

# NIGP

## QPPD Accreditation

Are you ready?



# What is the QPPD

- Formally known as OA4
- Entity accreditation recognizing excellence in procurement operations
- Accreditation is valid for three years
- Online application process
- Value-driven self-assessment that identifies applicable laws, codes, ordinances, regulations, statutes, or policies that authorize Procurement to perform and delegate procurement activities
- Recognizes best practices implemented by your procurement department
- Acknowledges your procurement department's on-going pursuit of excellence
- Establishes your procurement department as an industry leader



AGENCY  
ACCREDITATION  
FORMALLY OA4



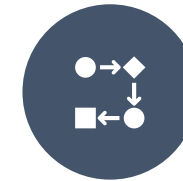
VALID FOR 3 YRS



ONLINE APP



SELF-ASSESSMENT



BEST PRACTICES



EXCELLENCE



LEADER

# Application Review Process

- NIGP's Accreditation team is comprised of volunteers from cities, counties and other public entities
- Applications are independently scored by multiple committee members
- Any differences in scoring for a criteria are resolved through consensus
- Answers are evaluated based on the criteria
- Supporting documentation is reviewed
- Feedback is provided



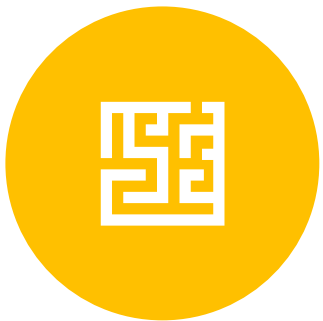
# General Comments



Use the drop-down boxes in the on-line application to find the definition and reference materials for each question.



Read the questions carefully. Responses should align with the criterion references.



Generally, each question is looking for a specific example- not something that can be “surmised” by reading between the lines.



A “program” is generally not a one time or sporadic event. A program is a regularly scheduled and intentionally thought-out idea/series of events.

# General Comments



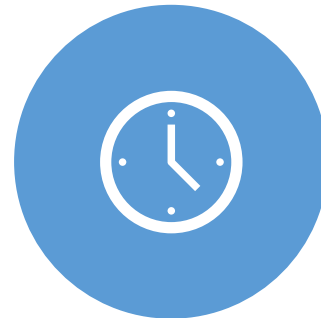
When Criterion states “Does Procurement have the **authority and responsibility** .....provide the ordinance, statute, policy.....” A copy of a solicitation document, webpage, or training presentation that relates to the topic is generally not sufficient.



Unless instructed to provide the entire manual, provide just the page, chapter, or section of a large document (e.g., policy manual) that corresponds to the criterion.



“Highlight” the referenced section on each supporting document (so evaluators can easily locate) on any future applications.



Take it seriously. Start early and assign a champion to be in charge.

# Tip for Success



**MISSION**

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Your purpose – what you do



**VISION**

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What you want to be in the future. Something you are aspiring to be or achieve



**VALUES**

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How you operate to carry out your mission

Procurement  
Mission, Vision,  
Values

Should be uniquely different from the entity mission, vision, values, but linked in a clear way.

Does Procurement have a strategic plan?



More Tips for Success

- **WHAT IT IS:** Formal document that establish the long-range objectives and overall strategy or course of action by which procurement fulfills its mission. Identifies the long-term goals that Procurement wants to achieve
- **WHAT IT IS NOT:** The entity's strategic plan (but it should support the entity's plan) or general references to procurement roles and responsibilities

Does the Procurement strategic plan include SMART objectives?



More Tips for Success

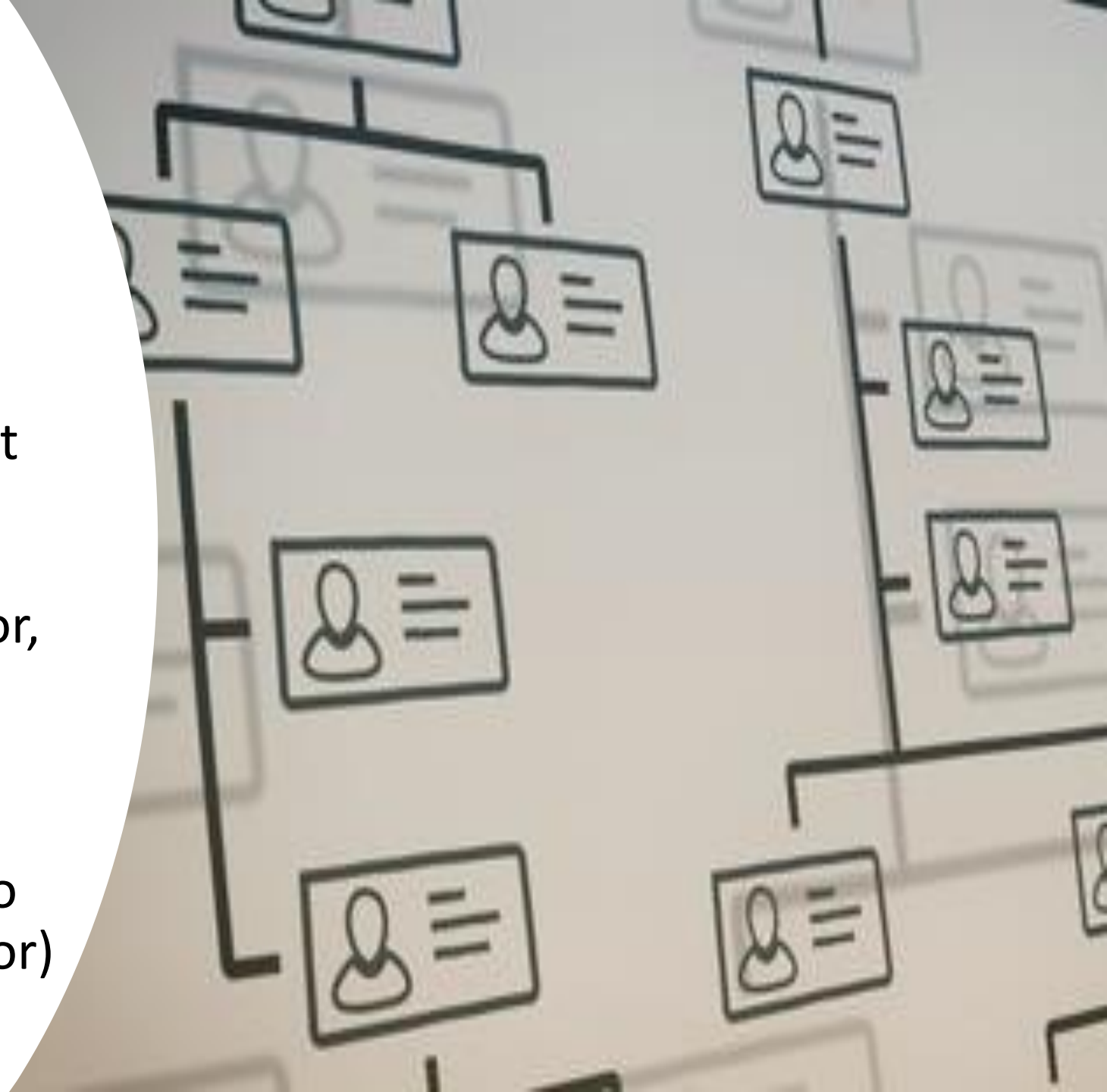
- **WHAT IT IS:** A specific, measurable, and observable result of procurement's activity that advances the organization towards its goal. Objectives can be measured (e.g., by quantity) and includes the timeline or schedule for completion
- **WHAT IT IS NOT:** Objectives stated in generalized terms that cannot be measured.



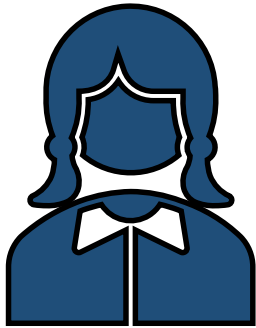
# More Tips for Success

Has Procurement been placed in a strategic position within the entity?

- **WHAT IT IS:** Head of Procurement should be at the same level as other department heads (e.g., CFO, HR Director, Utilities Director, CIO) from a reporting and authority position.
- **WHAT IT IS NOT:** Procurement reports to the CFO, CIO, etc., who reports to the entity administrator)



**Beyond a general Code of Conduct for all employees, does the Procurement Department have a Code of Ethics or Ethics Policy?**



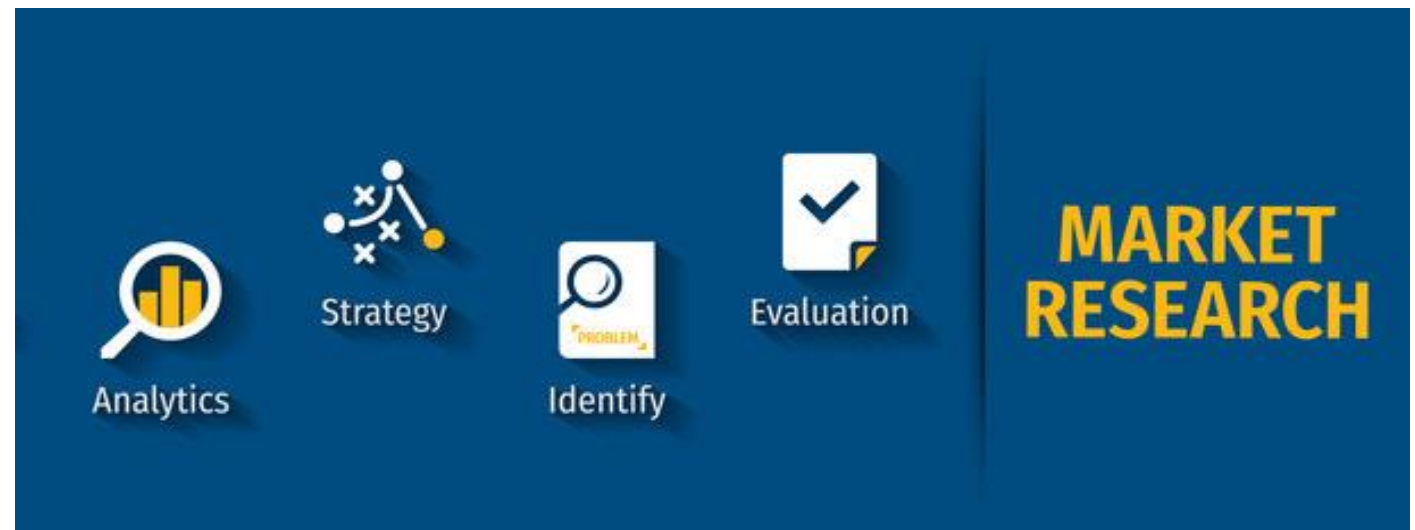
**More Tips for Success**

- **WHAT IT IS:** An additional specific Code of Conduct describing ethical standards for all entity employees involved in the procurement process.
- **WHAT IT IS NOT:** The general ethics statement in the HR Employee Manual for all entity employees.

Does  
Procurement  
conduct  
research such  
as market trend  
analysis?

# More Tips for Success

- WHAT IT IS: Market research includes pricing (including specifically HOW the particular industry prices its goods/services), emerging trends, industry standards, current sources of supply, new products or service offerings...etc.
- WHAT IT IS NOT: Subscribing to an electronic newsletter OR researching the prices paid by other entities.



# More Tips for Success

Does Procurement conduct an annual spend analysis?

- **WHAT IT IS:** Collecting, cleansing, classifying, and analyzing spend data. Looks at current, past, and forecasted spend aggregated in various ways (e.g., by supplier, commodity, service, or by department). Report should include recommendations on how to move forward.
- **WHAT IT IS NOT:** A spreadsheet from a supplier of dollars spent with that supplier or one of POs issued or invoices paid from internal data (raw spend data).



# More Tips for Success

Does the Procurement Department perform **value analysis** appraisals

- **WHAT IT IS:** An organized effort directed at analyzing the functions of a product or service including specifications, standards, practices, and procedures with the intent to satisfy the required function at the lowest possible cost without impacting functional need and suitability (Report should be within last couple of years).
- **WHAT IT IS NOT:** An RFP proposal evaluation or a Bid Tab review.

# More Tips for Success

Does Procurement have a **marketing program** to promote the value of public procurement?

- **WHAT IT IS:** An on-going series of planned activities that promote how procurement is contributing to the achievement of entity goals.
  - ✓ Making sure taxpayer dollars are spent responsibly
  - ✓ Mitigating risk
  - ✓ Managing contracts and supplier relationship
  - ✓ Using technology to be more efficient
  - ✓ Managing spend
- **WHAT IT IS NOT:** A “How To Do Business” workshops or internal client training does not, by itself, meet the criteria.



Does the Procurement Department engage in **performance-based contracting**?

- **WHAT IT IS:** Contract that defines necessary results and how/when performance will be measured. Contract performance should focus on the outputs, quality, or outcomes. A performance-based contract may tie performance to at least a portion of a contractor's payment (incentives/penalties), contract extensions, or contract renewals.
- **WHAT IT IS NOT:** An RFP w/evaluation criteria

**One Final Tip for Success**