



Please use this form as the cover page for each submission (chapters can submit in two categories).
It does not count as 1 of the 4-page totals for the submission.

Outstanding Award Application

Chapter Name:	TAMPA BAY AREA CHAPTER
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List Program(s) that will be highlighted in application	Outstanding Chapter Professional Development Award

☒ Has your chapter submitted your Performance Standard SEAL?
Yes, the performance seal application is being updated submitted at the same time as this application for Outstanding Chapter Professional Development Award.

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

- ☐ 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 operations 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?

1. Explain the program/event/best practice

WORTH 25 POINTS - (Choose one or 2 programs; explain the program in detail, how it runs/works)

The Tampa Bay Area Chapter of NIGP (Chapter) is focused on our mission which is to promote excellence in public procurement through education and certification. Educational opportunities are geared towards our members growth in their profession which in turn will assist in their development within their entity. Various ways we aide our membership in their educational growth is with our Annual Educational Symposium, a variety of NIGP Classes, Scholarship Awards, Certification Study Groups as well as our Annual Reverse Trade Show and Trade Show.

The Chapter certification study group created in 2020, increases each year with members attending a monthly meeting to aide in the preparation for their certification test for NIGP-CPP, CPPB, and CPPO exams. The questions used for the study group have been obtained through training that was attended, prep guides and various other resources. The classes are in a virtual setting with a PowerPoint presentation of questions and discussion with answers placed in the chat box. This format, though altered each year to accommodate the group has proven to be popular and effective with the Chapter Membership.

The Chapter Scholarship program continues to be an extensive program where approximately \$45K - \$55K is awarded annually with full or partial scholarships where the chapter pays for registration, hotel and/or travel cost for NIGP Forum or FAPPO's Annual Conference. The members can also use their scholarship for NIGP classes or other procurement related courses. So many entities do not have the funding to pay for these opportunities for our Chapter Members and the Chapter strives to continue to provide these opportunities, by rewarding the many chapter volunteers.

2. Share Outcomes and Results

WORTH 25 POINTS – (Share pre and post results: what you started with, where it ended, was it successful, how was it received, did it have an impact?)

In 2022 a number of public agencies and businesses were still trying to recover from the Covid 19 Pandemic which forced everyone to find new ways of doing business, while slowly getting back to a new normal. The Chapter continued to provide our members with a variety of educational opportunities with classes and study groups and networking opportunities with suppliers and other members within our chapter. The Chapter continues to support our members in their career and education growth. Below are the results of our efforts for 2022 for our members and suppliers:



Reverse Trade Show – June 9, 2022,

The Chapter hosted our first in-person event since the pandemic and it was a huge success with 167 registered suppliers, 19 agencies represented with 71 registered agency attendees. The Chapter had Supplier sponsors, so we provided lunch for the agencies and suppliers in attendance.

Educational Symposium – September 16, 2022

The Chapter hosted a virtual full-day Symposium that offered CEU's for attendees. The Chapter had 7 presentations with 56 registered attendees. Class topics were Sustainability, It's Not My Job.....Or is it?, Reframing Possible: The Critical Role Procurement Plays in Re-Building Resilient Communities with the use of Federal Funding, Job Order Contracting, Purchasing Card Best Practices: Eliminating Paper with ePayments, Evaluation and Negotiation: A Practical Guide, Keeping Up to Date in a Digital World, and Emotional Intelligence vs Emotional Fitness. We wanted the classes to reflect the changes the Procurement field is facing as well as topics for some of our newer professionals

Trade Show – October 28, 2022

The Chapter also hosted our first in-person Trade Show since the pandemic with 20 agencies represented with attendees from end-user departments as well as procurement departments. There were 68 supplier booths, and they were excited to be attending in person as well. The chapter was also able to raise over \$500 toward its annual charity fund drive, through a silent auction.

Scholarship Awards



Another way of giving back to our membership for all their volunteer efforts throughout the year, the Chapter provides opportunities to receive points for volunteering at various events, registering suppliers, presenting at a class, certifications held and other ways. With the success of our events and dedication of our members we were able to send 18 members on full or partial scholarship to NIGP Forum in Boston, MA and 4 attended virtually. Some members used their points for professional development to attend our State Annual Conference, Florida Association of Public Procurement Officials (FAPPO).

Study Group:

To assist our members in obtaining their certifications the Chapter once again offered virtual study groups with an average of 6-10 people attending each month's session.

NIGP Classes:

During 2022 the Chapter held 5 virtual NIGP classes with a 40% subsidy provided for our Chapter members. The classes held were Competency Module: Contract Management and Performance, Specialization Certificate: Construction Procurement, Competency Module: Evaluation Methods, Competency Module: Mission and Public Benefit, Competency Module: Relationship Management: Internal Customers and Suppliers, and Core Certificate: Foundations of Sourcing and Contracting.

3. **Explain what makes your program/event/best practice unique or innovative**

WORTH 25 POINTS (Explain why this was innovative or new for your chapter, how you came up with the idea, how it shows uniqueness to your chapter or innovative to others)

The Chapter's program is innovative and unique because of the continuous involvement and engagement with our Chapter Members and our supplier community. With 2022 being the comeback year for so many agencies returning to the office and suppliers eager to get back to the personal touch with their customers. Our chapter held true to our mission by "promoting excellence in public procurement through education, certification, and technical assistance for those who spend governmental funds in the Tampa Bay Area." Chapter membership is about the membership. We exist to engage the membership in peer networking, educational opportunities through scholarship and subsidies, as well as coaching and mentoring, all geared toward shaping the best public procurement officials that they can be.

The Chapter's uniqueness is how we reach out to our Chapter members for feedback after each event, the surveys asking them what we did right, what could be better, and what type of classes they would like to see offered by their Chapter. Our community involvement with a different charity is selected each year for contributions collected on drawings, raffles, and donations at virtually every event that we hold throughout the year.

Even though in 2022 we faced a few challenges because not all businesses or agencies were completely comfortable with face-to-face contact or attending the luncheons because of the close quarters. The Chapter moved forward never forgetting our member's needs, concerns, and purpose for being a local Chapter Member as well as a National Chapter Affiliate.

4. **Lessons learned (so that others can adapt or replicate)**

WORTH 25 POINTS (Talk us through the process of what you learned about the program, what worked what didn't, how would you do it differently, will you continue to do it?)

One lesson learned was having a full-day Symposium, though well received and attended a virtual full-day symposium is better received if done in two half-day sessions at different times of the year. Even though the post-survey showed the overall rating at 63% saying excellent but 57% saying the event was too long. The Chapter leadership heard the membership, and the first of two half-day Symposiums was just held in April 2023.

Another lesson we learned is to find a better or more effective way of staying connected to our Retired members as it pertains to scholarship applications and events. The scholarship application each year seems to have re-occurring

problems with communication for our retired members pertaining to when the applications are due. This has led to some very upset Retirees. The Chapter continues to discuss ways of educating our members active and retired so that no opportunities are missed. Discussions have been in the works for 2023 on having an instructional class on filing out the scholarship application at one of our quarterly luncheons. The members who have earned points, so it is our duty to make sure they are taking advantage of the opportunities they have been afforded for their volunteerism and service to the chapter.



Chapter Quarterly Luncheon