63rd Annual CAGP Conference & Vendor Exhibition

The Carolinas Association of Governmental Purchasing will hold its annual conference and vendor exhibition March 4 - 7, 2019 in Wilmington, NC at the Wilmington Convention Center. The conference co-chairs, Lena Butler and Karl Beil and the conference committee have been hard at work planning the details and have chosen the theme of “Creating Superstars in the Procurement Profession.”

The CAGP block of hotel rooms is located at The Embassy Suites by Hilton Wilmington Riverfront and this hotel is directly connected to the convention center. Hotel rooms are selling out, please reserve your hotel room as soon as possible. Just so you are aware, to confirm the reservation at the guaranteed price and room block. When reservation is made, you will be required to pay the first night now to guarantee the room. Booking Link: http://group.embassysuites.com/CAGP. When you click on the link to make your reservation, the room types and rates will appear but here they are as well:

- 1 King Bed, 1 Room Studio Suite – Rate: $149/night
- 1 King Bed, 2 Room Suite – Rate: $149/night
- 1 King Bed, 2 room Suite with Riverview – Rate: $169/night
- 2 Queen Beds, 2 Room Suite – Rate: $149/night

While the conference dates are March 4th - 7th, exam takers will arrive March 2nd to take exam on March 3rd. The default arrival date: Saturday, 03/02/2019 & the default departure date: Thursday, 03/07/2019. THIS IS FOR HOTEL RESERVATIONS ONLY - NOT CONFERENCE REGISTRATIONS! If you have any problems, please email Laura Jones at Laura_Jones@onslowcountync.gov. See page 2 for the other hotels available in the surrounding areas.

Vendor invitations were mailed in November 2018 and Hal Hayes with City of Burlington at hhayes@burlingtononnc.gov can get you a copy of the vendor invitation email and letter. All CAGP members are encouraged to invite vendors. Remember, our vendors make this conference possible and you are encouraged to invite vendors and visit their booths during the vendor exhibition. Vendor registration is open and always opens prior to member registration.

Member registration will open in January 2019 for the CAGP conference and it will be announced.
Conference Information Continued

on the CAGP website at www.cagponline.org and on the purchasing listserv. If you are not a member of the listserv, see the important links in this newsletter to join. We encourage everyone to join both the CAGP and the purchasing listserv.

The list below is only intended if the Embassy Suites sells out. Overflow hotel options will be charging full price and are as follows:

1. **Hotel Ballast** (formerly the Hilton), 301 N. Water Street, Wilmington, NC 28401  910-763-5900
2. **Best Western** (pet friendly but older hotel), 503 Nutt Street, Wilmington, NC 28401  910-763-2800
3. **Courtyard by Marriott Wilmington Downtown/Historic District**, 229 North 2nd Front Street, Wilmington, NC 28401  910-632-2900
4. **Hampton Inn by Hilton**, 225 Grace Street, Wilmington, NC 28401  910-251-3930

Training Opportunities

The remaining 2018 and the 2019 calendar of training seminars for purchasing are listed here. If any other become available, they will be listed on CAGP website www.cagponline.org and the UNC School of Government (SOG) website www.ncpurchasing.unc.edu.

The core classes that are taught at the SOG are available on the SOG purchasing and contracting website www.ncpurchasing.unc.edu under "Courses." All four SOG courses are required for CLGPO Certification. Registration for each course will open a few months before the course date. To sign up for an email notification when registration opens, click on the name of the course and, on the course page, click on the sentence immediately below the course title that reads "Click here to sign up to receive a notification when registration is available for this course." Enter your email address in the pop-up box and you're all set! The SOG will email you when registration for that course opens. And remember, a 10% combo-course discount is available for those who register for both Construction Contracting and Intermediate Purchasing (registration for these courses will open in June 2019).

The training dates are:

**2018**
- **Intermediate Purchasing Seminar at SOG in Chapel Hill** - November 27 - 29, 2018
- **CAGP Central Regional Training** - December 10, 2018
- **Managing Public Records Digital Communications** - see page 3

**2019**
- **CAGP Exam** - March 3, 2019
- **CAGP Annual Spring Conference & Vendor Exhibition in Wilmington** - March 4 - 7, 2019
- **Basic Principles of Local Government Purchasing at SOG** - April 30 - May 3, 2019
- **Contracting for Construction and Design Services at SOG** - September 24-26, 2019
- **Intermediate Purchasing Seminar at SOG** - November 19-21, 2019 (see note below)
- **Introduction to Local Government Finance at SOG** - August 27-30, 2019

Note about Intermediate Purchasing: Because 2018 registration for Intermediate Purchasing Seminar is still open, if you intend to register for the 2019 course, wait until after the 2018 course is over at the end of this November 2018 before signing up for the 2019 course. If you click on “registration” now, you’ll be registering yourself for 2018 course. If you want to join us for 2018 Intermediate Purchasing Seminar, feel free to register now - registration will close on November 19th, 2018.
For those seeking points for CAGP certification, Norma Houston and Chris Payne of the CAGP certification committee have approved one of the two trainings for CAGP points.

The Government Records Section of the State Archives has added two workshops for local government employees and elected officials to this year’s schedule. These workshops will focus on how to manage digital communications such as email, texts, social media, and instant messages as public records. There is no cost to attend these training.

### CAGP Approved Training

**Managing Public Records**

**Digital Communications**

**CARY**
December 4, 2018
1-4 pm
Cary Town Hall Campus

**KANNAPOLIS**
December 11, 2018
1-4 pm
Laureate Center

Come prepared with your questions about managing email, social media, texts, and instant messages as public records

Questions? Contact Whitney Ray at whitney.ray@ncdcr.gov or (919) 814-6907

[NC DEPARTMENT OF NATURAL AND CULTURAL RESOURCES]
New CAGP Members in 2018

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMPLOYER</th>
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<tbody>
<tr>
<td>Karen Evans</td>
<td>Alleghany County</td>
<td>Scott Edwards</td>
<td>City of Raeford</td>
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<td>Tiffany McCants</td>
<td>Buncombe County Board of Education</td>
<td>Kimberly Wilson</td>
<td>City of Raleigh</td>
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<td>Theresa Clair</td>
<td>Cabarrus County</td>
<td>Gayla Long</td>
<td>City of Salisbury</td>
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<td>Melanie Holt</td>
<td>Cape Fear Public Utility</td>
<td>Teresa Moore</td>
<td>City of Wilmington</td>
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<td>Sara Eskew</td>
<td>Cape Fear Public Utility</td>
<td>Robert Livengood</td>
<td>County of Surry</td>
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<td>Teresa Fulk</td>
<td>Carteret County</td>
<td>Debra Skarzenski</td>
<td>Fayetteville Public Works Commission</td>
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<td>Michelle Lambert</td>
<td>Catawba County</td>
<td>Ike Copeland</td>
<td>Fayetteville Public Works Commission</td>
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<td>Tara Norris</td>
<td>Catawba County</td>
<td>James Haynie</td>
<td>Fayetteville Public Works Commission</td>
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<td>Lou Forrissi</td>
<td>Charlotte Water</td>
<td>Chris Evans</td>
<td>Greenville Utilities</td>
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<td>Monica Shelley-Henson</td>
<td>Charlotte Water</td>
<td>Brenda Reece</td>
<td>Jones County</td>
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<td>Coretta Haskins-Hall</td>
<td>Charlotte-Mecklenburg Schools</td>
<td>Sandra Barss</td>
<td>Lenoir County</td>
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<tr>
<td>Rosanna Mulcahy</td>
<td>City of Asheville-Office of Economic Dev.</td>
<td>Jody Germaine</td>
<td>Metropolitan Sewerage District</td>
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<td>Bruce Erickson</td>
<td>City of Charlotte</td>
<td>Melinda Tomlinson</td>
<td>NC Dept. of Natural &amp; Cultural</td>
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<td>Chantal Cornelius</td>
<td>City of Charlotte</td>
<td>Ashley Williams</td>
<td>Raleigh Durham Airport Authority</td>
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<tr>
<td>Greg Tate</td>
<td>City of Charlotte</td>
<td>Christi wood</td>
<td>Town of Beaufort</td>
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<td>Krystal King</td>
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<td>Shawn Cherry</td>
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<td>Nancy Denis</td>
<td>City of Charlotte</td>
<td>Kathryn McMillan</td>
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<td>Chad Wallace</td>
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<td>Tracey Keyes</td>
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<td>Marcus Mundy</td>
<td>City of Durham</td>
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<td>Mary Duffy</td>
<td>Town of Zebulan</td>
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<td>Sh’Tavion Inoa</td>
<td>City of Fayetteville</td>
<td>Jennifer Galloway</td>
<td>Transylvania County</td>
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<td>Anita Brown</td>
<td>City of Greensboro</td>
<td>Anna Marie Scott</td>
<td>Triangle Transit</td>
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<td>Robin Spencer</td>
<td>City of Greensboro</td>
<td>Enoch Amuseh</td>
<td>UNC-Chapel Hill</td>
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<tr>
<td>Jacie Farcia</td>
<td>City of Havelock</td>
<td>Jeanne Mesiano</td>
<td>UNC-Chapel Hill</td>
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<tr>
<td>Kitty Farias</td>
<td>City of High Point</td>
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Membership Committee Update

The membership committee has been reaching out to all cities, counties, universities and community colleges. Next, the committee will start reaching out to public school systems and NC state government agencies soon, once we have completely contacted the first group.

We would also like to start reaching out to SC folks. So if anyone would like to join the membership committee and help the committee reach out to our purchasing folks across NC and SC, we welcome you with open arms. To join the membership committee, please complete a volunteer form at https://www.cagponline.org/insidepages/content/index.cfm?newsid=5D670DB8-5056-8960-3EE3-42B616EB0437
New Members - Win a Trip to CAGP Conference with Hotel

WIN A FREE TRIP
2019 CAGP CONFERENCE
WILMINGTON, NC

Two First Time Members of the Carolinas Association of Governmental Purchasing will win registration fee and hotel cost to the 2019 CAGP Conference in Wilmington, NC.

To become eligible for the drawing join the CAGP as a first time member by February 15, 2019.

Go to www.cagponline.org to join.

HOPE TO SEE YOU IN WILMINGTON!!

MARCH 4 - 7, 2019
Scenes from NIGP 2018 Forum
Scenes from NIGP 2018 Forum

2018 INDIVIDUAL AWARD WINNERS & FINALISTS (Cont.)

YOUNG PROFESSIONAL AWARD
    Sonya Mance, CFOO, CPPO, CPMM

VOLUNTEER AWARD
    Larry Parrum, CFOO, CPPO, CPMM

ETHICS VIDEO CONTEST WINNER
    Caroline H. of Governmental Purchasing
    Submitted by: Greg Cleveland, MPO, CGPPO

2018 INNOVATIONS AWARD RECIPIENT
    Oregon Department of Corrections

CHAPTER AWARDS PARTICIPANTS
    Certified Assessor Award of Competent Purchasing
    Central Florida Chapter
    Central Great Plains Chapter
    Central Ohio Organization of Public Purchasing
    Colorado Springs Chapter
    Greater Maine Chapter
    Maine Public Purchasing Association
    Metro Area Council of Public Purchasing
    Minnesota Chapter
    Minnesota Public Purchasing Association
    Rocky Mountain Chapter
    South Carolina Association of Governmental Purchasing Officers
    Tampa Bay Area Chapter
    Virginia Chapter
    Virginia Association of Governmental Purchasing

AUGUST 19 - 22, 2018
NASHVILLE, TENNESSEE | GAYLORD OPRYLAND
Utilities Class at NIGP 2018

President Cleve Haddock had the pleasure to be asked to facilitate the NIGP Forum “Utilities Class” for the second year in a row. Cleve shared, “We had quite a large class with many familiar faces from the previous year.”

NC MWBE Coordinator’s Network Annual Conference

A big thank you to Norma Houston who presented on HUB Requirements at the NC MWBE Coordinators’ Network Annual Conference. Also pictured, NC MWBE Coordinators’ Network (L) Vice-President Denisha Harris & (R) President Pamela Gales
SAVE THE DATES
CAGP Board Meetings

January 24, 2019 (Call In) 10 am-noon
March 2019 - TBA before Conference

Halloween at SOG

Chris Payne’s wife
Leigh Ann

As you
Rest & Heal,
know that you
are Thought of
Warmly & Wished
a Quick
Recovery!

Karen Ewing
City of Charlotte

wishing you a
speedy recovery

* milk it while you can
Norma Houston has organized the rollout of UNC School of Government’s Uniform Guidance (UG) microsite. The Federal Uniform Guidance procurement requirements (2 C.F.R. Part 200, Subpart D) went into effect on July 1, 2018 and is used when federal funds are expended. As if all of this was not confusing enough, the threshold changed in June 2018.

When spending or a disaster happens, federal grant and loan funds, mostly FEMA funds, are normally used. Norma has been instrumental in gathering and explaining this terminology and policies and asking the hard questions to other agencies for us. She has also made us some great charts to compare State and Federal UG requirements. Hurricane Michael has made many agencies put the UG to the test and no one expected to test it so soon!

UG requirements apply to most categories of federal grant and loan funds now. When spending federal grant and loan funds, local governments should confirm with their federal grantor agency whether the Uniform Guidance requirements apply and what, if any, additional requirements the federal grantor agency has imposed. These requirements apply to most categories of federal grant and loan funds.

Please read the funding agency’s instructions for the bid for which the funding is through. Ask the contract’s funding agency or contract’s contact person before acting so the local government does not have funds disqualified or the local government made to reimburse at auditing.

Local governments also should consult with their attorneys and auditors to ensure full compliance with the UG requirements. Most contracts on the NC State Contracts are not currently UG approved. Once the contracts expire, NC agencies plan to bid out the contracts under the UG regulations. During this transition period, please be sure to ask about UG requirements for state funds.

These audits could be 3-5 years down the road and many of the details forgotten or personnel turnover, so these funds might have to be paid back after audit findings if you don’t know the details or have the paperwork to prove the UG approved contracting.

Words to the wise: 1) ask questions, 2) document everything and 3) keep copies of all files together.

You will find the UG microsite here:
https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/federal-procurement-requirements

Another helpful SOG Microsite: https://www.sog.unc.edu/resources/microsites/nc-emergency-management/hurricane-florence-information
CAGP Happenings

Coastal Training

Full house for Piedmont Training

New Purchasers Welcome Reception at SOG

Basic Principles of Local Government Purchasing at SOG

CAGP Expert Panel
# CAGP New Board of Directors & Committees

## Elective Officers
- **President**: Cleve Haddock, CLGPO
- **Vice President**: Deborah Taylor, CPPB
- **Secretary**: Lori Colon, CLGPO, MBA
- **Past President**: Robin James, CLGPO

## Elective Board of Directors
- **1st Year Director**: Shaun Mizell, CLGPO
- **2nd Year Director**: Noelle Woods, CLGPO
- **3rd Year Director**: Karl Beil, CLGPO

## Appointive Officers
- **Treasurer**: Sherri Barnhardt, CLGPO, CPPB
- **Conference Site Selection Chair**: Laura Jones, CLGPO, CPPB
- **Membership Chair**: Candy Harmon, CPPB
- **Nominating Chair**: Robin James, CLGPO
- **Registrar**: Sonjia Cross, CLGPO
- **Vendor Relations Chair**: Hal Hayes, CLGPO
- **Webmaster**: Chris Bernat, CLGPO

## Committee Chairs
- **2019 Spring Conference Chair**: Lena Butler, CLGPO
- **2019 Spring Conference Co-Chair**: Karl Beil, CLGPO
- **Newsletter Committee Chair**: Mia Brown, CLGPO
- **Legislative Committee Chair**: Anna Bumgarner, CLGPO
- **Professional Development Committee Chair**: Brent Quick, CLGPO
- **Bylaws Committee Chair**: Christina Russell, CLGPO
- **CLGPO Certification Committee Chair**: Chris S. Payne, C.P.M., CLGPO
- **Future Directions and Evaluations Committee Chair**: Genetta Carothers, A.P.P., CLGPO
- **Historian Committee Chair**: Lori Colon, CLGPO, MBA
- **Social Media Coordinator**: Mark Cannady
- **NC State Purchaser’s Liaison**: Todd Self
- **South Carolinas Liaison**: Lanna Wright, CPPB
- **UNC School of Government Liaison (Superwoman)**: Norma Houston

## Important Links
- **Coates-Cannon Law Blog**: [http://canons.sog.unc.edu/](http://canons.sog.unc.edu/)
- **Purchasing Listserv**: [https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/listserv](https://www.sog.unc.edu/resources/microsites/local-government-purchasing-and-contracting/listserv)
- **CAGP Website**: [https://www.cagponline.org](https://www.cagponline.org)
- **CAGP Facebook**: [https://www.facebook.com/groups/910595738984927/](https://www.facebook.com/groups/910595738984927/)
- **CAGP Twitter**
  - @ncagpo or [www.twitter.com/NCAGP](http://www.twitter.com/NCAGP)
- **NIGP**: [http://www.nigp.org/](http://www.nigp.org/)
- **Retention Schedules**: [http://archives.ncdcr.gov/ForGovernment/RetentionSchedules/Local-Schedules](http://archives.ncdcr.gov/ForGovernment/RetentionSchedules/Local-Schedules)
Over 1,300 public procurement professionals were jammin' to the rhythm of public procurement as they pumped up the volume on best practices, shared a symphony of new ideas and networked with colleagues without missing a beat.

Congratulations to NIGP's Award Winners – you are simply the best

Albert H. Hall Memorial Award

Don Buffum, CPPO, Director, Procurement and Contracts, Mississippi State University earns NIGP's top honor. This award recognizes a former or present member who has made outstanding contributions to NIGP over an extended period of time. Established in 1977, the Institute named the award in honor of NIGP's first Executive Vice President, Albert H. Hall who served the Institute from 1944 to 1975. Persons receiving the Albert H. Hall Memorial Award also earn the designation of "Fellow of NIGP" or FNIGP.

Distinguished Service Award (DSA)

Steven M. Demel, CPPO, Director of Purchasing, Tacoma School District, Wash.
David E. Nash, CPPO, CPPB, Procurement Specialist, Retired, Sunrise, Fla.

The Distinguished Service Award is granted to public procurement officials and other individuals who differentiate themselves through first-rate contributions to public procurement.

Anne Deatherage
Meritorious Service Award

Bobbye L. Marsala, CPPO, CPPB, C.P.M., Chief Procurement Officer, City of Palm Bay, Fla. The award recognizes current public procurement officials, retired or former public procurement officials, NIGP staff members, or other individuals in the private sector who have dedicated their career to advancing the public procurement profession. Established in 2005, this award is named in honor of NIGP’s Deputy Chief Executive Officer, Anne Deatherage, who served the Institute in a variety of leadership capacities from 1972 to 2005.

Manager of the Year Award

Victoria A. Cortinas, CPPO, CPPB, C.P.M., Contract Administrator, City of Tucson, Ariz. This award recognizes public procurement professionals who have supervisory or management responsibilities. Public Procurement manager functions include responsibility of overall procurement/ material management activities in a specific governmental entity, supervision of procurement personnel and/or the display of executive abilities involving economic/ financial, technical, statistical, legal, and administrative attributes.

Buyer of the Year Award

Emil C. Rosol, CPPO, CPPB, Procurement Manager, Cleveland Metroparks, Ohio. This award recognizes buyers who have no supervisory or management responsibilities and have made significant contributions to the profession. The Buyer function involves the process of determining the customer requirements, reviewing specifications and requirements, developing and issuing bids, evaluating offers and selecting the vendor, arriving at fair and reasonable price and terms, preparing the contract or purchase order, vendor relations, following up to ensure timely delivery shipping/ receiving, inventory and warehousing, and contract administration provisions.

Leadership Award

William A. Lindsey, CPPO, C.P.M. Purchasing Director, Gloucester County, Va.

Integrity Award

Lourdes Coss, CPPO Chicago, Ill.

Volunteer Award

Lynn Farnham, CPPO, CPPB Purchasing Agent, Roane County, Tenn.

Young Professional Award

Zulay Vincente Millan, CPPO, CPPB, FCCM Procurement Administrator, Orange County, Fla.

NIGP PARETO AWARD RECIPIENTS

Named after Vilfredo Pareto, the founder of the 80-20 rule, the Pareto Award is the most prestigious and highest award of agency achievement in the public procurement professional. Award is not easily earned due to the rigors inherent in the review process.

Sound Transit, Seattle, Wash.
City of St. Petersburg, Fla.
Chapter of the Year Award Winners

The Chapter Awards Program recognizes Chapters who have developed programs that educate, provide professional support, and champion advocacy initiatives that benefit the membership, the profession, and constituents.

**SMALL CHAPTER OF THE YEAR** (less than 100 members)
Idaho Public Purchasing Association

**MEDIUM CHAPTER OF THE YEAR** (less than 100 members)
Columbia Chapter of NIGP

**LARGE CHAPTER OF THE YEAR** (201 - 350 members)
Central Florida Chapter of NIGP

**X-LARGE CHAPTER OF THE YEAR** (351+ members)
South Carolina Association of Governmental Purchasing Officials

Chapter Excellence Awards

**EXCELLENCE IN MEMBERSHIP, RECRUITMENT, RETENTION AND ENGAGEMENT**
Tampa Bay Area Chapter

**EXCELLENCE IN EDUCATION & PROFESSIONAL DEVELOPMENT**
Oregon Public Purchasing Association

**EXCELLENCE IN ADVOCACY FOR MEMBERS AND THE PROFESSION**
Virginia Association of Governmental Purchasing, Inc.

**EXCELLENCE IN INSPIRING PROCUREMENT FOR THE FUTURE**
Carolinias Association of Governmental Purchasing

**ETHICS VIDEO CONTEST WINNER**
Carolinias Association of Governmental Purchasing
Submitted by: Grover Cleveland Haddock, Jr., CLGPO

**2018 INNOVATIONS AWARD RECIPIENT**
Oregon Department of Corrections

**NIGP OUTSTANDING AGENCY ACCREDITATION ACHIEVEMENT AWARD RECIPIENTS**
OA4 accreditation is realized upon successful completion of an agency self-evaluation process that assesses performance in 12 key functional areas. Obtaining OA4 accreditation is a prerequisite to qualifying for the pinnacle agency accreditation, the Pareto Award of Excellence.

> AZ Department of Transportation
> Pima County, Ariz.
> Oakland County, Mich.
> Town of Ocean City, Md.
> City of Nashua, N.H.
> Gwinnett County Public Schools, Ga.
> Cherokee County, Ga.
> City and County of Honolulu, Hawaii
> Gwinnett County Board of Commissioners, Ga.
> Fulton County, Ga.
> Loudoun County, Va.
> Regional Municipality of Peel, Ontario
> Chesterfield County, Va.
> Old Dominion University, Va.
> Las Vegas Convention & Visitors Authority, Nev.
> Metropolitan Water Reclamation District of Greater Chicago, Ill.
> Village of Wellington, Fla.
> Cobb County School District, Ga.
> Howard County Office of Purchasing, Md.