

Idaho Public Purchasing Association Policy and Procedures Manual



Effective Date: January 1, 2010
Revised: July 24, 2020



Table of Contents

INTRODUCTION	3
HISTORY	4
OFFICERS	6
GOVERNANCE	9
NIGP CHAPTER BENEFITS	12
IPPA CONTACT INFORMATION	13
NIGP CONTACT INFORMATION	13
OFFICER DUTIES	14
MEMBERSHIP	21
BOARD MEETINGS	22
CHAPTER MEETINGS	24
LUNCH MEETINGS	25
TRAINING SEMINARS	26
NIGP WEBINARS	27
GUEST SPEAKERS	28
AWARDS AND RECOGNITION	29
ELECTIONS	32
PUBLICATIONS	33
WEBSITE	34
RECORDS RETENTION	35
IDAHO CERTIFIED PROCUREMENT PROFESSIONALS	37
NIGP VALUES AND GUIDING PRINCIPLES	38

INTRODUCTION

Purpose

The purpose of this manual is to establish written policies and procedures to provide for a uniform method of administration and finance of the Idaho Public Purchasing Association (IPPA).

Scope

This Policy and Procedure Manual is a supplement to the IPPA Constitution and By-Laws, and cannot supersede or contradict any By-Laws. In the event where there is contradiction, the policy and/or procedure is null and void until such time as the By-Law itself is amended.

Authority

Policies and Procedures must be approved by 2/3 majority of the voting IPPA Board at a regularly scheduled board meeting or by electronic method. Only IPPA Board members vote.

Any member in good standing may submit suggestions for revisions to the IPPA Board for consideration.

HISTORY

The Idaho Public Purchasing Association was chartered (Charter Number 18) on July 21, 2004. This history excerpt was provided by Frank Pierce, CPPB, CPPO the 1st IPPA President.

"IPPA was originally the Treasure Valley Chapter (I think that is what it was called) and was formed in the 80's. By the end of the 80's it has stopped meeting as the leadership left, retired, etc.

DOP had always maintained an agency membership in NIGP, so when I joined the DOP staff in 1998 I started attending the NIGP forums and met Diane Morrison (don't recall which one, maybe Columbus) and we started discussions about an Idaho Chapter. Lyle Gessford, Gerry Silvester, Dick Vogel, and other original TV Chapter members told us about the original chapter and that there was still a bank account with money in it from the late 80's. Technically the chapter should have been dissolved and any leftover money sent to NIGP.

After discussion with NIGP it was felt that just reactivating the old chapter would be the quickest way to get started (by-laws were already in place and we had some start-up money). They provided a list of NIGP members in Idaho and in 2003/04 (I think) an exploratory committee promoted the idea of a chapter, got a commitment for membership, volunteers for officers, and applied to NIGP to reactivate the old chapter.

So it was in 2004 that the old TV chapter was reactivated with a visit by Rick Grimm to swear in the new officers and present us with the certificates. Shortly after that we created revised by-laws and did the name change to IPPA.

I think all the facts are accurate, but the actual dates elude me. (sign of old age)."

-Frank Pierce



Frank Pierce, CPPB, CPPO passed away February 27, 2013 at the age of 62. In his honor the Idaho Public Purchasing Association has established the **Frank Pierce "Founders Award."**

Today, the IPPA Chapter of National Institute of Government Procurement (NIGP) boasts over 80 members from agencies throughout Idaho. We promote professional public procurement through training and cooperative interaction. Trainings and events are structured to meet the ever-changing needs of Idaho public procurement professionals.

OFFICERS

2004

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Frank Pierce, CPPO, CPPB
Pearl Smith, CPPO, CPPB
Diane Morrison, CPPB
Jade Bacus
Lyle Gessford, CPPO, CPPB
Bonnie Sletten

Division of Purchasing
Division of Purchasing
City of Boise
Department of Labor
Division of Purchasing
Boise State University

2005

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Diane Morrison, CPPB
Bob Perkins, CPPO, CPPB
Cathy Grisham
Clarke Camenga
Bonnie Sletten

City of Boise
Dept. of Env. Quality
Department of Lands
Department of Lands
Boise State University

2006

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Diane Morrison, CPPB
Bob Perkins, CPPO, CPPB
Cathy Grisham
Clarke Camenga
Bonnie Sletten

City of Boise
Dept. of Env. Quality
Department of Lands
Department of Lands
Boise State University

2007

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Diane Morrison, CPPB
Bob Perkins CPPO, CPPB
Cathy Grisham
Clarke Camenga
Tina McBride
Bonnie Sletten

City of Boise
Dept. of Env. Quality
Department of Lands
Department of Lands
City of Boise
Division of Purchasing

2008

President
Vice President
Vice President
Secretary
Treasurer
Treasurer
Director at Large
Director at Large

Bob Perkins CPPO, CPPB
Tina Klamt, CPPB
Tina McBride
Cathy Grisham
Tina McBride
Bob Kobza
Bonnie Sletten
Bob Kobza

Dept. of Env. Quality
Dept. of Env. Quality
City of Boise
Department of Lands
City of Boise
Ada County
Division of Purchasing
Ada County

2009

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Bob Perkins, CPPO, CPPB
Tina McBride
Keith Watts
Bob Kobza
Marcia Todd, CPPB
Pearl Smith

Dept. of Env. Quality
City of Boise
City of Meridian
Ada County
Dept. of Env. Quality
Division of Purchasing

2010

President
 Vice President
 Secretary
 Treasurer
 Director at Large
 Director at Large

Tina McBride
 Bob Kobza, CPPB
 Keith Watts
 Marcia Todd, CPPB
 Diane Robinson
 Diane Morrison, CPPB

Idaho State Police
 Ada County
 City of Meridian
 Dept. of Env. Quality
 Division of Purchasing
 City of Boise

2011

President
 Vice President
 Secretary
 Treasurer
 Director at Large
 Director at Large

Tina McBride
 Bob Kobza, CPPB
 Keith Watts
 Marcia Todd, CPPB
 Melissa Shillington
 Frank Pierce, CPPB, CPPO

Idaho State Police
 Ada County
 City of Meridian
 Dept. of Env. Quality
 Ada County
 Division of Purchasing

2012

President
 Vice President
 Secretary
 Treasurer
 Director at Large
 Director at Large

Bob Kobza, CPPB
 Keith Watts, CPPB
 Melissa Wilson
 Marcia Todd, CPPO, CPPB
 Frank Pierce, CPPB, CPPO
 Kathy Wanner

Ada County
 City of Meridian
 Ada County
 Dept. of Env. Quality
 Division of Purchasing
 City of Meridian

2013

President
 Vice President
 Secretary
 Secretary
 Treasurer
 Director at Large
 Director at Large
 Director at Large

Bob Kobza, CPPB
 Keith Watts, CPPB
 Melissa Wilson, CPPB
 Kathy Wanner
 Marcia Todd, CPPO, CPPB
 Frank Pierce, CPPB, CPPO
 Diane Morrison, CPPB
 Kathy Wanner

Ada County
 City of Meridian
 Ada County
 City of Meridian
 Dept. of Env. Quality
 Division of Purchasing
 City of Boise
 City of Meridian

2014

President
 Vice President
 Secretary
 Treasurer
 Director at Large
 Director at Large

Keith Watts, CPPB
 Kathy Wanner, CPPB
 Jacqueline Leech
 Colin Millar
 Marcia Todd, CPPO, CPPB
 Diane Morrison, CPPB

City of Meridian
 City of Meridian
 Dept. of Lands
 City of Boise
 Dept. of Env. Quality
 City of Boise

2015

President
 Vice President
 Secretary
 Treasurer
 Director at Large
 Director at Large

Keith Watts, CPPB
 Kathy Wanner, CPPB
 Jacqueline Leech
 Colin Millar
 Tina McBride, CPPO, CPPB
 Diane Morrison, CPPB

City of Meridian
 City of Meridian
 Dept. of Lands
 City of Boise
 Idaho State Police
 City of Boise

2016

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Kathy Wanner, CPPB
Jacqueline Leech
Janet Gonzalez
Megan Harvey
Tina McBride, CPPO, CPPB
Carrie Champlin

City of Meridian
Idaho Transportation Dept.
College of Western Idaho
City of Boise
Idaho State Police
Dept. of Environmental Quality

2017

President
Vice President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Kathy Wanner, CPPB
Jacqueline Leech
Alyssa Ellington, CPPB
Janet Gonzalez
Megan Harvey
Tina McBride, CPPO, CPPB
Carrie Champlin

Capital City Development Corp.
Idaho Transportation Dept.
Ada County Procurement
College of Western Idaho
City of Boise
Idaho State Police
Dept. of Environmental Quality

2018

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Alyssa Ellington, CPPB
Carrie Champlin
Janet Gonzalez
Megan Harvey
Tina McBride, CPPO, CPPB
Karl Augustine, CPPB

Ada County Procurement
Dept. of Environmental Quality
College of Western Idaho
City of Boise
Idaho State Police
Ada County Highway District

2019

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Alyssa Ellington, CPPB
Carrie Champlin
Robyn Swaney, CPPB
Megan Harvey
Tina McBride, CPPO, CPPB
Karl Augustine, CPPB

Ada County Procurement
Dept. of Environmental Quality
Ada County Procurement
City of Boise
Idaho State Police
Ada County Highway District

2020

President
Vice President
Secretary
Treasurer
Director at Large
Director at Large

Alyssa Ellington, CPPB
Carrie Champlin
Robyn Swaney, CPPB
Megan Harvey
Tina McBride, CPPO, CPPB
Ryan Blaine

Ada County Procurement
Dept. of Environmental Quality
Ada County Procurement
City of Boise
Idaho State Police
Idaho Transportation Dept.

GOVERNANCE

By-Laws

The By-laws are the chapter's rules and govern its operation. The By-laws may be revised and the current version was adopted by the membership on July 24, 2020. The By-laws must be followed.

Each director and officer should be familiar with the By-laws and be able to access them easily via the IPPA website or Dropbox when questions and issues arise.

The By-laws may be amended by a two-thirds majority vote of the membership present in person or by proxy at a business meeting, or by membership vote via electronic voting (e-mail or the IPPA website) provided that the proposed amendment is submitted in writing to the membership.

Articles of Incorporation and Idaho Secretary of State

The Articles of Incorporation establish the existence of the chapter in the State of Idaho and set forth certain basic information about the chapter. Articles of incorporation are sometimes referred to as the "charter" of a corporation.

The Articles of Incorporation were part of the chapter formation process. They were reviewed and approved by NIGP's legal counsel and then filed with the Idaho Secretary of State. The Articles of Incorporation legally created the corporation as a registered business entity within the state.

The Chapter President is the registered agent of the corporation. When a new President is elected, the Past President must file the change with the Secretary of State. This task can be accomplished on the Secretary of State website.

The Secretary, Treasurer or the President must file an annual corporation report with the Idaho Secretary of State. A notification comes by mail to update the report; this can also be accomplished on the Idaho Secretary of State website: <http://www.sos.idaho.gov/>. The Articles of Incorporation cannot be amended as it is a document of the corporation at its inception.

Chapter Policies

The policies are intended to be a guide for officers, directors, committee chairpersons, and members interested in chapter governance and operations. The policies may be amended by the Board at any time. The policies should be reviewed and updated annually. The President should either keep the policies up-to-date or delegate the assignment.

General Duties of IPPA Board of Directors

The Board provides leadership to IPPA. In order to do this, Board members should:

1. Be IPPA members in good standing and represent the Chapter in a professional manner at all times.
2. Perform the specific duties for each position as described further in these Policies and Procedures.
3. Consider the best interests of IPPA, its members, and public procurement when making decisions affecting the organization.
4. Attend Board meetings and:
 - a. Promote a spirit of unity among the Board.
 - b. Conduct Chapter business with competence, integrity, and dignity and encourage such conduct by other Board members.
 - c. Control and manage the finances of the Chapter while applying the fiduciary responsibilities commensurate with the position.
 - d. Provide the Board with monthly updates on relevant information.
5. Attend conferences, trainings and other Chapter-related events.
6. Maintain relevant documentation for submittal of annual NIGP Chapter of the Year/Excellence awards application.
7. Assist with:
 - a. Recruiting and training new Board or Chairperson members
 - b. Updating the IPPA Policy and Procedures Manual
 - c. Planning and preparing for conferences, trainings and other Chapter-related events
8. Be diligent and prudent in making decisions.
9. Be proactive and visionary.
10. Encourage and incorporate a diversity of viewpoints.

11. Keep informed of issues and trends that affect IPPA and public procurement.
12. Commit to excellence in governance and public procurement.

NIGP CHAPTER BENEFITS

The chapter pays dues to NIGP for each chapter member. NIGP offers support and benefits to chapters:

- Each NIGP Chapter has the right for its Chapter President to cast one vote on behalf of their chapter on any matter brought before the Institute's membership for purpose of voting.
- NIGP provides no-cost group tax exemption for the Chapter.
- In April 2009, NIGP began providing no-cost general liability insurance coverage for the Chapter.
- NIGP offers limited legal counsel for the Chapter. NIGP legal counsel reviewed the Articles of Incorporation and assisted with corporate filings. Consult time with NIGP legal counsel to address legal issues is available during the NIGP Annual Forum. Directors attending Forum may schedule 30 minutes of consult time at no charge through NIGP Chapter Relations staff.
- NIGP markets chapters and chapter events via NIGP's website and publications.
- NIGP offers an established core curriculum and technical courses designed specifically to meet the needs of public procurement officials.
- NIGP provides an event registration service. In addition, the Chapter receives funds in return for hosting NIGP courses.
- NIGP offers an annual Chapter Academy for incoming chapter leaders as well as workshops and free chapter distance-learning webinar opportunities for members.
- NIGP has a chapter awards program with incentives for individuals and chapters to participate.
- A chapter E-net list-serve is dedicated to chapter officers and to program chairs to request information and share ideas and success stories with regard to chapter operation and management.
- A chapter relations committee reviews and recommends enhancements to national chapter services and communicates chapter needs.
- Chapter visit program by your Area Chapter Ambassador every other year.
- Online Chapter Resource Guide.

IPPA CONTACT INFORMATION

Idaho Public Purchasing Association
P.O. Box 6512
Boise, ID 83707
Email: ippa@nigp-idaho.org

NIGP CONTACT INFORMATION

Mailing Address:

2411 Dulles Corner Park, Suite 350
Herndon, VA 20171

Telephone/Fax Numbers:

Phone: (703) 736-8900
Phone: (800) FOR-NIGP
Registration Fax: (703) 635-2326

Website: www.nigp.org

NIGP Chapters Staff:

Jennifer Steffan, Chapter Relations Manager
E-mail: jsteffan@nigp.org

NIGP Area 8: Alaska, Alberta, British Columbia, Hawaii, Idaho, Montana, Oregon, Saskatchewan, Washington

Chapter Ambassadors:

Alyssa Ellington, CPPB
Procurement Officer II
Ada County Procurement
200 W. Front St. Room 2210
Boise, ID 83702
aellington@adacounty.id.gov
(208) 287-7141

Diane Seaton, CPPO, CPPB
Contracts Manager
City of Portland
1120 SW Fifth Ave. #1250
Portland, OR 97204
diane.seaton@portlandoregon.gov
(503) 823-6987

Brian R. Smith, CPPO
Purchasing Manager
Multnomah County Purchasing
501 SE Hawthorne Blvd., #125
Portland, OR 97214
brian.r.smith@multco.us
(503) 988-7546

OFFICER DUTIES

IPPA Board of Directors

The Board of Directors ("the Board") is the governing body of this chapter and will be a board consisting of an Executive Board as well as Standing Committee Chairs. The Board shall consist of the president, vice president, secretary, treasurer, directors-at-large, immediate past president, and standing committee chairs.

Duties of the Board shall be to:

1. Call meetings
2. Oversee the general affairs of the Chapter
3. Oversee committee progress and make timely status reports
4. Instill the highest ethical and professional standards in administration of the affairs of IPPA and its membership

The Board of Directors shall meet quarterly and other times as needed at the call of the President.

Executive Board

A. The **President** shall:

1. Exercise general supervision over the affairs of the Chapter
2. Preside over all general meetings of the Chapter
3. Chair all Board Meetings and participate in discussion and decision making of Chapter issues
 - a. Set and publish an agenda for all Board Meetings
 - b. Oversee the order, discussion and committee reports of the meetings
4. Arrange Dinner Meetings and Guest Speakers
5. Annually develop and maintain the Chapter calendar and distribute to membership via the website
6. Perform all duties incidental to the office of president, including, but not limited to appointing committees and committee chairs
7. Inform new members of the Board of their roles and duties
8. Represent the Chapter by attending the NIGP Annual Forum, and present a report to the chapter at the next regularly scheduled meeting. In the event that the President is unable to attend, the opportunity will move down the rank of the Board Members/Chairpersons
9. In the event there are no committee chairs, the President will assume the duties of these positions or assign duties to other Board Members as needed
10. Submit Proclamation request to the State of Idaho for designating March as Procurement Month
11. Provide Chapter Member data form to NIGP no later than January 31
12. Coordinate an annual review of the IPPA Policy and Procedures Manual and By-Laws as needed

B. The **Vice President** shall:

1. Perform such duties as are assigned by the President
2. In the absence of the president at a general or a board meeting, assume the office of President
3. Administration of electoral process in the absence of an Elections Committee Chair
4. Assist with planning and preparation of dinner meetings and other special Chapter events
5. Provide general support for all other board members and members at large
6. Send out welcome letter (or email) to new members
7. Aspire to fulfill President position when open

C. The **Secretary** shall:

1. Be the official record keeper of chapter
2. Maintain correspondence with the membership and other entities as needed
3. Generate renewal letter and invoice via StarChapter for renewal of memberships in the absence of a Membership Committee Chair
4. Maintain a written record of both Board and Membership meetings and then distribute to the membership on the Chapter website
5. Maintain the chapter website in the absence of a Communications Committee Chair
6. Distribute to the Board one week prior to each Board Meeting, the minutes of the prior Board Meeting
7. Ensure approved minutes are on the IPPA website monthly

D. The **Treasurer** shall:

1. Receive, safeguard and make disbursements concerning all funds
2. Maintain all financial accounts of the Chapter
3. Keep true and accurate Treasurer reports of the Chapter
4. Coordinate and maintain annual Chapter Budget with Board of Directors
5. Maintain complete record of receipts and disbursements
6. Deposit all funds into the chapter account(s) within 5 working days
7. Check P.O. box once per week and forward applicable information to appropriate Board Members or Chairpersons
8. Provide detailed Treasurer Reports at Board Meetings or upon request. The reports should include all expenditures and revenues as well as current fund balances
9. Prepare and sign all Chapter checks and obtain a second signature from the Chapter President or Vice President if President is unavailable
10. Reimburse Board Members and Chairpersons for IPPA approved expenses
11. Pay all Chapter invoices as needed. Prior to paying invoice, Treasurer shall verify with President that payment is appropriate
12. Provide updates to new member application fees to Membership Chair

13. Responsible for timely preparation and filing of all requested tax information to corporate office
14. Maintain audit records by month. Each file shall include a copy of the Treasurer report, bank statement, and receipts or documentation of each transaction
15. Coordinate NIGP group registration and gather agency payments and individual registrations to provide IPPA Forum Group Registration and payment to NIGP
16. Train incoming Treasurer on the Board-approved accounting software program and arrange transfer of software

E. The **Director- At-Large (1 & 2-year term)** shall:

1. Serve as an additional conduit of input to the board for all the chapter membership;
2. Perform such duties as are assigned by the President

F. The **Immediate Past President** shall:

1. Serve to provide continuity
2. Advise and assist the incoming President

Standing Committee Chairs

The Committee Chairpersons shall:

1. Be voting members of the board; limited to one vote per committee
2. Serve to provide leadership of specific activities of the Chapter
3. Organize and conduct meetings of their committee
4. Provide periodic reports to the President and Board

Purpose of Committees

The Chapter shall operate with the assistance of Committees. Committee member terms shall commence on the 1st day of January of each year. The term shall be for one year. The President shall appoint all members, including the Chair. All other committees will be filled on a volunteer basis, with a goal of a Chair and at least one additional member. It is the responsibility of the Chair to establish the number of members that is deemed appropriate for the committee based on current activities. Committee members shall follow the guidelines as set forth in the Committee Descriptions and report to the Board of Directors. The President may appoint additional committees as required.

Procedures

At the Fall Dinner Meeting there should be a call for new committee chairs and members to serve for the next calendar year. Any interested persons for either a chair position or a member position may volunteer at the meeting or make their interest known by proxy. The goal is to have a complete roster for all committee chairs by the January Board Meeting. The complete list of committee chairs and members for the next calendar year will be announced via the IPPA Website.

Committees

The committees and duties are as follows:

A. The **Professional Development Committee** shall be responsible for arranging educational seminars for IPPA and may also arrange speakers and other events for monthly meetings.

1. Present training options to membership for selection
2. Schedule trainings with NIGP or other presenters
3. Arrange for room and refreshments at training facility
4. Block rooms at hotel for out-of-area training attendees
5. Advertise trainings and ensure appearance on NIGP website if applicable
6. Coordinate training registration and record fees before submitting to Treasurer
7. Act as a liaison with instructor
8. Attend first morning of trainings and greet instructor and attendees
9. Monitor UPPCC and NIGP certification requirements, provide certification information, and assist members with the certification application process
10. Head IPPA mentorship program

B. The **Membership Committee** shall manage the membership application and renewal process, provide membership materials, provide membership information and outreach to potential members, and coordinate annual membership drives.

1. Maintain membership and prospect database in StarChapter
2. Keep an up-to-date spreadsheet of current membership including, employment, title, e-mail, address, phone numbers, etc.
3. Prepare and provide membership packets
4. Distribute revised membership list in spring to members
5. Coordinate membership drive in October and November
6. Create membership certificate for President signature for each member annually as dues are paid
7. Provide information to prospective members including a letter from the President or Membership Committee chairperson
8. Update Prospects list in StarChapter with new buyers/agencies within our region

C. The **Events Committee** shall coordinate all IPPA workshops, conferences, social, and community service events.

1. Present event options and potential topics to the Board and membership for scheduling input
2. Secure appropriate facilities that are as conveniently located as possible and that provide maximum service and benefits to members
3. Review/arrange signature on contracts for President signature
4. Coordinate conferences, workshops, community service, or social events as necessary
5. Take attendance at all events

6. Determine menu for each meeting or event and provide information to Communications Chair for meeting notices
7. Review RSVP's in StarChapter for meetings or events to obtain meal count
8. Place food orders and arrange payment with Treasurer to be completed upon food delivery
9. Provide and keep inventory of utensils, plates, cups, and napkins
10. Coordinate food set-up
11. Maintain a spreadsheet of catering counts and costs
12. Locate and schedule appropriate speakers for meetings when necessary
13. Liaise with the speakers, including collecting biographies, coordinating travel, lodging, and transportation, and providing thank you notes and speaker honorariums
14. Coordinate fundraisers for scholarship fund, charity or other events
15. Provide IPPA members an opportunity to be involved in a minimum of one community service project a year

D. The **Scholarship Committee** shall coordinate the review of scholarship applicants and organize the fundraisers to provide funding.

1. Maintain the scholarship application and inform members about process and timeframes
2. Follow Scholarship Policy and Procedures that are found on the IPPA website
3. Accept scholarship applications as submitted and distribute to committee members for evaluation
4. Evaluate applications using the IPPA criteria set forth by the Scholarship Committee
5. Annually review the scholarship award criteria and submit proposed revisions to the Board
6. Coordinate Forum registration and related preparation if member is utilizing a scholarship

E. The **Legislative Liaison Committee** shall provide regular communication and feedback to the IPPA Board on proposed and/or enacted legislation.

1. Provide feedback and reports to IPPA Board and committees on the progress of pertinent national, state, and local legislation
2. Provide tools and resources for member legislative research
3. Evaluate suggested changes made by membership to present to the legislature
4. Organize and lead legislative-related events

1.

F. The **Awards Committee** shall be responsible for development and review of all awards programs of IPPA.

1. Administer Chapter awards program
2. Types of IPPA Awards include, but are not limited to:
 - a. Frank Pierce "Founders Award"
 - b. Professional Procurement Manager of the Year

- c. Professional Buyer of the Year
 - d. Distinguished Service Awards
- 3. Prepare and distribute Chapter Award Nominations announcement to Membership
- 4. Distribute award nomination deadline reminders, collect nominations by February 1st
- 5. Accept award applications, as submitted, and distribute to committee members for evaluation
- 6. Evaluate applications using the criteria set forth by the Awards Committee and present results to the Board for approval
- 7. Upon Board approval, communicate with awardees and prepare a cover letter to NIGP and their appropriate supervisors for successful candidates
- 8. Develop final list of awards & awardees for the plaque vendor. Proof spelling and all other information prior to submitting plaque order to vendor for purchase
- 9. Formally present plaques to awardees at the Spring Chapter Meeting, next Chapter event or Regional Training
- 10. Prepare submission for Chapter Performance Standards Seal (CPSS), Outstanding Chapter Award (OCA), Manager of the Year, and Buyer of the Year, if applicable, to NIGP
- 11. Submit local chapter award winners' names to NIGP for publication
- 12. Issue press releases to one or more local papers including a photo if available and with permission of recipient. Generally, NIGP, recipient's agency head(s) and a newspaper near the recipient's hometown are notified of each award

G. The **Communications Committee** shall be responsible for preparing and maintaining a method to communicate with IPPA members.

- 1. Prepare and distribute information to IPPA Membership
- 2. Maintain and update IPPA Website – de facto Webmaster
 - a. Advertise relevant procurement related information and upcoming professional development opportunities
 - b. Post membership information, IPPA business documents and forms, the Policy and Procedures Manual and By-Laws, newsletters, event calendar, membership directory, and other relevant information, documents and photographs
 - c. Ensure functionality of event registration and money collection tools
 - d. Create standards for use of the IPPA brand on the website
- 3. Research and develop new web applications
- 4. Maintain and update IPPA Social Media (i.e. Facebook, LinkedIn, and Twitter)
- 5. Photograph all IPPA events to reflect the professional, ethical, and positive image of the Chapter
- 6. Submit articles to NIGP of Chapter news or accomplishments
- 7. Publish a Bi-Annual Newsletter for the Chapter, at minimum

- a. Solicit articles from members, outside organizations and other appropriate sources
 - b. Provide content containing relevant procurement related information and upcoming professional development opportunities
- 8. Develop and standardize IPPA business documents, certificates, and promotional materials - i.e. brochures, pamphlets
- 9. Assist with the development and acquisition of IPPA branded merchandise and promotional materials
- 10. Distribute IPPA merchandise to committees for use in the accomplishment of their goals
- 11. Maintain inventory of all IPPA merchandise

H. The **Elections Committee** shall be responsible for conducting the annual election of officers in accordance with the procedures set forth in the Chapter By-Laws.

- 1. Communicate with the President regarding the nominations and elections schedule in November/December
- 2. Electronically distribute Call for Nominations notifying members that nominations will be accepted for open IPPA Board positions and nominations will be open for a minimum of two (2) weeks
- 3. Receive and evaluate nominations from the members during an election
 - a. Provide slate of nominees to the President no later than thirty (30) days prior to election
 - b. Prepare and distribute ballots via the Chapter website; the election period shall be a five-day work week
- 4. Electronically share the election results with the membership within five business days after the election closes
- 5. Delete ballots from Chapter website once elections are over

MEMBERSHIP

Policy

The Membership Committee has primary responsibility for planning and organizing recruiting, renewals, and can collect membership dues. Dues collected will be forwarded to the Treasurer for deposit.

In the event where there is not a Membership Committee the President may appoint an IPPA Member to fulfill the role of the Membership Committee Chair.

Members

Regular Membership is open to all public procurement professionals in the State of Idaho, including federal, state, city, county, and any other political subdivision of the State (such as school districts, highway districts, port authorities, fire districts, etc.).

Membership is open to full-time employees of any NIGP member agency provided they spend the majority (51%) of their time involved in procurement, contracting, purchasing process or the materials management function.

Membership is also open to retired procurement professionals, students and honorary nominees from the Board of Directors.

Membership Period

December 15 to December 14

Membership drive shall commence on or around September 1st to allow at least a three-month period to send out applications and receive memberships in the mail.

Certificates of Membership

All members shall be issued a Certificate of Membership upon receipt of application and payment of the membership fee. The Membership Committee will be responsible for the distribution of certificates.

BOARD MEETINGS

Purpose

The purpose of the Board meetings is to provide for the business and administrative direction for the Idaho Public Purchasing Association. The direction of all proceedings must be in accordance with the mission and objectives of IPPA and the National Institute of Governmental Purchasing, Inc.

Open Meeting

The meeting shall be open to all IPPA members in good standing. A calendar of the meetings shall be published and made available to all members. Members wishing to attend should RSVP to reserve a seat.

Location Selection

The location of the Board meeting shall be determined by the President. Every effort should be made to centralize the location within equal distance of all Board members.

Meeting Dates and Time

The Board meeting dates will fall on a regular weekday (Holidays excluded.) The time of the meeting can be during normal work hours, over a lunch hour, or after work. It is the responsibility of the President to survey the Board for the most appropriate time to meet. A tentative schedule of all calendar year board meetings will be distributed to the Board in January.

Agenda

The President will draft an agenda at minimum five (5) days prior to the meeting and distribute to the Board for review and any items to add. A final agenda will be distributed to the Board Members one (1) day prior to the meeting.

At minimum, the following items must be on every agenda:

1. A reading of the previous Board meeting minutes
2. Treasurer's Report

Quorum

A quorum must be present in order for business of the Board to be conducted. 51% of the Board must be present for the quorum to be established and the President or Vice President must be present. If a quorum is not established, the meeting can be cancelled and rescheduled; or it may continue but without business proceedings.

Procedures

The President will preside over all Board meetings. The President or Vice President must be present at all Board meetings. If in the event a meeting is scheduled and the President cannot attend the meeting, the Vice President will preside over the Board meeting. The Board will adhere to Robert's Rules of Order for discussion and debate.

Minutes

The Secretary of the Board has the responsibility to record the minutes of the meeting. The minutes must be accurate and capture all discussions and decisions. The Secretary must submit the minutes to the Board Members within one (1) week after a scheduled Board meeting. The board members should endeavor to meet (in person or by electronic means) before the next meeting to resolve any errors in the minutes.

At the next Board meeting, a motion by a Board member to vote on approval of the previous meeting's minutes shall be entered and seconded by another Board member. Upon approval, the minutes will become official record and published on the website.

In the event the Board does not have a majority vote for approval of the minutes, the approval of the minutes will be tabled to the next regularly scheduled board meeting.

Voting

Motions that impact the chapter administratively or financially in any amount over \$100 must be voted on. In order for a vote to take place the following is required:

1. A quorum must be established
2. A motion from a Board member must be presented
3. That motion must be seconded by another Board member
4. A 2/3 majority of the voting Board is required for the motion to pass

CHAPTER MEETINGS

Location

The time and location of the meetings are decided by the President. The President may solicit suggestions from the Board members for ideas. The President may also ask for a volunteer(s) from the Board to handle the tasks of arrangements.

Dates

There must be a minimum of four (4) chapter meetings per year:

1. Winter Chapter Meeting – Swearing in of Newly Elected Officers
2. Spring Chapter Meeting – March is “Procurement Month”
3. Summer Chapter Meeting – Summer Event
4. Fall Chapter Meeting – Dinner and Seminar / Special Guest

Notice

A notice to all members must be distributed by email, website, and/or newsletter at least one (1) month in advance of the chapter meeting.

Attendance

The meetings are arranged for members of IPPA. Non-members ~~can~~ may attend for a nominal fee if they hold a position in governmental procurement. Spouses or guests of members may attend dinners or events that are open for attendance.

Agenda

An agenda will be prepared by the President to organize items to discuss. The President will address the members at the meeting with current IPPA news and updates.

Guest Speaker or Topic

The President will make all arrangements for a guest speaker or topic for each chapter meeting. The guest speaker or topic should be related to governmental procurement. It is the policy of IPPA to pay for the guest speaker’s meal and to provide for a gift not to exceed \$10 if there’s no fee for their services.

IPPA Sponsored Meetings

IPPA will sponsor at least one (1) chapter meeting per year for either the spring or summer meeting. The meal must stay in the range of \$10 - \$15 per member attending. Unless otherwise provided for, each attendee is responsible for their food and drink purchase.

LUNCH MEETINGS

Purpose

The purpose of lunch meetings is for networking with other governmental procurement professionals and educating on current procurement trends and news. The lunch meetings are used to bring together members and other procurement professionals that cannot make regularly scheduled chapter meetings. The lunch meetings are informal and may or may not have a speaker.

Venue

The President or assignee will select the location of the lunch meeting.

Time

The lunch meetings will be from 11:30 a.m. to 1:00 p.m. or as the President decides.

Frequency

Lunch meetings should be held twice per year.

Topic

A governmental procurement topic should be chosen and showcased in an IPPA flyer and notices. This topic can be presented in the form of a round table discussion, panel, or presentation, for example.

The President or assignee should lead the discussion of the topic. If hosting a round table, a scenario regarding the topic should be formed and addressed to the audience. After the scenario, the topic is open to debate and discuss. Each person in attendance will have equal opportunity to speak.

TRAINING SEMINARS

Purpose

The purpose of NIGP and other procurement training seminars is to educate members and other professionals on the most current governmental procurement practices. Training seminars also provide a means for education and credit towards UPPCC, NIGP and other certifications. It shall be the policy of IPPA to host at least two seminars per year.

Seminar Selection

Seminar selection will be made by the Professional Development Committee. The Professional Development Committee has the primary responsibility to organize and facilitate the selection. In the absence of a Professional Development Chair, the President will have the primary responsibility.

Administrative Seminar Policy

1. The NIGP seminars will be the primary source of seminar selection.
2. A survey of members on seminar interest should be conducted at the end of the year.
3. The seminars selected shall have CEU's to count towards UPPCC, NIGP or other certifications.
4. Seminars will be available to all governmental procurement personnel in the State of Idaho.
5. A seminar agreement with NIGP will be signed every year outlining the responsibilities of IPPA and NIGP.
6. IPPA will utilize the NIGP's online registration or IPPA's online registration, where applicable. The online registration allows for credit card payment.
7. Unless a scholarship is given for the seminar training, each attendee is responsible for payment.

NIGP WEBINARS

Purpose

The purpose of webinars is to provide a low cost alternative to face-to-face seminars. Webinars are paid by member fees and as such there is no cost for members to attend.

Webinar Selection

Webinar selection will be made by the Professional Development Committee. The Professional Development Committee has the primary responsibility to organize and facilitate the selection. In the absence of a Professional Development Chair, the President will have the primary responsibility.

Host Site

The webinar may be hosted at any governmental agency or venue providing that the following are met:

1. Facility has a central location to most IPPA members
2. Facility has the capacity for several members (at least ten)
3. Facility has the necessary A/V requirements
4. Parking is free and available

GUEST SPEAKERS

The President or assignee is responsible for arranging for guest speakers. A guest speaker should be arranged for the meetings. The speaker should speak on a topic related to governmental procurement. The speaker should present their topic for at least a half hour but no more than an hour.

The following will be provided by IPPA to the dinner meeting speaker:

1. IPPA will pay for the speaker's dinner
2. IPPA will pay for a small token gift for the speaker (\$10)

Honoraria

Honoraria for events may be provided if approved by the Board.

AWARDS AND RECOGNITION

Types of Awards

IPPA shall present the following awards on an annual basis:

1. Professional Buyer of the Year
2. Professional Procurement Manager of the Year
3. Frank Pierce "Founders Award" (as desired)
4. Distinguished Service Awards

Professional Buyer of the Year

This award shall be presented to an IPPA member from the rank and file of buyer or purchaser, as selected by the designated committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public procurement *during the previous two calendar years*.

Professional Procurement Manager of the Year

This award shall be presented to an IPPA member from the rank and file of procurement manager or supervisor, as selected by the designated committee. It shall be awarded to the individual who demonstrates outstanding professionalism and has contributed significantly to the field of public procurement *during the previous two calendar years*.

Nominations for Professional Buyer and Professional Procurement Manager of the Year

The Awards Committee shall accept nominations for Professional Buyer and Professional Procurement Manager of the Year during the first two calendar months of each year. The committee should strive to have all nominations in by February 1 to establish awardees and order plaques by March (Procurement Month). Any member or officer may submit nominations.

The current IPPA President shall appoint an Awards Committee Chair. This committee shall notify all members of the procedures and deadlines for submitting nominations.

Nomination criteria shall be consistent with NIGP guidelines for Buyer and Manager of the Year nominations. Members may submit an electronic nomination form via the IPPA website. The committee will then contact the nominees and request detailed information regarding their past two year's activities based on the NIGP criteria.

Selection of Professional Buyer and Professional Procurement Manager of the Year

The committee will evaluate and score all nominations received and select one person for each award. The evaluation and selection shall be based on the latest NIGP scoring criteria.

Official announcement shall be made to the membership during March, which is nationally designated as Procurement Month. The President shall present the Professional Buyer and Professional Procurement Manager of the Year awards at the Annual Spring Chapter Meeting, next Chapter event or Regional Training. If the President is one of the award winners, then the Vice President or other Officer shall make that presentation. The award shall consist of an engraved plaque with the winner's name and agency and shall be consistent in quality and appearance to past awards.

National Awards

IPPA shall nominate its Professional Buyer and Professional Procurement Manager of the Year award winners for consideration for national recognition. Each nomination shall be submitted in a complete and professional format. Past awards winners and / or current officers shall assist each winner in the award submittal.

Local Recognition

The IPPA Professional Buyer and Professional Procurement Manager of the Year award winners shall be recognized in the next issue of the IPPA Newsletter, social media outlets, a newspaper near the recipient's hometown and on the IPPA website. The recipient's agency head(s) should also be informed.

Frank Pierce "Founders Award"

In 2013, the IPPA Board voted to establish the "Founders Award" in memory of Frank Pierce to recognize members who have rendered distinguished service to the public procurement profession and/or IPPA. The award will be granted up to one time per year.

This award shall be presented to an IPPA member who demonstrated outstanding leadership and accomplishment in the field of professional public procurement. The Awards Committee shall accept nominations and the awardee shall be selected by the current IPPA Board. The awardee shall be honored with a plaque and his/her nameplate on the association wall plaque at the Annual Spring Chapter Meeting, next Chapter event or Regional Training with the name of the awardee being undisclosed until that time. *This award may or may not be presented annually as it is intended only for those IPPA procurement professionals that have truly been a contributor, leader, innovator, and ongoing member committed to the profession.*

General Criteria:

- Two years as a member of IPPA and board member experience preferred.
- Provides vision, inspiration, structure, and direction to IPPA and its initiatives that result in the increase of membership and/or association visibility.
- Introduces innovative ideas for public procurement and/or the association for the betterment of its members.

Distinguished Service Awards

In cases where members or volunteers demonstrate extraordinary service, IPPA may choose to recognize them for their efforts.

ELECTIONS

Administration

Administration of the election is coordinated by the Elections Committee Chair. In the event no committee has been established, the Membership Committee Chair or Vice President may facilitate the elections.

The Elections Committee Chair will send out ballots via StarChapter email or other electronic means to all current members in good standing on the second Monday in December. Voting will end on Friday of the same week. Members must submit their ballots on the IPPA website by that Friday or their vote will not be counted.

The Elections Committee Chair will tally the votes and submit the results to the President. The President will announce the winners of the election to the membership via email and/or the IPPA website.

Nominations

Nominations for the officer positions open for election are taken during the last two weeks of November. On December 1st, a list of nominations is sent to the President for review. After submission to the President no additions or changes to the list can be made except by the request of the nominee.

Election Period

The election period will be for a five-day work week period and will begin at 8:00 a.m. on the second Monday in December and end at 5:00 p.m. (MST) on Friday.

Term of Office

Effective date of Office is January 1st

President	2 year Term	Confirmed by Vote
Vice-President	2 year Term	Succeeds President
Secretary	2 year Term	Voted on even years
Treasurer	2 year Term	Voted on odd years
Director at Large (2 year term)	2 year Term	Voted on even years
Director at Large (1 year term)	1 year Term	Voted on every year
Immediate Past President	2 year Term	

PUBLICATIONS

Newsletter

The IPPA Communications Chair shall have primary responsibility to inform membership of Chapter activities and social events. The committee shall collect articles, prepare, edit, and publish the Chapter newsletter.

In the event where there is not a Communications Chair or Committee, the President may appoint an IPPA Member to fulfill the role of the Communications Chair.

The IPPA Newsletter is published two times per year. The newsletter will have articles pertaining to governmental procurement. It should also showcase the chapter's current news and events as well as publicizing individual achievements.

Contribution to the publication should be a Board effort. The editor of the newsletter should have publication software to publish the newsletter.

The newsletter is to be emailed to all current members and posted on the website. Newsletters shall be emailed or posted in Portable Document Format (.pdf).

WEBSITE

Webmaster

The IPPA Communications Committee shall have primary responsibility of webmaster to manage the IPPA website.

In the event where there is not a Communications Chair or Committee the President may appoint an IPPA Member to fulfill the role of webmaster. The Webmaster must have basic web development and HTML skills. The IPPA Webmaster shall be the only one to update and make changes to the website.

Purpose

The IPPA website is used to inform members and non-members of the goals of the chapter and current events. The website should be updated at least once a month to reflect current events. The website cannot be used for political purposes. It is also strictly forbidden to post any offensive language, pictures, or content that would be deemed inappropriate by the general public.

Service Provider: StarChapter



RECORDS RETENTION

Banking

Accounts Payable Ledger/History Files	Permanent
Accounts Receivable Ledger	Six Years
Bank Deposits/Receipts	Seven Years
Bank Statements/Reconciliations	Seven Years
Billings	Three Years
Bills/invoices from consultants, vendors	Six Years
Budget Projections/Files	Two Years
Cash Receipts	Seven Years
Checks Paid/Cancelled	Seven Years
Donations	Six Years
Financial Statements – Audited	Permanent
General Ledger Detail – Year End Closing	Seven Years
Revenue Posting	Two Years
Statement of Miscellaneous Income (Form 1099)	Eight Years
Tax Returns / IRS	Permanent

Correspondence

Accounting	Five Years
Credit and Collection	Seven Years
Tax	Permanent
Dues Records	Three Years
Meeting Minutes	Permanent

Miscellaneous

Capital Assets	Three Years
Contracts - Vendors	Permanent
By-laws	Permanent
Operations Manuals	Permanent
Registration with state as nonprofit organization	Permanent
Tax Exemption	Permanent

NIGP CODE OF ETHICS

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization:

- Seeks or accepts a position as head (or employee) only when fully in accord with the professional principles applicable thereto and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization, and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participation of any individual in operational situations where a conflict of interest may be involved.
- Believes that members of the Institute and its staff should at no time, or under any circumstances, accept directly or indirectly, gifts, gratuities, or other things of value from suppliers, which might influence or appear to influence purchasing decisions.
- Keeps the governmental organization informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager.
- Handles all personnel matters on a merit basis, and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of NIGP - The Institute for Public Procurement.

IDAHO CERTIFIED PROCUREMENT PROFESSIONALS

The following Idaho procurement professionals have earned and maintained certification through the Universal Public Procurement Certification Council:

First Name	Last Name	Designation	Expire Date
Karl	Augustine	CPPB	10/17/2021
Valerie	Bollinger	CPPB	5/2/2021
Larry	Buell	CPPO	Lifetime
Randall	Byrne	CPPB	12/12/2024
Denise	Cooley	CPPB	10/20/2024
James	Cunningham	CPPB	Lifetime
Daniel	Downen	CPPB	5/5/2024
Alyssa	Ellington	CPPB	10/16/2022
Don	Elliott	CPPB	11/18/2025
Andrew	Evans	CPPB	10/20/2019
Robert	Hackett	CPPO	Lifetime
James	Hancock	CPPB	Lifetime
Sarah	Hilderbrand	CPPO, J.D.	9/11/2022
Robert	Kobza	CPPB	Lifetime
Sonya	LaCasse	CPPB	10/20/2024
Jory	Lindstrom	CPPO, CPPB	11/18/2025
Tonya	March	CPPB	5/5/2024
Tina	McBride	CPPO, CPPB	10/18/2021
Diane	Morrison	CPPB	8/20/2019
Robert	Perkins	CPPO, CPPB	4/19/2022
Anthony	Pirc	CPPB	5/5/2024
Arianne	Quignon	CPPB	10/19/2025
Chelsea	Robillard	CPPB	10/19/2025
Joy	Schwank	CPPB, CPPO	6/25/2024
Shannon	Shaffer	CPPB	5/6/2023
Jason	Skelton	CPPB	6/25/2024
Bonnie	Sletten	C.P.M., CPPO	9/11/2022
Theresa	Sorrell	CPPB	12/12/2024
Robyn	Swaney	CPPB	12/18/2023
Marcia	Todd	CPPO, CPPB	Lifetime
Jason	Urquhart	CPPO, CPPB	8/13/2022
Richard	Vogel	CPPB	Lifetime
Katherine	Wanner	CPPB	10/14/2023
Keith	Watts	CPPB	12/31/2020
Stephanie	Wildman	CPPB	5/1/2022

CPPB = Certified Professional Public Buyer
CPPO = Certified Public Procurement Officer



NIGP VALUES AND GUIDING PRINCIPLES

VALUES AND GUIDING PRINCIPLES OF PUBLIC PROCUREMENT

Accountability

Taking ownership and being responsible to stakeholders for our actions...essential to preserve the public trust and protect the public interest.

PRINCIPLES:

- Apply sound business judgment.
- Be knowledgeable of and abide by all applicable laws and regulations.
- Be responsible stewards of public funds.
- Maximize competition to the greatest extent practicable.
- Practice due diligence.
- Promote effective, economic, and efficient acquisition.
- Support economic, social, and sustainable communities.
- Use procurement strategies to optimize value to stakeholders.

Ethics

Acting in a manner true to these values...essential to preserve the public's trust.

PRINCIPLES:

- Act and conduct business with honesty and integrity, avoiding even the appearance of impropriety.
- Maintain consistency in all processes and actions.
- Meet the ethical standards of the profession.

Impartiality

Unbiased decision-making and action...essential to ensure fairness for the public good.

PRINCIPLES:

- Be open, fair, impartial, and non-discriminatory in all processes.
- Treat suppliers equitably, without discrimination, and without imposing unnecessary constraints on the competitive market.
- Use sound professional judgment within established legal frameworks to balance competing interests among stakeholders.

Professionalism

Upholding high standards of job performance and ethical behavior...essential to balance diverse public interests.

PRINCIPLES:

- Be led by those with education, experience, and professional certification in public procurement.
- Continually contribute value to the organization.
- Continually develop as a profession through education, mentorship, innovation, and partnerships.
- Develop, support, and promote the highest professional standards in order to serve the public good.
- Seek continuous improvement through on-going training, education, and skill enhancement.

Service

Obligation to assist stakeholders...essential to support the public good.

PRINCIPLES:

- Be a crucial resource and strategic partner within the organization and community.
- Develop and maintain relationships with stakeholders.
- Develop collaborative partnerships to meet public needs.
- Maintain a customer-service focus while meeting the needs, and protecting the interests, of the organization and the public.

Transparency

Easily accessible and understandable policies and processes...essential to demonstrate responsible use of public funds.

PRINCIPLES:

- Exercise discretion in the release of confidential information.
- Maintain current and complete policies, procedures, and records.
- Provide open access to competitive opportunities.
- Provide timely access to procurement policies, procedures, and records.



