

Utah Chapter NIGP
Outstanding Chapter Award (OCA) Application 2020
Award Application for Outstanding Chapter Membership Award

Utah Chapter NIGP is excited to apply for the Outstanding Chapter Membership Award! Our chapter has experienced incredible growth in recent years and we are excited to share insights into changes and events that have contributed to the success of our chapter and increase in membership.

We feel that it is important to have a robust chapter foundation and leadership, so that we can show we have unique offerings to our membership and that we are a prime resource to procurement professionals in the State of Utah for professional development, networking opportunities and vendor relations.

Utah Chapter NIGP was honored to receive a National Award at Forum 2019 in Austin for the highest percentage increase in 2018, and changed from a “small” to a “medium” sized chapter with a 60% increase in size. In 2019, we have an additional 14% increase in chapter membership. This hasn’t been without much work and effort by our chapter leadership and the assistance from the State of Utah Division of Purchasing.

We feel the following events and activities have greatly supported and increased our chapter membership, and the offerings available to our members:

- For the past few years, we have had younger professionals involved in chapter leadership, serving on our Board of Directors, and as chapter officers serving in recent Vice President, President and Past President positions. This has brought fresh insight to the needs of our procurement community, and they have assisted us in bringing technology more forward in our communications with the chapter and with heading up our new chapter website and continuing in the role of web master.
- After surveying the chapter members as to what additional programs and support they wanted to receive, we learned that there was high interest in having a mentorship program. This was developed by Zac Christensen, our chapter Vice President and implemented in mid 2019.
- In June 2019, the chapter held a Utah Chapter NIGP night at the Salt Lake Bees baseball game. The chapter was able to obtain discounted tickets, and subsidized the cost to members.
- In April 2019, the Utah Chapter NIGP in cooperation with the State of Utah Division of Purchasing hosted its first Reverse Trade Show. This trade show was a tremendous success, with our space reaching capacity within the first few weeks of registration being open. The reverse trade show featured a keynote speaker with several educational breakout sessions during the day. The reverse trade show allowed 307 vendor attendees to meet with 29 different public entities, with additional public entities attending the breakout sessions virtually. One on One sessions between vendors and entity Directors were also held. We had several members of the chapter serve on the RTS committee in various capacities, which offered new and exciting opportunities for chapter volunteers. The experience offered new and enriching opportunities and content for chapter members. This also marked our first joint effort with the State of Utah Division of Purchasing. The partnership went very well, with volunteers from both serving on the RTS committee. The experience was a highly positive and motivating one.

- As a result of the success of the partnership between Utah Chapter NIGP and the State of Utah Division of Purchasing with the RTS, chapter leaders met in May 2019 with the Chief Procurement Officer for the State of Utah. Until this time, the local NIGP chapter and the State through their Procurement Education Partnership (PEP) group had been holding separate educational and professional development trainings. Many procurement professionals throughout the state belonged to both groups, which provided many and varying educational opportunities. It was discussed if efforts from both groups could be combined, and therefore have content extended for members of both groups that did not belong to both organizations. A partnership was discussed and eventually announced in September 2019. The State has restrictions on what their funds could be used for, while revenue from the RTS allowed more leeway in soft skills training and scholarship opportunities. By joining forces, more varied trainings and scholarships could be opened to a broader range of the Utah procurement community. We are now alternating meetings to the two different formats used with PEP and Utah Chapter NIGP chapter meetings plus the RTS in late spring or early summer. The first joint meeting was held on November 12, 2019.

In addition, the State of Utah has offered to have all PEP members join Utah Chapter NIGP, and has generously offered to pay membership fees for all Utah Chapter NIGP members in 2020. This brought the additional 14% increase in membership in late 2019. Most of these new members are purchasing personnel from various State agencies that the chapter has inherited from this new partnership.

- The chapter held their first CPPB study group in 2019 for the May 2019 testing period. Training was led by Zac Christensen, who is now a certified trainer through NIGP. This is another resource for our chapter membership to assist them with becoming certified. Another study group will be meeting in 2020. This is helping our membership with their educational and professional pursuits.
- Chapter leaders attended multiple career fairs in the Fall of 2019, to educate university students on the Procurement profession, and to encourage membership in the Utah Chapter NIGP. Complimentary student memberships are available in the chapter.
- President Colette Brown in 2019 had the vision to move the chapter to a new website through Club Express, to create better resources and communication for the chapter. Please see <https://www.nigputah.org/>. She personally worked for several months with Club Express staff setting up the various web pages and templates to be used on the website. She continues to serve as the webmaster for the site. The move assists our membership and creates a dynamic resource for them that includes the following:
 - ❖ Members can register for chapter meetings and other events through the website, which allows easy access to run reports to provide members a list of activities and continuing education credits for recertification and chapter scholarships
 - ❖ Membership fees can be paid directly through the website
 - ❖ Job postings are listed
 - ❖ A resource library is available to members to upload forms, documents and solicitation documents to share with others, or to search for information themselves
 - ❖ Online member directory is available
 - ❖ Chapter newsletter archives
 - ❖ Promotes National and Chapter webinars, Forum and other educational opportunities

- ❖ Promotes other educational opportunities for other Utah based procurement associations such as EdPAC and PEP on our website. We want to assist our members in locating and participating in additional professional development opportunities, especially for those needing continuing education hours for recertification.
 - ❖ Created the ability for both public agencies and vendors to register for the next Reverse Trade Show. This saved the chapter money by not needing to use another registration and payment collection service.
- Vice President Zac Christensen wrote a procurement related article and had it published in the Utah Bar Journal. This was a new and different avenue to help promote the profession and make our chapter known in the hopes we may find new members.

We have found it extremely helpful to increase and support our membership by providing resources that are helpful to them, and by including input from all demographics. We have found success in increasing our membership by doing the following:

1. Encourage and include young professionals to participate on the Chapter board as officers or committee chairs, or as volunteers on committees. They are anxious to further their careers, and find value in the networking opportunities and the leadership skills they learn during their service. They provide insights and assistance with what they are good at- technology and social media. Tap into these strengths to better market your chapter or change the way you hold a chapter meeting or activity.
2. Survey your membership to learn what additional services they are looking for. In our case, this was a mentorship program. We want to help those coming into the profession learn from those that have many years of experience. We want that depth of knowledge passed before they retire!
3. Add new or different events to your chapter offerings. For us, this was the Reverse Trade Show concept, and a social night at a local baseball game. These were both new to us but may not be new to other chapters. However, there are other types of events that could be new such as social activities, possibly a “No Show –Trade Show” in light of the pandemic, or anything else the chapter may come up with. Refresh your offerings occasionally for your membership. By providing a wider variety of activities and events, you will find something that interests most of your members.
4. Work with your state’s Chief Procurement Officer, and show the value that your NIGP Chapter provides to procurement professionals in your state. See if you can create a partnership with them and encourage membership from state agencies that may not be currently participating. You can also look at joint hosting a RTS or Educational Conference or Seminar and combine efforts for educational offerings. This could give state agencies an opportunity to meet NIGP, so they can learn what we are about and found value with us. This model could also extend to local universities or other organizations where there would be mutual benefit.
5. Change or update your website to include new or better resources for your members. Members need to feel supported in their positions, and may leave the chapter if they do not feel it is worthwhile to them. A robust website can provide a wide variety of resources to your membership, and make it easier for them to participate with your chapter. This is also a great place to cross promote other procurement organizations so that we can help promote the profession together, and expand resources to our members.
6. Encourage members to get certified by providing information through your website on testing periods and prep resources, and consider holding chapter sponsored study groups or offer webinars or prep classes. The more chapter members you have certified, the more likely you are to retain their membership to help them with their recertification hours.

7. Attend career fairs with your local colleges and universities. Promote the profession to the up and coming work force. Encourage students to participate in your chapter, and offer complementary student memberships. This will help keep your chapter growing now and into the future.
8. Find new ways to promote the chapter and find new channels for finding new members. For our chapter, this was having Mr. Christensen's article published in a professional journal.

We are excited about the growth we have seen in our chapter, and hope we can continue to find new and innovative ways of finding new members. We hope other chapters can find ideas here that will assist them in their membership recruitment efforts.



Some of our 2019 Reverse Trade Show Committee Members



Pres. Colette Brown and Past President Jason Steinmann at a Career Fair



Utah Chapter NIGP Night at the Salt Lake Bees baseball game