Application for: Outstanding Chapter Awards (OCA)

Application Due: May 4, 2020

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<tr>
<th>Chapter Name:</th>
<th>Rocky Mountain Governmental Purchasing Association</th>
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<tr>
<td>Submitted By:</td>
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<td>Chapter Web Address:</td>
<td><a href="http://www.rmgpa.org">www.rmgpa.org</a></td>
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Check the box for the Outstanding Chapter Award you are submitting for: (a Chapter can select no more than two)

☒ Outstanding Chapter Operations Award
  • How 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
  • How well does your chapter market membership benefits and resources and what are your methods for membership retention and growth?

☐ Outstanding Chapter Advocacy and Outreach Award
  • What practices and innovations has your chapter demonstrated to be an effective advocate for members and our profession?

☐ Outstanding Chapter Professional Development Award
  • How does your chapter go above and beyond providing educational resources and other opportunities to your membership?

Applications will be scored on the following criteria:
  1. Explained in detail so that another Chapter could understand and adapt or replicate it
  2. Outcomes or results are clearly identified
  3. Uniqueness of approach or innovation
  4. Lessons learned or advice from others attempting to adapt or replicate it

All submissions must include this page along with the documentation supporting one of the four categories. Documentation for each Outstanding Chapter Award must be no more than four pages total.

Submit application to: Chapters@nigp.org
For Questions: Email or call Jennifer Steffan at jsteffan@nigp.org 800-367-6447 ext. 232
2019 Outstanding Chapter Operations Award

Application & Submittal
Outstanding Chapter Operations Award

At RMGPA, we continually strive for operational excellence and are proud of the steps we took in 2019 developing best practices. We started the year off with a **Transitional Board Meeting** for all outgoing and incoming Board members. We provided an overview and plan for the upcoming year and set up the meetings for 2019. Afterwards, we held an Executive Session which included NIGP’s Jennifer Steffen and Chapter Ambassador Bill Munch.

A key component of this transitional meeting was to roll out our brand new **Board of Directors Handbook** which was given to all Board members. We discussed its contents in detail including the legal duties of Board members, NIGP requirements, the policies and procedures of our chapter, by-laws, and the roles and responsibilities of our Board members. The handbook also contains other helpful resources such as RMGPA’s new internal controls policy, a tax exempt certificate and payment request form.

To set the course for 2019, we developed a **Strategic Plan** at our annual strategic planning meeting. In order to get buy-in, each committee came up with it’s own goals for the year which were put into a **Strategic Report Card**. Each quarter as part of their Board Report, committee chairs reported on their progress and presented them to membership. In addition, we standardized **Board Reports** to make it more efficient for committee chairs to present information and track goals.
RMGPA knows that policies and procedures provide a roadmap for day-to-day operations, ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes. For these reasons we focused on the daunting tasks of updating our Bylaws, Internal Control Policy and Membership Policy in 2019. The Bylaws passed a membership vote of 97%!

**RMGPA** prides itself with offering members several opportunities to connect with each other. One of these is through our ListServ on our website where members can ask questions, seek advice, and communicate. In 2019, we created a **MemberConnect Policy** which is a set of official rules for good behavior and politeness that all members must follow when posting.

In 2019, we found that the key to managing a **budget** of over $115k is to have all committee chairs help create their part of the expenses and revenues. This set up the expectations for the year and provided a detailed script for the outcomes required for the Chapter’s success. In addition, we started the budget process earlier. Making it part of the Transitional Board Meeting allowed the outgoing and new Board the opportunity to work together to create their committee’s budget. Preparing this way created a more realistic budget that was ready to be approved at our first Board meeting in January.

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**To accomplish anything in life, you need a direction, a road map. Know where you’re going and success is inevitable!** - Sanjay Gupta
2019 saw the addition of a number of new ways that RMGPA recognizes its members and member agencies. In addition to continuing recognitions of Distinguished Service, Manager, Buyer and Volunteer of the Year, new award categories included Procurement Team Award, Innovation Award, Risk Management Award, and Procurement Technology Award. This was also the first year that nominations for awards could be made year-round and on-line which helped increase nominations nearly 80%!

Along with presenting the awards at our Winter Conference Gala, we took time to remember those we lost in 2019. After an In Memoriam slide show, we shared a moment of silence in their honor.

As part of National Procurement Month, we put out a call to nominate members in recognition of International Women’s Day as our way to celebrate women in procurement. Members nominated 25 well deserving women of RMGPA who make a positive difference in life and the profession. Out of these nominations, we created a book which is published on our website.

I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel. – Maya Angelou
RMGPA knows how much time and effort its agencies put into making public procurement a respected profession. To honor those who have gone above and beyond, we recognize our members every chance we can. 2019 was the first time the winners of NPI’s AEP Award were posted on our social media outlets. Acknowledgment does not end there. Recipients of CPPO or CPPB certification in 2019 were recognized at our conferences as well as on social media.

We also felt it was important to recognize members who were selected for NIGP opportunities such as Leader’s Edge and Forum Scholarship.

To further celebrate those unsung heroes of RMGPA, we created a Challenge Coin. These coins will be presented to members honoring their outstanding service to the chapter or society. Our first coin was given to member Skyler Thimens for his act of bravery saving a woman’s life during our 2019 Summer Conference. Others were given out at our Awards Gala to RMGPA Past Presidents.