

NIGP ACCREDITATION CRITERIA FORM



Agency Name: _____

Agency Contact Person: _____

E-mail: _____

Phone: _____

A. MISSION and STRATEGIES	Yes	No	Documentation Required	Comments <i>(If an explanation is necessary, add comments here; otherwise leave blank)</i>
1. Does the Procurement Agency have its own Mission statement?			<i>Provide a copy of mission statement</i>	
2. Does the Procurement Agency have its own Values statement?			<i>Provide a copy of values statement</i>	
3. Does the Procurement Agency have its own Vision statement?			<i>Provide a copy of vision statement</i>	
4. Is there a Strategic Plan that specifically includes the role/responsibility of procurement?			<i>Provide a copy of the relevant section</i>	
5. Is the Strategic Plan subject to a regularly scheduled update process including a revision within the last two years?				
6. Does the strategic plan include measurable outcomes that are assessed on an annual or more frequent basis?				
7. Are the Procurement Agency's mission, values, vision, and strategic plan documents linked in a clear way to those of the entire organization?				
8. Does the Chief Procurement Officer play a role in the development and/or implementation of the organization's strategic plan?				
9. Does the Chief Procurement Officer play a role in emergency preparedness for the entity?				

A. MISSION and STRATEGIES <i>(cont.)</i>	Yes	No	Documentation Required	Comments <i>(If an explanation is necessary, add comments here; otherwise leave blank)</i>
10. Does the Procurement Agency have a Continuity of Operations Plan?			<i>Provide a copy of the Plan</i>	

B. ORGANIZATION	Yes	No	Documentation Required	Comments <i>(If an explanation is necessary, add comments here; otherwise leave blank)</i>
11. Is there a formal organization chart for the Procurement Agency showing its structure as well as its placement within the organization?			<i>Provide a copy of the organization chart</i>	
12. Has the Procurement Agency been placed in a strategic position within the government's organization? Strategic placement would be no more than 1 level below the CEO or deputy and independent of major user departments or divisions that are reliant and/or can influence procurement activities.				
13. Is legal counsel assigned either part time or full time, to the Procurement Agency to assist personnel on legal issues that impact the procurement process?				
14. Does the Procurement Agency follow standards for records management as prescribed by regulation or statute?				
15. Are there appropriate checks and balances in place so that the requisitioning, ordering, and receiving functions do not report to the same supervisor?				
16. Is the Procurement Agency responsible for joint operations, such as city-schools, county-city?				
17. Does the Procurement Agency have a formal delegated purchasing authority program with mandatory training?			<i>Provide a copy of the policy</i>	

C. AUTHORITY AND RESPONSIBILITY	Yes	No	Documentation Required	Comments
18. Is there a formal document adopted by the governing body of the jurisdiction through a statute, ordinance, or regulation that provides authority to the Procurement Agency?			<i>Provide a copy of (or link to) the statute, ordinance, or regulation and cite the applicable section.</i>	
19. Is there a formal internal policies and practices manual that governs the authority and practices of the procurement function?			<i>Provide a copy of (or link to) the document</i>	
20. Is there a formal policies and practices manual or document that outlines the relationship between the Procurement Agency and suppliers (e.g., a How To Do Business Manual)?			<i>Provide a copy of (or link to) the document</i>	
21. Beyond a general Code of Conduct for all employees, do you have an adopted Code of Ethics that prescribes the appropriate conduct of governmental and procurement officials involved in the procurement process?			<i>Provide a copy of (or link to) the document</i>	
22. Do you have a Code of Ethics that prescribes the appropriate conduct of suppliers, contractors, or their agents?			<i>Provide a copy of (or link to) the document</i>	
<i>Do any of the statutes, ordinances, or manuals identified above provide authority and responsibility to the Procurement Agency in relation to the following procurement activities?</i>			<i>The manuals provided above will be used to document criteria 23 - 52</i>	
23. Placing the procurement authority within one agency or with one designated official.				
24. Describing the overall procurement goals and objectives.				
25. Specifying the authority of the Procurement Agency in all aspects of procurement.				
26. Specifying the authority of the Procurement Agency in all aspects of contract administration.				

C. AUTHORITY AND RESPONSIBILITY <i>(cont.)</i>	Yes	No	Documentation Required	Comments
27. Specifying the authority of the Procurement Agency in all aspects of Quality Assurance.				
28. Defining all aspects of procurement delegated to other agencies and how such activities are to be monitored and controlled.				
29. Allowing the Procurement Agency to promulgate additional regulations as necessary for the efficient operation of the entity.				
30. Prescribing dollar limits for each of the degrees of formality used in soliciting bids and proposals.				
31. Have the thresholds been reviewed within the past 5 years?				
32. Defining which factors are to be considered in determining the responsiveness of a bid or proposal as well as the supplier's capacity to perform.				
33. Defining signatory authority for purchase orders and contracts.				
34. Defining conditions for granting sole source purchases.				
35. Defining conditions for granting emergency purchases.				
36. Requiring the Procurement Agency to prepare, review, modify, and approve specifications.				
37. Allowing the use of performance specifications, as well as design specifications, and/or a combination of the two.				
38. Procurement Agency responsibility for the procurement of non-professional services.				
39. Procurement Agency responsibility for the procurement of professional services.				
40. Procurement Agency responsibility for the procurement of construction services.				

C. AUTHORITY AND RESPONSIBILITY <i>(cont.)</i>	Yes	No	Documentation Required	Comments
41. Procurement Agency has authority to select the project delivery method, including design-bid-build, design-build, and construction manager at risk, based on consideration of entity priorities and project characteristics such as timing, cost, and risk.				
42. Requiring standard formats for the solicitation of bids and proposals.				
43. Requiring public notice for competitive sealed bids and proposals including the receipt and public opening of bids or proposals.				
44. Public notice for competitive sealed bids and proposals may be online and does not also require notice in a newspaper.				
45. Requiring documentation to support a decision to award to other than the apparent low bidder.				
46. Providing a process for handling minor irregularities or informalities in quotations, bids, or proposals.				
47. Granting authority to determine which bids meet the terms and conditions of the solicitation.				
48. Reviewing supplier information and performance as a condition for awarding orders and contracts to suppliers.				
49. Requiring change orders to follow the same controls and approvals as are required for original contracts.				
50. Providing a process for protests or appeals by suppliers.				
51. Providing a process for debarring suppliers under specific circumstances.				
52. Providing a process for disciplining agency employees who violate the procurement policies or code of ethics.				

D. PLANNING AND SCHEDULING		Yes	No	Documentation Required	Comments
53.	Does the Procurement Agency conduct research to secure economic information on such issues as market trend analysis and/or changes in seasonal and fluctuating markets?			<i>Provide copy of results/report</i>	
54.	Does the Procurement Agency make lease vs. purchase comparisons in procuring equipment (e.g., vehicles, technology, etc.)?			<i>Provide copy of results/report</i>	
55.	Does the Procurement Agency participate in out-sourcing/privatization analysis?			<i>Provide copy of results/report</i>	
56.	Does the Procurement Agency monitor small procurement transactions to ascertain which commodities might be included on blanket or term contracts?				
57.	Does the Procurement Agency audit procurement card transactions for irregular/inappropriate transactions?			<i>Provide Policy/procedure</i>	
58.	Does the Procurement Agency conduct formal, regular spend analysis?			<i>Provide program description or example</i>	
59.	Does the Procurement Agency perform value analysis appraisals in conjunction with new sources of supply?			<i>Provide program description or example</i>	
60.	Does the Procurement Agency play an active role in the preparation, review, and approval of the annual budget of the entity?			Briefly describe the participation	

E. STANDARDS AND SPECIFICATIONS	Yes	No	Documentation Required	Comments
61. Does the Procurement Agency have a standardization program in place?			Provide a copy of standardization policy/procedure	
62. In those cases where specifications are prepared by delegated or other agencies, does the Procurement Agency have the authority to review, modify, and approve them?				
63. Are brand names avoided or expressly stated to be only descriptive (identifying salient features) and not restrictive?				
64. Does the Procurement Agency consider using commercial standards or specifications developed by the Federal, State or other local government units and found acceptable in lieu of developing its own specifications?				
65. Does the Procurement Agency use qualified products lists (QPL) as an alternative to developing its own specifications?			Provide a copy of the process used to establish a QPL	
66. When the private sector (consultants, architects, engineers, designers, draftsman, etc.) prepare specifications for public contracts, are they required to adhere to requirements for openness and a non-restrictive solicitation process?				
67. When appropriate, are specifications issued in a prescribed format, indexed, reviewed, and updated periodically?				

F. PERSONNEL AND PROFESSIONAL DEVELOPMENT	Yes	No	Documentation Required	Comments
68. Are technical and professional qualifications established for management and professional staff?				
69. Does the Procurement Agency have a procurement orientation program for its new employees?				
70. Does the Procurement Agency provide a procurement orientation for new employees in the organization who will be involved in the procurement process?				
71. Has the agency conducted a salary survey for procurement positions within the last five years?				
72. Does the agency provide a financial support for training programs that promote professional development?				
73. Does the agency provide financial support for training programs specific to procurement and related functions?				
74. Does the agency provide financial support for candidates seeking their designation in a professional certification?				
75. Does the agency provide financial support for membership in local, state, and/or national procurement associations?				
76. Does the agency provide financial support for attendance at procurement conferences?				
77. Does the agency require professional certification either as a condition of employment or a requirement within a specified period of time after being hired?				

G. BEST PRACTICES	Yes	No	Documentation Required	Comments
78. Does the jurisdiction have a procurement card program?			<i>Provide a copy of the policy</i>	
79. Does the Procurement Agency have a marketing program for promoting the value of public procurement to internal or external stakeholders?			<i>Provide a copy of material used.</i>	
80. Does the Procurement Agency have a program that tracks cost savings or cost containment generated from its procurement practices?			<i>Provide a copy of the most recent report</i>	
81. Does the Procurement Agency have a continuous training program for delegated agencies and/or end user departments/divisions?			<i>Provide a copy of the program</i>	
82. Does the Procurement Agency have a customer service program for the entity that assesses customer satisfaction on at least an annual basis?			<i>Provide a copy of the survey document</i>	
83. Does the Procurement Agency have a continuous orientation, training, or outreach program for suppliers?			<i>Provide a copy of the program</i>	
84. Does the jurisdiction have a Technology Plan for managing the technology infrastructure that includes technology for the Procurement Agency?			<i>Provide a copy of the plan</i>	
85. Does the Procurement Agency have an intranet website that provides information and communications to internal stakeholders?				
86. Does the Procurement Agency have an Internet website that provides information and communications to external stakeholders?			<i>Provide the URL</i>	
87. Are solicitations available to potential suppliers online?				
88. Does the Procurement Agency have an interactive Internet website that allows external stakeholders to conduct business with the Procurement Agency, such as self-registration?				

G. BEST PRACTICES <i>(cont.)</i>	Yes	No	Documentation Required	Comments
89. Does the Procurement Agency promote opportunities for minority- and women-owned businesses to participate in the public procurement process?			<i>Provide a copy of the program or document activities</i>	
90. Does the Procurement Agency have an environmental or green procurement program?			<i>Provide a copy of the program</i>	
91. Does the Procurement Agency engage in performance-based contracting?			<i>Provide a copy of a performance-based solicitation or contract</i>	
92. Does the Procurement Agency engage in best value procurements?			<i>Provide a copy of a best-value solicitation</i>	

H. AUDIT AND EVALUATION	Yes	No	Documentation Required	Comments
93. Does the Procurement Agency participate in a performance (not a financial) audit on a regular basis (at least once every other year)?				
94. Is management required to measure the Procurement Agency's performance?			<i>Provide a copy of the performance measurements</i>	
95. Does the Procurement Agency participate in the inventory procedures of the government agency to ensure that expendable property is properly controlled and that non-expendable property is identified?			<i>Provide procedures</i>	
96. Does the Procurement Agency use specialized tools such as bar code technology or automated fixed asset tracking to manage property?			<i>Briefly describe</i>	

H. AUDIT AND EVALUATION <i>(cont.)</i>	Yes	No	Documentation Required	Comments
97. Does the Procurement Agency secure a copy of the inventory documentation for all units of government so that it may identify equipment that may be available to reduce or eliminate purchase of additional items?				
I. COOPERATIVE PROCUREMENT	Yes	No	Documentation Required	Comments
98. Does the Procurement Agency enter into joint or cooperative procurement agreements with other entities?				
99. Does the Procurement Agency purchase from State and/or Federal contracts?				
100. Is there a written agreement or memorandum of understanding concerning the administration of the cooperative procurement activity?			<i>Provide a copy of the agreement or MOU</i>	
J. PROPERTY MANAGEMENT	Yes	No	Documentation Required	Comments
101. Is the Procurement Agency responsible for the surplus and/or scrap program?				
102. Does the Procurement Agency have written procedures for timely identification, reporting, and/or disposal of surplus and/or scrap items?			<i>Provide a copy of the procedures</i>	

K. PROCUREMENT TECHNOLOGY (To receive points, the Procurement Agency must use the feature.)	Yes	No	Documentation Required	Comments
103. Does the Procurement Agency use an electronic procurement system?				
104. Does the system allow the Procurement Agency to receive electronic requisitions?				
105. Is the procurement system integrated with the financial system to verify funds prior to order release?				
106. Does the system include automated process flow for approvals?				
107. Does the system prepare solicitations from requisition information?				
108. Is "push technology" used to notify potential bidders/proposers of available procurement opportunities?				
109. Does the Procurement Agency use a 3rd party service for distribution of solicitations?				
110. Does the system prepare bid tabulations and bid analysis reports?				
111. Does the system prepare proposal evaluation reports?				
112. Does the system prepare and print/distribute notices of award?				
113. Does the system use a commodity/services code structure to group and track purchases?				
114. Are purchase orders automatically produced for standard inventory items?				
115. Does the system accumulate usage data for contract items?				
116. Does the system track orders released against contracts?				

K. PROCUREMENT TECHNOLOGY <i>(cont.)</i> (To receive points, the Procurement Agency must use the feature.)	Yes	No	Documentation Required	Comments
117. Does the system prepare supplier performance reports showing complaints, defects, etc.				
118. Does the system automatically record/update purchase history?				
119. Does the system track the status of requisitions and purchase orders?				
120. Does the system provide essential management reports and summaries?				
121. Does the system include contract administration functionality?				
122. Does the Procurement Agency regularly use e-commerce to source and order goods and services online?				
123. Does the Procurement Agency accept electronic informal quotes?				
124. Does the Procurement Agency accept electronic formal competitive sealed bids?				
125. Does the Procurement Agency accept electronic formal competitive sealed proposals?				
126. Does the Procurement Agency utilize e-commerce for the 'receiving function' for products and services?				
127. Does the Procurement Agency provide electronic catalogs to its end user departments?				
128. Does the Procurement Agency solicit pricing via reverse auction processes for high-volume, standardized commodities?				
129. Does the Procurement Agency use an online surplus auction service?				
130. Does the Procurement Agency use solicitation development software with process flow, templates, library of clauses, approval process, etc.?				

SCORING:

_____ **Number Yes Responses (Minimum 100 Points Required for Outstanding Achievement)**

_____ **Number No Responses**

130 **Total**

NIGP OFFICE USE

NIGP DESK AUDIT EVALUATION:

_____ **Verified Score**

Accreditation Conferred:

Date: _____

Initials: _____