

Chapter Recognition and Awards

How to Successfully Complete the
Performance Standard Seal and
Outstanding Award Applications

March 22, 2022

What We Will Cover

- ✓ 2021 and 2020 Participation
- ✓ Purpose of the Programs
- ✓ Filling out the Performance Standard
SEAL Application – NEW UPDATES
- ✓ Submitting the Outstanding Award
- ✓ Tips Form Judges



2021 Chapter Performance SEAL



Arizona State Capitol Chapter
Central Florida Chapter
Columbia Chapter
Copper Chapter
Maryland Public Purchasing Association
Utah Chapter
Washington DC Chapter

East Tennessee Purchasing Association
Idaho Public Purchasing Association
Iowa Public Procurement Association
North Carolina Association of Governmental Purchasing
Oregon Public Purchasing Association
Rocky Mountain Governmental Purchasing Association
Tampa Bay Area Chapter
Virginia Association of Governmental Purchasing



Central Ohio Organization of Public Purchasers
Illinois Association of Public Procurement Officials
Kentucky Public Procurement Association
Missouri Association of Public Purchasing
New York State Association of Municipal
Purchasing Officials
Southeast Texas Association of Public Purchasing
Tennessee Association of Public Purchasing

Louisiana Chapter
Minnesota Chapter
Oklahoma Association of Public Procurement
Pennsylvania Public Purchasing Association
Public Purchasers Association of Northern Ohio
Southeast Florida Chapter
Texas Association of Public Purchasers



2020 Chapter Performance SEAL



Carolinas Association of Governmental Purchasing
Central Florida Chapter
Columbia Chapter
Copper Chapter
Oregon Public Purchasing Association
Rocky Mountain Governmental Purchasing Association
Virginia Association of Governmental Purchasing

Arizona State Capitol Chapter
Greater Miami Chapter
Idaho Public Purchasing Association
Mississippi Assoc. of Governmental Purchasing
and Property Agents
South Carolina Association of Governmental
Purchasing Officials
Tampa Bay Area Chapter
Utah Chapter



Central Ohio Organization of Public Purchasers
East Tennessee Purchasing Association
Illinois Association of Public Procurement Officials
Iowa Public Procurement Association
Minnesota Chapter
Missouri Association of Public Purchasing
Southeast Texas Association of Public Purchasing
Tennessee Association of Public Purchasing

Alaska-Hawaii Governmental Procurement Association
Oklahoma Association of Public Procurement
Pennsylvania Public Purchasing Association
Public Purchasers Association of Northern Ohio
Southeast Florida Chapter



2021 Outstanding Chapter Awards

Outstanding Chapter Membership

Utah Chapter

Outstanding Chapter Operations

Oregon Public Purchasing Association

Outstanding Chapter Professional Development

New York State Association of Municipal Purchasing Officials

Outstanding Chapter Advocacy & Outreach

Tampa Bay Area Chapter

Arizona State Capitol Chapter

Columbia Chapter

Idaho Public Purchasing Association

Iowa Public Procurement Association

Louisiana Chapter

Maryland Public Purchasing Association

Minnesota Chapter

North Carolina Association of Governmental Purchasing

Virginia Association of Governmental Purchasing

Washington DC Chapter

2020 Outstanding Chapter Awards

Outstanding Chapter Membership

Utah Chapter

Outstanding Chapter Operations

Rocky Mountain Governmental
Purchasing

Outstanding Chapter Professional Development

Tampa Bay Area Chapter

Outstanding Chapter Advocacy & Outreach

Copper Chapter

Carolinas Association of Governmental Purchasing

Central Florida Chapter

Columbia Chapter

Copper Chapter

Greater Miami Chapter

Idaho Chapter

Minnesota Chapter

Utah Chapter

Rocky Mountain Governmental Purchasing

South Carolina Assoc. of Governmental Purchasing Officials

Tampa Bay Area Chapter

Virginia Association of Governmental Purchasing

Two-Layered Approach for Chapter Recognition

Chapter Performance Standard SEAL

- 'Standard' in which Chapters Strive
- Awarded a 'digital' SEAL of Bronze, Silver, Gold or Platinum

This is the opportunity to earn recognition for how well your chapter does on implementing best practices. Structure removes any bias towards chapter size – look at last year's awardees to see evidence of this.

Outstanding Chapter Award

- Recognition of outstanding practices
- Offered in 4 different categories
- One winner given a banner in each category
- All submissions included in the online Chapter Resource Library

*Focuses on **specific** practices so that we can recognize your chapter AND make that best practice available for others to replicate*

Why Participate?

- ❖ Promote your profession
- ❖ Promote the efforts in your Chapter advancing the profession
- ❖ Get the respect you deserve
- ❖ It's EASY! We cut down the time to apply from 100 hours to just a few.
- ❖ Continue to add Programs to the Chapter Resource Library



"It is a great opportunity to learn your chapter's strengths and weaknesses and gives insight to your chapter board on specific goals for improvement. I highly recommend applying for the Chapter Performance Standards Seal. Your chapter will be stronger for it."

Tonya Hodges, NIGP-CPP, CPPB, Utah Chapter President



"Obtaining a Performance Standard SEAL allows the Illinois Association of Public Procurement Officials to celebrate the successes of our chapter while identifying areas for improvement and growth. This honor allows us to showcase the strengths of the association while promoting the benefits of membership in our local chapter"

Art Moore, NIGP-CPP, CPPO, CPPB, President, IAPPO

Chapter Performance Standard Seal

"As Chapter leaders, we work diligently to provide initiatives, events, and professional development for our members. The Performance Standard SEAL honors our efforts through key performance indicators, creating a publicly recognized award program for NIGP Chapters."

***Tabatha Freedman, MBA, NIGP-CPP, CPPO, CPPB
President Central Florida Chapter***

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Performance Standard SEAL Application

- 57 questions in 4 categories:
 - Chapter Operations
 - Membership
 - Advocacy and Outreach
 - Professional Development
- 43 questions require “yes” or “no”
- 14 questions ask for a numeric response

- ✓ Chapter must be current with all Chapter required reporting forms
- ✓ NIGP reserves the right to audit your submission
- ✓ All answers must be based on activities that occurred in 2021

NIGP will supply the following reports to aid in completing the application

- Attendance at NIGP Virtual Forum and Leadership Summit
- Listing of conference and webinar speakers
- Listing of NIGP volunteers on councils, committees and boards

Application – updates

| | | |
|--------------------------------------|--------|--|
| Chapter Name: | | |
| Submitted By | Name: | |
| | Email: | |
| Chapter Web Address: | | |
| Chapter Membership Numbers for 2021: | | |
| Chapter Budget for 2021: | | |





Provide your answer to EACH question in the box in the 'RESPONSE' column by following the instructions that pop up when a cell is selected.
Note: Question 31 to be answered by inserting values in column G & H as indicated.

| CATEGORY | QUESTION | RESPONSE | ACTIVITY | NOTES (if applicable) |
|--------------------|----------|--|---|-----------------------|
| Chapter Operations | | | | |
| | 1 | | Does your Chapter prepare and adopt a current year budget in conformance with a formal policy? | |
| | 2 | Yes/No | Does your Chapter have position descriptions that define the roles/responsibilities of boards/committees? | |
| | 3 | Select "Yes" or "No" from the dropdown | Does your Chapter have position descriptions that define the roles/responsibilities of officers? | |
| | 4 | | Does your Chapter's website have a 'commerce' component where members can register for membership and/or renew membership online? | |

- New application in Excel
- Click on cell “pop-up” will indicate a “Yes” or “No” response or a value
- Those that are value responses, click on cell which will indicate either a percentage or total number
- Last column offers examples of what would be applicable for that question
- Make sure to check the first two tabs for instructions

| | | | |
|----|------------------|--|--|
| 12 | | How many years (from 2014 to 2021) has your Chapter sent a representative to NIGP's Leadership Development Symposium/Chapter Academy? | Do not count quantity each year, just attendance from chapter |
| 13 | | How many Chapter members served on the Institute's board, councils, committees, task forces, or auxiliary councils? | Including Forum QCT, Chapter Ambassadors; excludes NIGP Instructors, count each person only once |
| 14 | | What percentage of your membership is engaged in volunteer activities by serving on Chapter boards, councils, committees, task forces, etc.? | |
| 15 | % | Does your Chapter have a formal program that recognizes exemplary individuals? | Buyer/Manager of the Year; Outstanding Volunteer; any award given to an individual |
| 16 | Enter percentage | Does your Chapter have a formal program that recognizes exemplary public agencies? | Agency Award |

Performance Standard SEAL Scoring

- Points for “Yes” = one
 - Points for “No” = zero
 - Numeric responses rounded to whole number
 - Then ranked from high to low 
 - Divided into quartiles (divided into four groups)
 - Points will be assigned as followed: 
 - 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
-  To earn a SEAL, you must score a minimum amount of points 
- 1 point – 25th percentile and below
 - 2 points – 50th percentile and below
 - 3 points – 75th percentile and below
 - 4 points – 76th percentile and above
-
- 75+ points = Platinum
 - 74-65 points = Gold
 - 65-55 points = Silver
 - 54-40 points = Bronze

Chapter Outstanding Awards

As the President of OPPA winning the award felt like a major accomplishment both for our chapter and for me personally. Like most chapters, we were really looking outside of the box during the pandemic to keep our members and chapter alive and engaged. Winning the award was reassurance that we succeeded in keeping our chapter a success.
Camber Schlag, CPPB – Past President OPPA

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Chapter Outstanding Award Categories

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?

Chapter Outstanding Award Criteria

- ✓ Must complete the Performance Standard SEAL to apply
- ✓ Programs must be based on activities occurring in 2021

- Can submit in up to two categories
- PDF document no longer than 4 pages, use application provided
- Submission must follow and answer the scoring criteria

Highlight only one or two programs!

Describe your program in detail
Text
Photos
Links
Embedded documents

Chapter Outstanding Award Scoring

Criteria

1. Explained in detail so that another Chapter could understand and adapt or replicate it
2. Outcomes or results are clearly identified (proof of success)
3. Uniqueness of approach or innovation (either new to you or to others)
4. Lessons learned for others attempting to adapt or replicate it

Scoring

Scoring is based on 4 the criteria and reward 0-25 points in each section

0 – 7 = Poor

8 – 13 = Satisfactory

14 – 19 = Excellent

20 – 25 = Above and Beyond

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

Outstanding Award Application

| | |
|---|--|
| Chapter Name: | |
| Submitted By: | |
| Contact Information: | |
| List Program(s) that will be highlighted in application | |

☐ Has your chapter submitted your Performance Standard SEAL?

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 procedure 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 membership retention and growth?
- ☐ Outstanding Chapter Advocacy and Outreach Award
 - What practices and operations has your chapter demonstrated to be an effective for our profession?
- ☐ Outstanding Chapter Professional Development Award
 - How does your chapter go above and beyond providing educational resources to membership?

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

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?)**

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

Chapter Governance

Best Practices in Operations

- 📁 Columbia Chapter - Committees
- 📁 Minnesota Chapter - Policy
- 📁 Rocky Mountain Governmental Purchasing Assoc. - Handbook and Awards
- 📁 Columbia Chapter - Committees
- 📁 Maryland Public Purchasing Assoc. - Awards Program
- 📁 Oregon Public Purchasing - Officer Roles and Volunteers
- 📁 Washington DC Chapter - Committees and Awards

📁 📁 = *Best Practices from the Outstanding Chapter Awards*

Membership

Mentoring Program

- 📁 Arizona State Capital
- 📁 North Carolina Association
- 📁 Washington DC Chapter
- Alaska/Hawaii Chapter Mentor Guide

Events & Conferences

Hosting a Virtual/Hybrid Event

Hosting a Virtual Event

In-Person, Virtual, or Hybrid Event: Which is right for my Chapter? Presented by Carrie Rawn and Shannon Lockwood

Area 2 Conference - hosted by the Washington DC Chapter

Central Florida Chapter - Hybrid Event

Copper Chapter

- 📁 Minnesota Chapter - Virtual Event
- 📁 SAMPO Virtual Training, Regional Roundtables and Vendor Presentations



Tips From Award Judges And Past Chapters

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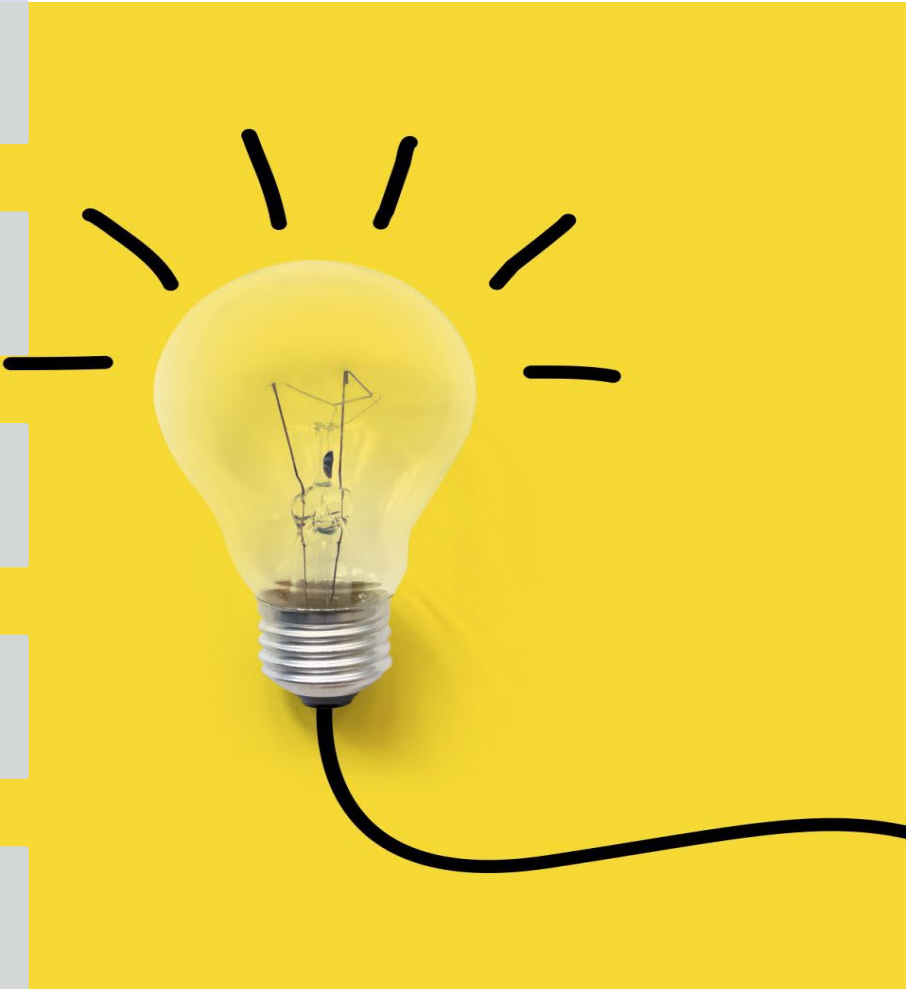
Judges Tips

| | |
|-------------|--|
| Read | Read the instructions thoroughly. |
| No Response | Place a response in each box. No response = zero points. |
| Repetitive | Don't be repetitive in each response. We don't need to read the same reply over and over. |
| Proof | Have a procurement professional and a non-procurement professional read your application and ask for feedback. |
| Text | Don't reply solely on pictures and links to tell us your story. |



Judges Tips

| | |
|----------|--|
| Focus | On the Outstanding Awards, focus on one effort or two at the most for the basis of your application. |
| ↓ | |
| Detail | Provide enough detail on your Outstanding Award application that allows other chapters to replicate your success. |
| ↓ | |
| Outcomes | Be sure to include and quantify the outcome of the program, i.e. share the results such as number of increased members, etc. |
| ↓ | |
| Describe | Don't send the judges on a search and find mission – describe and imbed what's needed to describe what you've done. |
| ↓ | |
| Apply | Even if you don't succeed, the application process for both types of award are a great guide for your Chapter's strategic planning. Apply! |



Tips From SAMPO

Quantify your accomplishments whenever possible. In the case of professional development, you can:

- Add measures including credit hours.
- Number of attendees, unique attendees.
- Value of the training offered to your Chapter's membership.
- Survey results collected from your Chapter's membership events.



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Tips From OPPA

HAVE A TEAM!!

- 3 memories are better than 1! The Past President, Vice President and President worked together on gathering the information.
- Reach out to committee chairs for specifics.
- Ask specific questions and assigned deadlines.
- Proofread.



Resources

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Applications for both Due: **May 23, 2022**

Website Recognition and Awards Landing Page (2 separate applications)
<https://www.nigp.org/chapters/awards-and-recognition>

Check out Outstanding Award Submissions:

- [Rocky Mountain Governmental Purchasing Association](#)
- [Tampa Bay Area Chapter](#)
- [SAMPO](#)
- [Utah Chapter 2021](#) or [2020](#)
- [Oregon Public Purchasing Association](#)

Schedule one-on-ones: ask questions, review past submissions or work through the SEAL application

Contact Us



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All Chapter Ambassadors can be found at:
<https://www.nigp.org/chapters/chapter-ambassador-visits>

Questions?

“I feel like we as a Board are really doing great things for our Chapter Members! We felt it was important to showcase our efforts in hopes for some of what we are doing for our members will be picked up by other Chapters. We see the Chapter Awards program as resource share, we have used the NIGP Chapter awards criteria to help guide us on best practices. We have been able to use the award criteria to expound member benefits. ”

*Kara M. Daniel, NIGP-CPP, CPPB, Past President,
Missouri Association of Public Purchasing*

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