



Pennsylvania Public Purchasing Association
Chapter of National Institute of Governmental Purchasing

PROFESSIONAL MANAGER OF THE YEAR AWARD

Criteria

Active PAPPA members (active is defined as a paid PAPPA member who has attended at least one (1) chapter-related function in the last 12-month period) may apply or be nominated for an award. No officer of PAPPA may be considered for this award during that officer's term of office. No member of the Awards and Scholarship Committee may be considered for this award during that member's term of service on the Committee.

The following factors will be used to nominate the Professional Purchasing Manager of the Year.

- The definition of "Purchasing Manager" is limited to supervisory and management level professionals in the organization.
- Each candidate will be rated utilizing the point system – the total maximum score is 100.
- The candidate must be actively employed in public purchasing.
- A Point System for each activity is listed with the activity. If the candidate has participated at least once in a listed activity, he/she shall be awarded the maximum number of points listed, unless otherwise specified. If the candidate has not participated in a listed activity, he/she shall be awarded zero points. Managers may actively participate in or supervise the activity.
- Supporting documentation is required for each activity. Please limit your submission to two 3-ring binders. Include the application in the front of the binder. Use tabs to indicate the activities where points are awarded and assembled in order of sections. All documentation shall indicate when the candidate performed the activity. Please do not submit videos.
- All application materials become the property of the PAPPA Awards and Scholarship Committee.
- The time frame for each activity is January 1 to December 31 of each year. Applications and supporting documentation must be received by October 31 of the year for which it is being submitted. Late submittals cannot be accepted.

Award

The award is bestowed only by unanimous decision of the Awards and Scholarship Committee. Upon completion of the evaluation process by the Awards and Scholarship Committee a recommendation shall be made to the PAPPA Board of Directors for acceptance and award of:

- ✓ \$750 Scholarship for use toward:
 - PAPPA Sponsored Seminar or Conference
 - NIGP Annual Forum
 - NIGP Sponsored Seminar or Conference
 - Professional Purchasing Certification/Recertification Fees
 - Tuition for an accredited college or university course in Management, Economics, Accounting, Personnel Management, Business Law, Public Administration, or any course in which the major subject content is centered on purchasing, procurement, or materials and supplies management

- Training Materials or Books specifically related to an accredited college, university or NIGP course, as listed above, that are not included in the registration fee for that course
 - Accommodations, Travel-related expenses (airfare and mileage), and Meals associated with the seminar, conference or Forum listed above. Only those meals associated with the cost of registration shall be provided for the applicant. All other expenses related to food/meals are not covered under the scholarship funds
- ✓ PAPPA Professional Manager of the Year Plaque

Use of Scholarship Funds:

- Professional Manager of the Year shall complete a Scholarship Application for record keeping purposes.
- Scholarship funds will only be used for expenses that are **not** covered by other reimbursements, from the employer or other granting sources. Recipient must provide reconciliation paperwork that shows all payments or reimbursements received from any other sources for the events listed above. Failure to disclose this information will result in non-approval or repayment of scholarship funds.
- A scholarship may not be applied toward the cost of a past event.
- All scholarships shall be awarded annually.
- Scholarships are non-transferable.
- No other PAPPA sponsored Discount Program can be combined with Scholarship Funds and applied towards PAPPA sponsored events.
- All awarded scholarships must be used by the recipient within (1) calendar year from the date of award. Failure to use the awarded scholarship shall forfeit the individual rights to said funds, and the funds shall be returned to the PAPPA Awards and Scholarship Program for future applicants.
- Scholarship Funds for the approved event will be paid by PAPPA as follows:
 - Registration Fee- directly to the organization or entity sponsoring the event
 - Accommodations, airfare, mileage and meal expenses- by reimbursement to the applicant with receipts and/or proof of prior payment.
 - Certification/Recertification Fees- directly to NIGP or by reimbursement to the applicant with proof of prior payment.
 - Tuition and Training Materials or Books for an accredited college, university or NIGP course- by reimbursement to the applicant with proof of prior payment and proof of maintaining a "C" average or better in the course.

Application Instructions

- Item I A: Award highest points for publishing multiple articles/advertisement. Include copies of articles/advertisements.
- Item I B: Include new methodologies of purchasing, automation, Bulletin Board Service, E-Com, etc.
- Item I C-D: Self-explanatory.
- Item I E: Please list description of activities and provide supporting detail.
- Item II A-C: Self-explanatory. Submit course curriculum, etc.
- Item II D: List activities and provide documentation.
- Item III A-E: Self-explanatory.
- Item IV A-D: Self-explanatory.
- Item IV E: List activities and provide documentation.
- Item V A: Self-explanatory.
- Item V B: List certifications and provide supporting documentation.
- Item VI A-C: Self-explanatory.
- Item VI D: List activities and include supporting documentation.



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Applicants for this prestigious award may send their completed application and supporting documentation to: , Mary Ellen Koval, PAPPA Awards Committee Chair, City of Allentown, Purchasing Bureau, 435 W. Hamilton Street, Allentown, PA 18101.

The deadline for applications is October 31 of the year for which it is being submitted.

AWARD CRITERIA DATA FORM

I. CONTRIBUTIONS TO PURCHASING

(21 points maximum)

The candidate has made significant contributions to the advancement of purchasing as demonstrated by:

- _____ A. Publishing articles/advertisements on purchasing in professional publications, chapter or agency newsletters (0, 4, or 8 points, ie: 1 article = 4 points, 2 or more articles = 8 points)
- _____ B. Initiating innovative concepts in purchasing process that will lead to "Excellence in Public Procurement" (0 or 7 points)
- _____ C. Serving as a member of a special task force on purchasing related subject (0 or 2 points)
- _____ D. Serving as a principal speaker at a professional purchasing association conference or meeting, other than the NIGP Forum (0 or 2 points)
- _____ E. Other, ie: Legislative activities, please specify (0 or 2 points)
- _____ Subtotal

II. CONTRIBUTIONS TO PROFESSIONAL DEVELOPMENT

(19 points maximum)

The candidate has made significant contributions to professional development as

demonstrated by:

- _____ A. Writing course material for training seminars (0 or 8 points)
- _____ B. Serving as an instruction in Chapter training seminars or college courses on purchasing (0, 3 or 6 points, ie: 1 training seminar or college course = 3 points, 2 or more = 6 points)
- _____ C. Serving as an instructor in certification review sessions (0 or 3 points)
- _____ D. Other, please specify (0 or 2 points)
- _____ Subtotal

III. CONTRIBUTIONS TO THE ENTITY HE OR SHE SERVES

(26 points maximum)

The candidate has made significant contributions to their governmental entity served as demonstrated by:

- _____ A. Developing or directing the development or revision of a manual for purchasing personnel, users or vendors (0 or 8 points)
- _____ B. Serving on a committee or task force involved in developing, implementing or revising new purchasing procedures (0 or 6 points)
- _____ C. Implementing or coordinating a new approach to procurement, providing more efficiency in the procurement process (0 or 8 points)
- _____ D. Serving on a governmental group or association other than purchasing, such as a Mayor's Committee on Safety, Government Employees Credit Union, United Way, Employee Recognition Committee, etc. (0 or 2 points)
- _____ E. Other, please specify (0 or 2)
- _____ Subtotal

IV. CONTRIBUTIONS TO CHAPTERS

(9 points maximum)

The candidate has made significant contributions to the Chapter as demonstrated by:

- _____ A. Serving as an Officer of the Chapter (0 or 3 points)
- _____ B. Serving as a Committee Chairperson of the Chapter (0 or 2 points)
- _____ C. Coordinating a professional meeting, special event or training for the Chapter (0 or 1 point)

_____ D. Developing a special survey, study or report for the Chapter (1 or 2 points)

_____ E. Other, please specify (0 or 1 point)

_____ Subtotal

V. PROFESSIONAL CERTIFICATION
(12 points maximum)

The candidate has exhibited high standards of professionalism and ethics as demonstrated by:

_____ A. Holding the CPPO or CPPB designation (0, 5 or 10 points, ie: CPPB – 5 points, CPPO = 10 points)

_____ B. Any other professional certifications (0 or 2 points)

_____ Subtotal

VI. CONTRIBUTIONS TO NIGP
(12 points maximum)

The candidate has made significant contributions to NIGP as demonstrated by:

_____ A. Serving as a workshop speaker/panelist or breakfast session moderator/co-moderator at the NIGP Annual Forum (0 or 2 points)

_____ B. Serving on an NIGP Standing Committee (0 or 1 point)

_____ C. Serving as an instructor for NIGP Seminars (0, 3 or 6 points, ie: 1 seminar = 3 points, 2 or more = 6 points)

_____ D. Serving as an NIGP Membership Representative (0 or 2 points)

_____ E. Other, please specify (0 or 2 points)

_____ Subtotal

_____ **TOTAL POINTS**