

For Questions: Email or call Jennifer Steffan at jsteffan@nigp.org 703 429-2606

Chapter Performance Standards Seal

- Chapters will strive to receive a ranking in one of the four Tiers: Platinum, Gold, Silver and Bronze and will need to submit a new application each year to earn a Seal.
- The application is comprised of 61 questions in four categories: Chapter Operations, Membership, Advocacy & Outreach, and Professional Development. Forty-five of the questions are either a 'yes' or 'no' response and 15 questions ask for a numeric response. All questions must be completed to be eligible to receive a Seal. Missing answers will result in rejection of the application.
- When answering questions, refer to the instructions in the selected box in the 'response' column.
- No supporting documentation is necessary with this application.
- NIGP reserves the right to audit your submission at any point in the submission process for accuracies or for the intent to gather more information on programs the chapter has in place.
- Chapters must be current with all Chapter required Reporting Forms to be eligible to receive a Seal.
- NIGP can provide you the following reports to help complete your application: Attendance at NIGP in-person or virtual Conferences, listing of NIGP Forum and webinar speakers, and a listing of NIGP volunteers on councils and boards.
- **All Applications submitted are to be based on activities that occurred in 2023.**

For Chapters to earn a Seal, they must score a minimum number of points for each of the 4 ranking tiers.

The Scoring points are:

Platinum: 75+ points

Gold: 74-65 points

Silver: 64-55 points

Bronze: 54-40 points

Points for Yes/No items will be assigned one point for a "Yes" and zero points for a "No" answer. Points for questions where a numerical response are required will be scored as follows:

1. Each response will be rounded to a whole number value.
2. The list will be divided into quartiles, i.e. divide the scores into four groups:
 - The lowest 25% of scores
 - The next lowest 25% of scores (up to the median)
 - The second highest 25% of scores (above the median)
 - The highest 25% of scores

Note: This will be done by using an online calculator

- <https://www.statisticshowto.datasciencecentral.com/calculators/interquartile-range-calculator/>

3. Points will be assigned as follows:
 - 1 point – 25th percentile and below
 - 2 points – 50th percentile and below
 - 3 points – 75th percentile and below
 - 4 points – 76th percentile and above

Outstanding Chapter Award

PURPOSE:

To recognize outstanding Chapter practices with the intent of sharing knowledge about them. All applications will be incorporated in the online Chapter Resource Library as we push the standards of practice for NIGP Chapters forward. The final goal is for these Best Practices to be documents that other chapters can read and replicate.

AWARD CATEGORIES: Can submit in up to 2 categories.

- Chapter Operations
- Chapter Membership
- Chapter Advocacy and Outreach
- Chapter Professional Development

REQUIREMENTS:

- Must have completed a Chapter Performance Standard SEAL Application.
- Must be in a Word or PDF document that is 4-5 pages in length (not including the cover page) and highlighting only 1-2 program/event/best practice.
- All pages can include text, photos, links, and embedded documents. Links should not replace detailed descriptive text but used as back-up or examples.
- All applications must be based on activities in 2023 and indicated on the submission.
- **DO NOT submit your Performance Standard Seal Application and Outstanding Award as one document. if you are applying for an Outstanding Award in two categories, that must also be in two separate applications.**

Winners will be announced and award during the Annual NIGP Forum