

Chapter Recognition and Awards

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

February 25, 2021

What We Will Cover

- ✓ Purpose of the Programs
- ✓ 2020 Participation
- ✓ Filling out the Performance Standard SEAL Application
- ✓ Submitting the Outstanding Award
- ✓ Tips From Past Submissions



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



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 not only on implementing best practices, but also compared to other chapters. Structure removes any bias towards chapter size – look at last year’s awardees to see evidence of this.

Outstanding Chapter Award

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

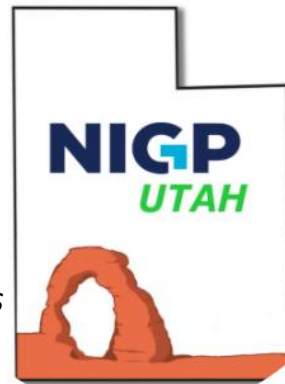
*Focuses on **specific** practices so that we can recognize your chapter AND make that best practice available for others to replicate*

Why Participate?

- ❖ Promote your profession
- ❖ Promote the efforts of 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.

"Utah Chapter NIGP is honored to be recognized with the NIGP Gold Performance Standard Seal for 2020. This program highlights those chapters striving for excellence and recognizes them for the efforts they make in providing members with resources and professional development opportunities needed in the Procurement profession. 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



"NIGP's Outstanding Chapter Award is a fantastic program to earn recognition for the incredible things your chapter accomplishes. It is your chapter's opportunity to shine and to share your successes with other chapters and increases recognition for the Procurement Profession. Chapters can now showcase what works well for them and allows the rest of us an opportunity to take back new ideas to try in our own chapters. We have enjoyed sharing our membership successes with other chapters and have grown from what we learn from the rest of you. It is a wonderful tool for collaboration between chapters and offers multiple avenues to receive recognition. A definite 'Win-Win' program!"

Chapter Performance Standard Seal



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
- All answers must be based on activities that occurred in 2020

- Chapter must be current with all Chapter required reporting forms
- NIGP reserves the right to audit your submission

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

- Attendance at NIGP Virtual Forum, Fall and Winter VCON
- Listing of conference and webinar speakers
- Listing of NIGP volunteers on councils, committees and boards

Chapter Operations					
CATEGORY	YES	NO	Measurement	ACTIVITY	Examples of criteria
					DO NOT FILL IN
				1. Does your Chapter prepare and adopt a current year budget in conformance with a formal policy?	
				2. Does your Chapter have position descriptions that define the roles/responsibilities of boards and committees?	
				3. Does your Chapter have position descriptions that define the roles/responsibilities of volunteers?	
				4. Does your Chapter's website have a 'commerce' component where members can register for events and/or renew membership online?	
				5. Did you exceed your net income budget goals?	
				6. Did your Chapter survey your members to assess customer satisfaction overall as well as for events/conferences?	
				7. Did your chapter conduct a financial audit?	Internal or External
				8. What percentage of your general operating budget is allocated for scholarships or financial aid programs?	

- ✓ When answering questions, check “Yes” or “No”
- ✓ Grayed out boxes do not require a response
- ✓ Measurement boxes require a percentage
- ✓ Last column offers examples of what would be applicable for that question

CATEGORY	YES	NO	Measurement	ACTIVITY	Examples of criteria
					DO NOT FILL IN
Professional Development					
				50. Did you develop a study group(s) outside of a review course that prepare members to obtain a professional certification?	
				51. Did your Chapter facilitate educational opportunities for suppliers?	Workshops, trade shows
				52. How many days of in-person/virtual educational courses did you host as a Chapter?	NIGP Courses included
				53. How many educational contact hours did you make available to your membership (includes in-person, online <u>webinars</u> or other delivery mechanisms)?	NIGP Courses Included (do not count attendance at NIGP Forums or Webinars)
				54. What percentage of your members served as instructors, speakers, workshop presenters, or moderators for Chapter or NIGP educational events?	Includes NIGP instructors
				55. What percentage of your membership attended the 2020 Virtual Forum?	
				56. What percentage of your membership held a current professional certification related to procurement?	Includes state certifications, count person only once, not number of certifications
				57. What was the percentage of your Chapter members who participated in at least one educational program developed by the Chapter?	Includes any chapter created events that has an educational component (NIGP webinars and courses do not count)

Performance Standard SEAL Scoring

- Application will be scored and divided into quartiles.



Platinum: 76th percentile and above
Gold: 75th percentile and below
Silver: 50th percentile and above
Bronze: 25th percentile and below

- 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)



- 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

- Points will be assigned as followed:



- 1 point – 25th percentile and below
- 2 points – 50th percentile and below
- 3 points – 75th percentile and below
- 4 points – 76th percentile and above

Chapter Outstanding Awards

“Having the Performance Seal questions separated by award category helped to put the Outstanding Chapter Award applications together by providing guidance on what you were looking for.”

Kerry Sheahan, CPPB, Past President RMGPA

NIGP

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 Advocacy and Outreach Award

- What practices and operations has your chapter demonstrated to be an effective advocate for members and our profession?

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 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
- Can submit in up to two categories
- Submit your Performance Standard SEAL and Outstanding Award as separate documents
- Include the application page on top
- Word or PDF document no longer than 4 pages
- Describe your program in detail
 - Text
 - Photos
 - Links
 - Embedded documents
- Submission must follow and answer the scoring criteria
- Highlight one or two programs
- Programs must be based on activities occurring in 2020

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

“I thought the process went well last year for both programs. I do like that chapters regardless of size can apply for both the seal and any of the four award areas for the Outstanding Chapter Award. I think the best improvement is the streamlined application and document length guidelines for the Outstanding Chapter Award’s.

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

Tips From 2020 Chapter Submissions

“For the Outstanding Award applications, I felt that while our Chapter met the requirements, it certainly was a learning curve in seeing what other chapters were doing and how they were using creative approaches to better engage their members. I would recommend that chapters that submit that are unsuccessful continue to resubmit and look at the other submissions to see what other chapters are doing and doing well and use this as an opportunity to help grow their member engagement.”

Lorie Newton, CPPO, CPPB, Past President VAGP

NIGP

Damaris Nazario, CPPB, Central Florida Chapter President

1. Review the award requirements. Then, focus your Chapter's yearly tasks to be in line with achieving those goals by planning and scheduling things throughout the year.
2. Document **EVERYTHING**. Include your achievements in your newsletter. Later, this can be used as a quick resource for reviewing your accomplishments.
3. It's a team effort. Organize a committee to help you review and decide on the items to present in your application. Delegate tasks for the various items.
4. Have more than one person reviewing the application for grammatical accuracy is critical.
5. Involve a new member in the process. Sometimes, innovative ideas (for the following year) come from someone who hasn't been involved before but is seeing the goals with fresh eyes.
6. There are benefits to utilizing a scheduling software to plan out the schedule.
7. Look at applications from previous winners.
8. Don't get discouraged if it doesn't work out how you hoped... there's always next year.
9. If it seems overwhelming to develop your Chapter, start with one focus at a time and build from there.
10. Reach out for support.

Kerry Sheahan, CPPB, Past President RMGPA

1. **Think creatively.** At first glance, there may be things you did during the year that you think don't fit into one of the award categories. Figure out how to tell the story of how they do. Also, make your application fun and interesting to read. Use pictures, links, and color to make it stand out.
2. **Be organized!** Go back through your emails, social media posts, conference programs, etc. and sort everything into folders by award category. If there is something that could belong in two categories – put it in both places. They will serve as your guide in telling your chapter's story.
3. **Have fun.** The process of completing your application is not as daunting as it may seem, but it does take some time to put together. Try not to overthink it. Enjoy the process.



Mary Ellan Williams, CPPB, Past President SCAGPO

1. The best thing to do is start a file in January adding all activities, training, etc. by the chapter. Update the file monthly with information, links, pictures, notes, questions, etc. that are relevant.
2. Ask a past president (or who submitted the application last year for assistance as they have been through the process.
3. Let your board know about the process early and that you will need them to provide data/reports/info. for the award application. This way they aren't caught off guard when the deadline nears.
4. Look at the previous year's submittals.



Resources

NIGP

Applications for both Due: **May 21, 2021**

- Website Recognition and Awards Landing Page (application)
<https://www.nigp.org/chapters/awards-and-recognition>
- Review the Utah Chapter Webinar on their 2020 successful submission
<https://www.nigp.org/chapters/chapter-leader-webinars>
<https://www.nigp.org/chapters/webinars/Outstanding%20Chapter%20Award%20Membership%20Webinar%20FINAL%2012-15-20.pdf>
- Submit any questions to create an FAQ sheet

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Questions?

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