



OA⁴ Program Background & Application Instructions

Section I. Purpose

The NIGP Accreditation programs formally recognize excellence in public procurement practice. They establish a body of standards that procurement programs can adopt to advance their professional practices. Agencies assessed against these standards and successfully accredited elevate the standard of practice for the procurement profession and realize greater agency credibility and recognition.

Section II. Program Summary – OA⁴

The OA⁴ Program is designed to be a self-evaluation process based on the NIGP Accreditation Criteria Form. Agencies meeting the minimum requirements will receive an achievement certificate and trophy recognizing their significant accomplishment. Accreditation is valid for three years after which time the agency must re-accredit.

An agency holding current OA⁴ accreditation is able to apply for the Pareto Award of Excellence in Public Procurement. The Pareto Award is the highest award given for outstanding performance in public procurement and is the most prestigious form of agency accreditation awarded by NIGP. The Pareto Award process includes a rigorous review based on a self-assessment and an on-site evaluation conducted by a Peer Review Team.

Section III. Documentation

The Criteria Form indicates the documentation required for submittal. **Applications, criteria forms, and documentation MUST BE submitted in electronic form. Supporting materials and documentation must be submitted to NIGP on electronic media only. We recommend sending a USB Flash Drive. NO PRINTED SUPPORTING MATERIALS [other than the application and payment form] will be accepted.**

After the documentation is reviewed for accreditation purposes, some or all of the documents submitted (policies, procedures, samples, etc.) may be added to the on-line NIGP Resource Library as resources for NIGP members. Therefore, applicants are strongly encouraged to submit editable documents such as Word, Excel, and PowerPoint. Original PDFs and links to online documents (as long as they are not on private networks) are also acceptable. Scanned documents are strongly discouraged due to poor quality of scanned images.

Section IV. Application Instructions

1. Agencies must complete the NIGP Accreditation Form (below) and the Criteria Form indicating that they have achieved the minimum score required to submit an application for independent review.
2. Do not return these application instructions.
3. Please use the NIGP Online Dictionary should the meaning of any term used in the criteria document be unclear.
4. Payment for the Accreditation is required at the time of Application in accordance with the schedule outlined in the Application Form. Applications received without appropriate fees will be returned.
5. All applications require 4 – 8 weeks for review and processing.
6. Applicants will be notified in writing (first by email and then by letter) that their agency has been approved (denials will be sent to the official submitting the application listed on page 3).
7. To receive the OA⁴ Accreditation, an agency must achieve at least 100 points.
8. There are 131 questions valued at 1 point each. The maximum possible score is 132 points.

Questions? Please contact: Lisa Premo | Accreditation@NIGP.org | 800.367.6447 | Ext. 226



OA⁴ Application Form

This completed application should be mailed together with your OA⁴ submission materials (**saved on a USB Flash Drive**) to NIGP with payment of the appropriate fee as referenced on page 5 below.

The application, supporting materials and other correspondence will be submitted to the Accreditation Review Staff for evaluation. The official submitting the application will be advised of the decision upon completion of the review process.

Questions? Please contact: Lisa Premo | Accreditation@NIGP.org | 800.367.6447 | Ext. 226

(Please type or print.)

1. Please indicate if this is your entity's **Initial** OA4 application or an application for **Re-accreditation**.

Check one: **Initial Application** **Re-Accreditation**

2. Name of Entity and Procurement Unit:

NOTE: List your agency name as you would like it to appear on your Certificate AND Trophy.

3. Official submitting the application:

Name: _____

Title: _____

E-mail: _____

Phone: _____

4. Contact for questions on the application (if different from #3 above):

Name: _____

Title: _____

E-mail: _____

Phone: _____

5. To whom (e.g., mayor, board chair, city manager, director) should we mail the formal announcement letter and certificate (from NIGP's CEO)?

Name: _____

Title: _____

Street Address: _____

P.O. Box (if applicable): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

6. Is this the same person to whom the trophy should be sent?

Yes No

If "NO," please provide the name and address for the trophy recipient:

Name: _____

Title: _____

Street Address: _____

P.O. Box (if applicable): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____



OA⁴ Payment Form

Pricing:

NIGP Members:\$415

Non-Members:\$625

Payment:

PLEASE NOTE: Payment is required prior to the start of your OA⁴ application review.

Checks

Mail checks, **payable to NIGP**, to:

NIGP
Attn: OA⁴ / Lisa Premo
Suite 350
2411 Dulles Corner Park
Herndon, Virginia 20171

Purchase Orders

Mail a copy of your Purchase Order to:

NIGP
Attn: OA⁴ / Lisa Premo
Suite 350
2411 Dulles Corner Park
Herndon, Virginia 20171

Credit Card

Please complete the payment information on the following page. **Alternatively**, if you would prefer not to include credit card information here, please mark the appropriate option on the following page and completely fill in the required contact information (we will contact you to take the information over the phone).

Questions? Please contact: Lisa Premo | Accreditation@NIGP.org | 800.367.6447 | Ext. 226

(Please type or print.)

Type of Card:

Visa MasterCard American Express

Name on Card: _____

Card Number: _____

Expiration Date: _____

Security Code: _____

Billing Address:

Street Address: _____

P.O. Box (if applicable): _____

City: _____

State/Province: _____

Country: _____

Zip/Postal Code: _____

Authorizing Signature: _____

PLEASE CALL [INDIVIDUAL LISTED BELOW] FOR PAYMENT INFORMATION

Name: _____

Title: _____

E-mail: _____

Phone: _____

Section VI. Mailing Instructions

PLEASE NOTE: ONLY electronic accreditation submittals are accepted. We recommend sending all files on a USB Flash Drive. (Printed application and payment forms are accepted.)

MAIL application, payment and submission to: NIGP
Attn: OA⁴ / Lisa Premo
Suite 350
2411 Dulles Corner Park
Herndon, VA 20171



Application Tips and Best Practices

ELECTRONIC SUBMISSIONS

Supporting materials and documentation are only accepted in electronic format. The easiest way to submit your materials is to load all supporting documentation on a USB Drive and mail, along with your application, to:

NIGP
Attn: OA⁴ / Lisa Premo
Suite 350
2411 Dulles Corner Park
Herndon, Virginia 20171

Alternatively, you may use an online document delivery system such as Hightail or Dropbox. Please keep in mind your documentation will likely take up a great deal of memory, you may need to pay for the added capacity to send the documentation through the online delivery system.

FILE NAMING

When naming a document referenced in the comments section of a particular question, a quick and easy way to ensure that the materials are properly presented and reviewed is to begin the file name with the number of the question.

Example:

In response to question #1: "Does the Procurement Agency have its own Mission statement?" our recommendation is to label the accompanying document: **"001_Mission Statement"**

If a document relates to multiple questions, we recommend the following:

Example:

Question #19: "Is there a formal internal policies and practices manual that governs the authority and practices of the procurement function?"

The supporting file would be labelled: **"019_Policies and Procedures Manual"**

Question #33: "Defining signatory authority for purchase orders and contracts." Relates back to the Policies and Procedure Manual; our recommendation is to reference the file in the comments section: **"019_Policies and Procedures Manual - Page X"** ("X" = the page number in the policy manual that relates to the page the signatory authority section begins on).