



Manager of the Year Awards Nomination Form Instructions

Eligibility:

- ❖ Any Purchasing Manager that was a member of the Utah Chapter NIGP during the last calendar year 2018.

Format:

- ❖ All nominations must be completed on the official nomination form (below).
- ❖ All nomination must include at least one (1) paragraph.
- ❖ Attach additional sheets as needed.

What to Include:

- ❖ Nominations should explain how the nominee demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing, and the chapter during the **previous two years (2017 and 2018)**. See information examples below the nomination forms for details.
- ❖ Nominations should be detailed and specific, **providing examples** of merit wherever possible.
- ❖ Please attach one (1) endorsement

Of Note:

- ❖ The Selection Committee will hold all nominations in confidence.
- ❖ In the case that no submissions are received by the committee before the deadline, members of the committee will nominate and award a deserving recipient from the general body of the chapter.

Deadline: Completed nomination are due by 5:00 p.m. on **May 31, 2019**.

Return to: Send all completed forms to Zac Christensen at zac.christensen@schools.utah.gov.

Please call 801-538-7538 with questions.

Why?

- ❖ **We like to celebrate the hard work our managers do on a daily basis and this is a great opportunity to let everyone else know how they contribute and lead. Please think of someone you know and take a moment to nominate them.**

**PROFESSIONAL PURCHASING MANAGER
Of the Year
2019
Nomination Form**

Nominee: _____

Date: _____

Organization: _____

Title: _____

Nominated By: _____
Print Name

Title and Organization

Submit at least one paragraph as to how the nominee demonstrates excellence in the Public Procurement profession, the contributions they have made to their Governmental Agency, and how they have made significant contributions to the NIGP – Local Chapter.

Please specify which of the areas below they have been involved in and contributed to:

- Agency
- Community
- Chapter
- Institute
- Regional/Professional Societies

Below are examples of areas that may apply to the nominee.

- A) Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users;
- B) Demonstrated efforts to recruit and retain professional purchasing staff;
- C) Establishment of a staff development program including internal, external training;
- D) Developing, recommending, implementing, reviewing, and managing a budget (including funds for staff training and certification);
- E) Developing or directing the development or revision of a manual for procurement personnel, users, or vendors;
- F) Serving on a committee or task force involved in developing, implementing, or revising new procurement procedures;
- G) Service award recipient or recognition nominee (non-chapter related awards), please specify;
- H) An example of an Innovative Bid Call produced by Manager;

Below are examples of service the nominee may have completed on a Chapter level.

- A) Serving as an Officer of the Chapter
- B) Serving as a Committee member of the Chapter
- C) Serving as an instructor for a Chapter training session
- D) Serving as a Training Coordinator for the local Chapter
- E) Serving as a Chapter Webmaster or Web page administrator
- F) Serving as a mentor for the NIGP Distance Learning Program
- G) Serving as an instructor for UPPCC certification review sessions
- H) Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Network or other purchasing-related publications
- I) Serving as a Chapter special assignment volunteer
- J) Developing a special survey, study, or report for the Chapter
- K) Other Chapter volunteer-related activity, please specify



Buyer of the Year Awards Nomination Form Instructions

Eligibility:

- ❖ Any Buyer that was a member of the Utah Chapter NIGP during the last calendar year 2018.

Format:

- ❖ All nominations must be completed on the official nomination form (below).
- ❖ All nominations must include at least one (1) paragraph.
- ❖ Attach additional sheets as needed.

What to Include:

- ❖ Nominations should explain how the nominee demonstrates outstanding professionalism and has contributed significantly to the field of public purchasing, and the chapter during the **previous two years (2017 and 2018)**. See information examples below the nomination forms for details.
- ❖ Nominations should be detailed and specific, **providing examples** of merit wherever possible.
- ❖ Please attach one (1) endorsement

Of Note:

- ❖ The Selection Committee will hold all nominations in confidence.
- ❖ In the case that no submissions are received by the committee before the deadline, members of the committee will nominate and award a deserving recipient from the general body of the chapter.

Deadline: Completed nomination are due by 5:00 p.m. on **May 31, 2019**.

Return to: Send all completed forms to Zac Christensen at zac.christensen@schools.utah.gov
Please call 801-538-7538 with questions.

Why?

- ❖ **We like to celebrate the hard work our coworkers and friends do on a daily basis and this is a great opportunity to let everyone else know how they contribute. Please think of someone you know and take a moment to nominate them.**

PROFESSIONAL PURCHASING BUYER
Of the Year
2019
Nomination Form

Nominee: _____

Date: _____

Organization: _____

Title: _____

Nominated By: _____
Print Name

Title and Organization

Submit a least one paragraph as to how the nominee demonstrates excellence in the Public Procurement profession, the contributions they have made to their governmental agency, and how they have made significant contributions to the NIGP – Utah Chapter.

Please specify which of the areas below they have been involved in and contributed to:

- Agency
- Community
- Chapter
- Institute
- Regional/Professional Societies

Below are examples of areas that may apply to the nominee.

- A) Initiating procurement concept that will lead to Excellence in Public Procurement
- B) Enacted policies or practices that have enhanced the efficiency and effectiveness of their agency and/or end users
- C) Developing or directing the development or revision of Standard Operating procedures for procurement personnel and end users
- D) Developing or directing the development or revision of a manual for vendors
- E) Serving on a committee or task force involved in developing, implementing, or revising procurement procedures
- F) Serving as a member of a working group, board, committee or task force on procurement-related subjects
- G) Serving a governmental group, civic organization, or association, not procurement-related, such as a Mayor's Committee on Safety, Government Employees Credit Union, United Way, Diversity, Employee Recognition Committee, etc.
- H) Service award recipient or recognition nominee (non-chapter related award), please specify

Below are examples of service the nominee may have completed on a Chapter level.

- A) Serving as an Officer of the Chapter
- B) Serving as a Committee member of the Chapter
- C) Serving as an instructor for a Chapter training session
- D) Serving as a Training Coordinator for the local Chapter
- E) Serving as a Chapter Webmaster or Web page administrator
- F) Serving as a mentor for the NIGP Distance Learning Program
- G) Serving as an instructor for UPPCC certification review sessions
- H) Publishing articles on purchasing or purchasing-related topics in professional publications, local Chapter newsletter, Chapter Network or other purchasing-related publications
- I) Serving as a Chapter special assignment volunteer
- J) Developing a special survey, study, or report for the Chapter
- K) Other Chapter volunteer-related activity, please specify