

COPPER CHAPTER MANAGER OF THE YEAR AND BUYER OF THE YEAR CALL FOR NOMINATIONS

DEADLINE EXTENDED TO MARCH 1, 2019

NOMINATIONS DEADLINE HAS BEEN EXTENDED BY THE COPPER CHAPTER BOARD

Nominations for Manager of the Year and Buyer of the Year due no later than Friday, March 1, 2019. If you are interested in nominating a Chapter Member for one of these awards you are simply required to submit a letter of endorsement that clearly demonstrates that the nominee meets eligibility and award criteria requirements. The endorsement should contain detailed information that demonstrates nominee's contributions in relation to the criteria listed below (for the previous 2 years – January 1, 2017 – December 31, 2018). Nomination Endorsements should be sent to the Nomination Committee at your earliest convenience and by no later than February 8, 2019:

Nominations Committee Members:

Mark Neihart mneihart@orovalleyaz.gov
Allision Muhr amuhr@orovalleyaz.gov
Terri Spencer terri.spencer@pima.gov
Tara Acton tara.acton@tucsonaz.gov;

If submitting a self-nomination, please be sure to include at least one letter of endorsement of your nomination.

SCHEDULE OF EVENTS

- **January 22, 2019**
First Meeting for 2019 – Announcement that Nominations/Endorsements are being received
- **January 22, 2019 – March 1, 2019**
Nominations/Endorsements received and reviewed by Nominations Committee.
- **January 22, 2019 – March 1, 2019**
Nominations committee to notify nominee and request documentation of endorsed contributions once review of nomination eligibility and award criteria confirmed. Nominee may also supply additional activities and documentation in support of the established criteria.
- **March 22, 2019**
Deadline for Nominee to submit any supporting documentation
- **Week of March 25, 2019**
Nomination Committee will meet to discuss scoring of nominations and backup received. Award recipients determined by end of the week.
- **April 1, 2019**
Awards order placed for pick up by no later than April 22, 2019.
- **April 23, 2019**
Recognition of Manager of the Year and Buyer of the Year during Chapter Meeting
All nominees should be present at the meeting to celebrate Procurement Month and be available to either accept their award or honor their peers.

ELIGIBILITY

- Current Nomination Committee Members are ineligible for these awards.
- All nominations, including self-nominations, require at least one letter of endorsement.
- Please only identify activities for the previous two years (2017 and 2018)

AWARD CRITERIA:

Assessment is based on involvement at the Agency, Community, Chapter, Institute and other personal and professional societies (regional or national.)

- Active **Promoter** in education and professional development.

- **Supporter** of public procurement organizations.
- Demonstrated **Passion** for the vision and mission of NIGP.
- Maintain high **Standards**, ethical and moral in accordance with NIGP Code of Ethics.
- **Active** in community affairs. (procurement and non-procurement related)

SCORING PRACTICES

Points are awarded by the level of involvement or contribution in each of these areas:

- **Agency** – 1 points per activity
- **Community** (procurement and non-procurement related) – 2 points per activity
- **Chapter** – 3 points per activity
- **Institute** – 4 points per activity
- **Regional/Professional Societies** – 5 points per activity

MANAGER OF THE YEAR AWARD

The Nominations Committee may grant this award to public procurement professionals who have supervisory or management responsibilities. Public Procurement manager functions must include responsibility of overall procurement/material management activities in a specific governmental entity to include the supervision of procurement personnel and/or the display of executive abilities involving economic/financial, technical, statistical, legal, and administrative attributes. Management positions may be totally dedicated to the procurement function or shared with other responsibilities. The awardee must be a current member of the Copper Chapter and document the efforts during the previous two years (January 1, 2017 – December 31, 2018).

BUYER OF THE YEAR AWARD

The Nominations Committee may grant this award to professional public procurement buyers who have no supervisory or management responsibilities. 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. Candidates involved in one or more facets of the procurement cycle shall also be eligible, including but limited to: buyers, procurement analysts, contract administrators, warehouse staff including storekeepers, stocking and property accountability, contract oversight such as engineers, and MBE/WBE outreach personnel. The awardee must be a current member of the Copper Chapter and document the efforts during the previous two years (January 1, 2017 – December 31, 2018).