



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: (sample programs provided below for each category but not limited to)

- Chapter Operations: Board Transitions, Financial Planning, Strategic Planning, Auditing, Fundraising
- Chapter Membership: Scholarships, Member Recruitment and Retention, Mentorship, YP Programs
- Chapter Advocacy and Outreach: Reverse Trade Show, Career Days, Work with local schools or Univ.
- Chapter Professional Development: Conferences, Educational events for members or suppliers, certification study/review groups

REQUIREMENTS:

- Can submit in all 4 categories, with 4 different programs, (Cannot submit the same program in multiple categories)
- Chapters can be finalists in multiple categories but can only win one.
- Must have completed a Chapter Performance 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 **2025** and indicated on the submission.
- **DO NOT submit your Performance Seal Application and Outstanding Award as one document. if you are applying for an Outstanding Award** in multiple categories, they must be in separate applications/documents.

Winners will be announced and awarded during the Annual NIGP Forum

Application Due: May 29, 2026

Submit application to: Chapters@nigp.org

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



Please use this form as the cover page for each submission

Outstanding Award Application

Chapter Name:	Idaho Public Purchasing Association
Submitted By:	Shanda Crystal
Contact Information:	Shandac@bannockcounty.gov
List Program(s) that will be highlighted in application	2025 NIGP Area 8 Regional Conference & Vendor Showcase



Has your chapter submitted your Performance Standard SEAL?

Check the box for the Outstanding Chapter Award you are submitting:

☐

Outstanding Chapter Operations Award

Does your chapter excel in its operating processes, including policies and procedures, budgeting, recognition of agencies and individuals and involvement with NIGP?

☐

Outstanding Chapter Membership Award

Does your Chapter excel in membership benefits and resources and what are your methods for membership retention and growth?

☐

Outstanding Chapter Advocacy and Outreach Award

Does your Chapter utilize best practices and operations that have been demonstrated to be an effective advocate for members and our profession?



Outstanding Chapter Professional Development Award

Does your chapter excel in providing educational resources and other opportunities to your membership?

1. **PROGRAM** (Worth 10 points)

a) Explain the program/event/best practice that you implemented in 2025 in detail.

In 2025 Idaho Public Purchasing Association (IPPA) proudly hosted our first ever Conference as a chapter, a NIGP Area 8 Regional Conference and Vendor Showcase – Procurement Playbook, which includes Alaska-Hawaii, Alberta, Columbia, Oregon, Washington, and Idaho chapters. This was a huge accomplishment for us, with the help of Oregon (OPPA) and Columbia coaching us along the way. It resulted in a very successful 3-day conference in Boise, Idaho including numerous educational opportunities for all of our members starting with a Pre-Conference Competency Module: NIGP Advanced Risk Analysis Class, keynote presentation from Rick Grimm, and 11 other plenary and concurrent sessions on various procurement topics. We had 145 attendees from Idaho, Oregon and Washington including vendors and government agency attendees; 101 of those were government and speaker attendees.

A little history: the Area 8 Regional Conference and Vendor Showcase has been put on 3 other times (every other year), all hosted by OPPA in Oregon. IPPA was determined to host in 2025 to start a rotation between the Area 8 chapters and we threw our name in the hat in 2023. All Area 8 Chapters were always invited to all planning meetings, but it has mostly been OPPA, IPPA, Columbia and Washington involved in this conference.

We used the foundational knowledge we had from putting on successful Reverse Vendor Trade Shows (RVTS) for 12 years and we started in the summer of 2023 having virtual planning meetings with leaders from OPPA, Columbia and Washington but really kicked off the planning process in February 2024. We initially met monthly and then bi-monthly as it got closer.

We tapped into our own talent and did a “call for presenters”. This was a great success as it gave members from all chapters the chance to come and speak on a topic and share their expertise with all of our members. In return, if they were chosen by the committee they received free event registration. We ended up getting four of our speakers through this promotion, and there were some from Idaho, Oregon and Washington.



Figure 1: Our new logo created as planning began

We also had a **Community Involvement partnership** with an inspiring organization called the [Jae Foundation](#) where we raised money for throughout the three days. One of our members had a personal connection with them and suggested it because of the importance of mental health. *“The Foundation was created with the idea that if Jae’s friend Jason had just slowed down and bought his buddy Jae a pair of Cowboy Boots (something Jae loved dearly), had a real conversation about mental health, depression and suicide, and made*



Figure 2 Regional Committee Members with Representatives from the Jae Foundation

two commitments, things could have been different. In a world full of technology and distractions the idea was simple. What if we took an hour out of our day to slow down and share Jae’s story, gift someone a pair of Cowboy Boots, and Check-In and see how they are ACTUALLY doing. Love them up and make some commitments. Once someone gets their Jae Boots, they serve as a reminder to check-in on those around us, be bold enough to have conversations around mental health, and even give us the strength to put our boots on and ask for help if needed.” They believe in the power of Jae Boots and some of our committee members had the amazing opportunity to attend their headquarters

and go through the full Boot-Check moment and tour their facility before our Conference. This created a

wonderful partnership and friendship, and they had representatives set up a booth at our registration as well as had multiple opportunities to speak to the conference attendees about their program throughout the three days.

Event Summary

Day 1: This day primarily consisted of our Pre-Conference NIGP Class. For those not attending the class and arriving before 1:30 p.m. there was an optional *Discover Boise Scavenger Hunt*. Attendees had a blast exploring Boise during this fundraising event. We split up into small groups and it was a great opportunity for vendors and members from various chapters to mix up and go around town learning all kinds of fun facts about Boise. The entrance fee went straight to our fundraiser for the Jae Foundation. That evening we hosted a Welcome Reception where we welcomed our out-of-town guests, networked over hors d'oeuvres and played Bingo to benefit our fundraiser.



Figure 3 Scavenger Hunt - Take a photo with the park's namesake (Cecil D. Andrus Park)

Day 2: We started with breakfast, introduced our Community Involvement fundraiser and heard from our partners at the Jae Foundation, and then heard an opening keynote presentation on “Updating our Playbook for a Winning Future” from Rick Grimm. The rest of the day was filled with numerous insightful sessions on topics such as “Politics in Procurement” from Sean Carroll, “The Future of Procurement: Innovation, Impact and AI Inspiration” from Brooke Smith, and “Lights, Camera, Procurement” from Victor Leamer, just to name a few.



Figure 4 Day 2 Plenary Session with Brooke Smith

We ended the day with a western themed Awards Banquet Dinner where we honored our various chapters’ individual award recipients by recognizing them and presenting their award if they had not received it yet. A member from Washington, Victor Leamer, volunteered as DJ and we ended the night with some singing, dancing and fun.

Day 3: The final day started with breakfast and Tammy Rimes’ entertaining session on “Let’s Get Cooking with Cooperative Procurement”. We hosted a few more sessions, presented our highly anticipated raffle basket drawing and wrapped up at noon with the Jae Foundation, announcing **we raised \$1,631** for the cause over the 3 days – **the most we have ever raised in a fundraiser!** The full 3-day agenda can be found here:

<https://www.dropbox.com/scl/fi/aku0a14v7qc041jle3li5/2025-Area-8-Regional-Conference-Agenda-5-6-25.pdf?rlkey=mhmonj669l0u6qy06wscu8akw&st=nfsk6azn&dl=0>

2. RESULTS (Worth 10 points)

- a) How did the program change from what happened before in your Chapter with data from 2025?

IPPA had never put on a conference before so we had nothing to compare to except for our annual Reverse Vendor Trade Show. Historically, OPPIA would host the Regional conference and some representatives from the other chapters were in the committee meetings, but they really didn’t have a huge role in planning or during the actual event. **It was our goal to do things differently this time** by trying to be **innovative** and figure out ways to **involve the other chapters** more in the planning by assigning committee roles to some of these volunteers. We really wanted everyone to take ownership and feel like it was an event put on by all the chapters, not only IPPA. For example, our Finance Chair was Lynn Bybee from Columbia Chapter and our Co-Chair for Break-Out Sessions was Maija Lampinen from the Washington Chapter. To see a full list of our various committee members, it can be found [here](#).

While we do not have specific data from OPPA from the last time they hosted this conference in Oregon, we were told OPPA usually hopes to break even by the end of the event. It was our goal to more than break even; we wanted to bring in some revenue for our chapter and we are excited to report we far surpassed our goal! We received \$33,300 in sponsorships as well as various in-kind donations such as our venue from Boise Centre (\$12,000 value) because they are IPPA members (they are quasi-governmental as they are in the Boise Auditorium District). With those helpful sponsorships, donations and registration fees, after all expenses, **we netted close to \$10,000 in revenue!**

b) Was this program/event/best practice successful or not and why?

The event was a great success! It was a huge lift for our chapter having never done a conference before, but with the help of the other chapters' guidance and planning assistance, the outcome was everything we hoped for. Our goal was around 150 attendees and to include members from the other chapters and we ended up with 145 attendees, 101 being government agencies and speakers, and 41 of those being attendees from out-of-state chapters. To execute the conference, make revenue, have attendees from all chapters (ones involved in the planning) and have a full slate of educational sessions for our members made this a tremendous success for us.

c) What did members say? Share outcomes and results.

We received so much positive feedback during the event. We sent a survey to both vendors as well as government agency attendees but unfortunately did not get much response; 7 responses from agency attendees and 4 from vendors.

We also had a recap meeting with the whole committee a month after the event to go over what went well, what could have been better, and any feedback to share, and it was all very positive.

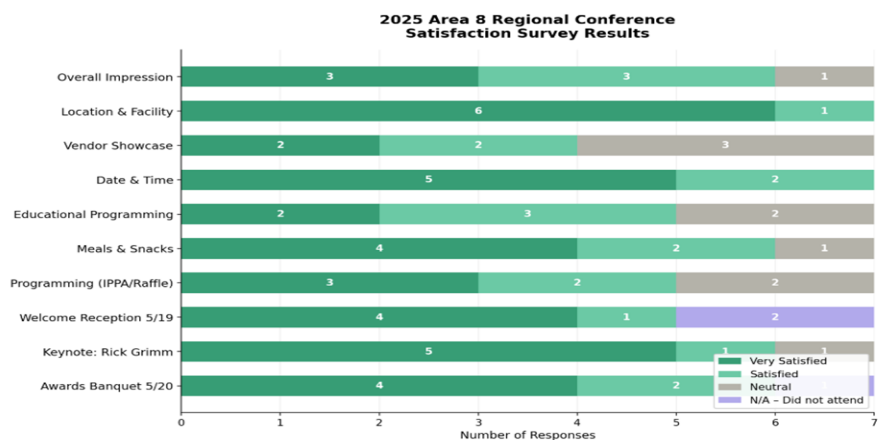


Figure 5 Agency Survey Results

3. DIFFERENTIALS (Worth 10 points)

a) Explain what makes your program/event/best practice different than other Chapters or different than what your Chapter has done before?

It was different for our chapter because we had never hosted a conference before. We had only ever hosted a one-day Reverse Vendor Trade Show.

It was different than past Area 8 Conferences in a few ways:

1. Involved leaders from other chapters in the planning committee and with tasks during the 3-day event.
2. Provided a hard copy and digital [Event Program](#) for all attendees including: attendee contact information, sponsorship information, agenda, exhibitor map, and other valuable information.

3. Used the [Cauze](#) app to raise funds for the Jae Foundation through our Bingo night, raffle basket giveaway and scavenger hunt. This helped us avoid collecting money through an external app for these events, Cauze takes the money and pays the charity directly. Cauze was founded by a local entrepreneur here in Boise, Idaho!
4. Hosted a scavenger hunt throughout downtown Boise on Day 1 for people who got into town a little early, and we had a blast introducing people to many historical/quirky spots and helping them feel welcome. It was a great opportunity to mix vendors with government agency attendees to get to know one another!
5. Laminated badges were printed by a local in-kind sponsor with QR codes on them for easy access to files for attendees as well as a schedule on the back. This link was the QR code to access the Event Program, flyers and more:
<https://www.dropbox.com/scl/fo/2piehv95j7gtpha7rxk3b/APMZecE03PKmvVarjLMLjw0?rlkey=o4fsbe9cffx5hg96otnhptl8y&st=6qozhapa&dl=0>

b) How did you come up with this idea?

We wanted to push ourselves and grow our capabilities by hosting the Regional Conference for the first time. We came up with these new ideas based off of foundational knowledge and experience we have in putting on Reverse Vendor Trade Shows at IPPA as well as sharing ideas in our planning committee through some great brainstorming sessions. Our RVTS has been a great success over the years and sort of morphed into an “RVTS and more” with multiple educational sessions, keynote speaker, and a philanthropy element, as well as raffle baskets. We drew from those experiences had some good ideas to bring to the table for the Regional Conference.

Speaking to the Event Program, we provide a (typically 40-page) Buyer’s Directory to RVTS attendees and thought about the benefits something like this could bring to the Regional Conference, so we transformed the Directory to fit the event better. We included information about the Chapters involved including the contact information for those registered, as well as contacts for all the vendors who were in attendance at the Vendor Showcase. We also included the Agenda, Exhibitor Map, Speaker Bios, and other valuable resources for both Agencies and Vendors.

4. LESSONS (Worth 10 points)

a) Indicate in detail what steps a Chapter or board must take to approve this idea.

If a Regional Conference has already been held in your area, you will want to get permission from the chapter leaders in your region to host an upcoming conference in your area and decide how to handle the financial aspect of the event (see 4.c. for more information on this topic). It’s a great way to get people together from your geographical area to share resources and provide education to multiple procurement professionals at once.

You will then need to get your Board members and chapter members on board as it takes a lot of commitment, and you will need several volunteers to step up and help. There should be at least 1-3 people willing to head up the committee, likely your Events Chair and maybe your Chapter President/Vice President. You will also want to start planning 1.5-2 years in advance. Tag chapter presidents from all of the chapters in your region from the onset to get a committee going early on to get conversations and planning started.

b) Who must be communicated with before/during/after?

Because this involves multiple chapters, **communication should be early and often**. Start with your regional chapter presidents/vice presidents and even your NIGP Area Chapter Ambassador to get the ball rolling to meet and discuss. This will likely be your core group to communicate with before/during/after to keep all chapters involved.

c) What worked with your program/event/best practice?

We recommend having the host chapter take on all financial responsibilities. This is the cleanest way to manage everything for many reasons. 1. It makes the most sense to have the event registration set up on a single chapter's website; the host chapter's website. Then the other chapters can advertise the event on their own websites, directing registration to the host chapter's website. 2. In the end the host chapter pulls more weight than the others naturally because they are hosting in their jurisdiction and using primarily their local resources. It makes sense for them to reap the benefits when they are carrying the largest workload. 3. If it rotates around chapters, it will all even out – everyone pulls their weight to help no matter where it's being hosted and when it gets to your chapter, if you work hard at managing the planning of the event, getting sponsorships and taking advantage of your resources, you may earn some revenue!

Years ago, we tried to have a financial agreement signed between chapters where each one put in a sum of money and we agreed to split any revenue generated by the event, but it became a logistical hassle. The process in place in the last couple years has worked a lot more smoothly by simply having the host chapter take on all of the financial responsibilities.

d) What did not work, or would you change about the program/event/best practice?

A **surprising challenge** for us was to get local chapter members to attend the evening events, less came than we anticipated. Something to consider might be hosting the conference in another town, such as a resort town, requiring members to travel to the event may increase evening participation. We considered this route, but this being our first conference, we were concerned that also planning one out of town could add another layer of difficulty.

Another challenge we faced was having a repository for files for all planning committee members to access, even from other chapters. We started with a Washington member's SharePoint but had access challenges a lot. We ended up moving it to our chapter Dropbox since we were the ones primarily accessing files anyway and granting access to committee members as needed. It was still tricky because they did not have editing access.

e) Will your Chapter continue to do the program/event/best practice the same way?
Different? As Often?

The plan for the Area 8 Conference will be to rotate chapters – the next conference the Washington chapter would host for the first time and Idaho will help them along the way as Oregon did for us. Holding the regional conference every other year seems to be a good cadence from the feedback we have heard over the years. It seems like we have established a good overall plan for the regional conference to be shared among the area chapters, passing it on to other chapters in the future.