



AGENCY CERTIFICATION AWARD – 2012 APPLICATION

The Universal Public Procurement Certification Council (UPPCC) Agency Certification Award program is the only program to recognize professional commitment to excellence in public procurement. Its Certified Professional Public Buyer (CPPB) and Certified Public Procurement Officer (CPPO) credentials are conferred to those individuals who serve in the public sector, and meet all UPPCC prescribed requirements.

A governmental agency is considered eligible to receive this prestigious award if the UPPCC specified percentage (see Agency Eligibility below) of eligible procurement professionals employed by the agency hold an active certification issued by the UPPCC (CPPO or CPPB). Percentages of staff that must be certified to earn the award are assigned based on the total size of the agency. Agencies whereby only one individual is solely and totally responsible for the procurement process are also eligible.

This is an annual award, and interested agencies must apply each year for consideration. To achieve recognition for a given year, the agency must submit a completed application which meets minimum requirements during the calendar year. There is no application fee for agencies to apply for recognition.

Application Process

The application for Agency Certification Award is available on a continuous basis allowing agencies to apply at any time during a given calendar year for recognition. Agencies must apply during the calendar year in order to receive recognition for that year. **To be included in the award announcements at the NIGP Annual Forum, the UPPCC must receive your application for processing no later than June 1.** Successful agency applications received after that date will still be recognized for that calendar year, but publicly recognized at the NIGP Annual Forum the following year. Applications may be faxed to 703-796-9611 or emailed to certification@uppcc.org.

Agency Certification Award

The agency must submit an application to receive recognition for the calendar year. The recognition is valid only for the current calendar year in which the agency applies regardless of the month during the year in which the application was received by the UPPCC. The agency must reapply for recognition in each subsequent calendar year to maintain their Agency Certification Award status. The maintenance of Agency Certification Award status is important for those agencies pursuing the Sterling Agency Award. Recognition for Agency Certification is in the form of a framed certificate bearing the agency's name and the calendar year in which the recognition was earned. A list of Agency Certification Awardees is maintained on the UPPCC website.

Sterling Agency Awards

An agency must submit an application and receive Agency Certification Award recognition from the UPPCC for three consecutive years to be eligible for the Sterling Agency Award. On the third consecutive year that the agency is recognized, UPPCC will automatically issue the Sterling Agency Award. There is no additional application to complete for Sterling Agency. The UPPCC issues the Sterling Agency Award to individual agencies based on historical records of previous applications and awards. For example an agency receiving the Sterling Agency Award in 2009 would have applied and received confirmation of earning the Agency Certification Award in 2007, 2008 and 2009. The agency will automatically be issued UPPCC's most prestigious agency recognition award, the Sterling Agency Award in addition to the Agency Certification Award during the calendar year in which the agency files their third consecutive Agency Certification Award application and receives recognition by the UPPCC.

Agency Eligibility

The UPPCC offers three application category levels based on the size of the agency. Categories are as follows:

- Small Agency** (1-11 qualifying employees): 100% of qualifying staff is UPPCC certified.
- Mid-Sized Agency** (12-50 employees): 90% of qualifying staff is UPPCC certified.
- Large Agency** (51+ employees): 75% of qualifying staff is UPPCC certified.

Agencies with procurement staff members in the process of applying or in the various stages of certification process or those who have allowed their certification(s) to lapse are not eligible for this distinction.

Please consider the size of your submission prior to sending as an email attachment. UPPCC will not be responsible for entries that are too large to be received via email.



AGENCY CERTIFICATION AWARD – 2012 APPLICATION

How to apply

- ✓ Complete application
- ✓ Attach the following required documentation:
 - Organizational chart of your department including staff member names along with jurisdictional organizational chart indicating the location of your department
 - Official position descriptions for each purchasing position where the incumbent is not currently certified as a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB)
- ✓ Submit to UPPCC by published deadlines

Applications may be faxed to 703-796-9611, emailed to certification@uppcc.org, or mailed to:

***Universal Public Procurement Certification Council (UPPCC)
ATTN: Agency Certification Award
151 Spring Street
Herndon, Virginia 20170 USA
Phone: +1-800-367-6447 ext 236***



AGENCY CERTIFICATION AWARD – 2012 APPLICATION

I. AGENCY INFORMATION

Please provide the following information about the agency.

AGENCY NAME: _____ CITY & STATE / PROVINCE: _____

APPLICATION SUBMITTED BY: _____ PHONE: _____ DATE: _____

CURRENT TITLE / POSITION: _____ EMAIL: _____

II. AGENCY CATEGORY

Please indicate the appropriate category for your agency.

- Small Agency (1-11 employees): 100% of qualifying staff is certified by the UPPCC
- Mid-Sized Agency (12-50 employees): 90% of qualifying staff is certified by the UPPCC
- Large Agency (51+ employees): 75% of qualifying staff is certified by the UPPCC

III. AGENCY QUALIFICATIONS MATRIX

Please provide information by position title for each full-time employee working in the procurement department. The total number of positions listed in Section III must match the number you indicated in Section II.A of this application. Attach additional pages if necessary. Please see "Section VI. Completing & Submitting the Application" for additional guidance, instructions and required documentation.

Procurement Position Title	Qualifying Position? (Y/N)	Employee Name	CPPO/ CPPB?	CPPO/CPPB Certificate #	NON-CERTIFIED EMPLOYEES IN QUALIFYING POSITIONS ONLY			
					Certification Eligibility		Employee Experience	
					CPPO/CPPB	Schedule A - D	Years in Public Sector	Years in Private Sector
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								



AGENCY CERTIFICATION AWARD – 2012 APPLICATION

IV. PROCUREMENT STAFF

Please provide the following information about the agency's procurement staff.

- A. The total number of **individuals** employed in the procurement department (including administrative & support staff). _____
- B. The total number of qualifying **positions** within the purchasing department (total number of Yes's for column 2 of Section III). _____
- C. The total number of qualifying **individuals** in qualifying **positions** within the purchasing department (subtract out any qualifying **positions** where the incumbent does not currently qualify for UPPCC certification due to lack of qualifying experience (per shaded area to the right of the matrix in Section III). _____
- D. The total number of **individuals** in qualifying **positions** within the procurement department that are **currently** UPPCC certified by the UPPCC (total number of CPPO/ CPPB from column 4 In Section III). _____
- E. Divide the sum for question "D" above by the sum for question "C" above to determine your agency's percentage of certified staff. This percentage must be greater than or equal to the percentage requirement for qualifying staff certified in the agency category selected in Section II of this application. _____

V. VERIFICATION

The Office of Human Resources must verify the information provided in this application by providing his/her signature below and initialing all pages of this application. The individual named in Section I, cannot be the verifying source.

VERIFYING CONTACT: _____ VERIFYING CONTACT TITLE: _____

SIGNATURE: _____ PHONE: _____ EMAIL: _____

VI. COMPLETING & SUBMITTING THE APPLICATION

- **SECTION III. AGENCY QUALIFICATIONS MATRIX** – Include all full-time positions which are assigned to the procurement department and provide the names of the individuals currently employed in each position. An organizational chart must be submitted with the application. For each procurement position where the incumbent is not currently certified as a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB), position descriptions must be submitted. This information is required so that UPPCC Staff can review the agency's purchasing staff and make all of the following determinations in order to establish that the applying agency is qualified for the Agency Certification Award:
 - All individuals employed by the agency and work in the purchasing department in qualifying procurement positions are currently certified as a CPPO and/or a CPPB.
 - If there are individuals currently employed by the agency and in a qualifying procurement position, who currently do not meet the requirements for UPPCC Certification at the time this application is submitted, will not impact the agency's eligibility for Agency Certification Award recognition. Only individuals working in qualifying procurement positions and possess the necessary requisites for UPPCC certification and are not certified will impact the agency's eligibility. Eligibility is determined by whether or not the individual can meet prescribed combinations of formal education and years of relevant experience as outlined in Eligibility Schedules A, B, C & D for CPPB Certification and Eligibility Schedules A, B & C for CPPO Certification. Refer to UPPCC Candidate Handbook for Eligibility Schedules.
- **DETERMINING QUALIFYING/NON-QUALIFYING POSITIONS** – After listing each position within the procurement department, indicate if the position is a "qualifying position." The term "qualifying" here refers to whether or not an individual working under the given position could use his/her time in that position towards meeting the procurement experience requirement for UPPCC certification. To determine if a position qualifies, it is necessary to review key definitions. The following excerpts from the current *UPPCC Candidate Handbook* regarding experience is provided below:

AGENCY CERTIFICATION AWARD – 2012 APPLICATION

- **Qualifying Purchasing Experience (Public or Private Sector):** Experience must be in full-time, paid positions in order to qualify. Positions requiring less than thirty (30) work hours per week are considered part-time and are not acceptable towards meeting the experience requirement. Internships and volunteer work are also not acceptable towards meeting the experience requirement.

Procurement Experience is defined as the length of time employed in a position where the applicant has the responsibility to perform essential functions within the procurement cycle. The procurement cycle is defined as the sequence of activities carried out by a procurement department in the acquisition and disposition of supplies and services; which includes the following:

- the process of determining customer requirements
- reviewing specifications or requirements
- developing and issuing RFPs
- evaluating offers and selecting the vendor
- negotiating fair and reasonable price and terms
- preparing the contract and/or purchase order
- maintaining vendor relations
- ensuring timely and accurate delivery of good/services
- contract administration provisions

Personnel involved in one or more facets of the procurement cycle are also eligible: managers of contracts; warehouse personnel including storekeepers, stocking personnel, and property accountability personnel; contract oversight personnel such as engineers; and MBE/WBE outreach personnel. Additionally, training personnel who teach procurement related courses are also eligible.

Only positions where the time spent performing procurement functions constitute 50% or more of the total job responsibilities are applicable towards meeting the purchasing experience requirement for UPPCC certification.

Certain job functions, although auxiliary to the procurement function do not qualify as procurement functions. Those job functions are:

- Budget accountability
- Financial management and accountability including budget allocation and verification and payment of purchase orders
- Expediting activities
- Administrative, secretarial, office management, and clerical activities
- Data input positions involved with the purchasing cycle, but not directly with purchasing

There are instances in smaller organizations, where only one employee bears the sole responsibility of purchasing goods and services for the entity. In such cases where a single employee is responsible for all the various functions of the procurement cycle, the UPPCC considers that experience to be applicable regardless of the amount of time dedicated to the purchasing function.

Additionally, if the delegation of procurement activities has been transferred from the centralized procurement department to outlying locations with responsibilities similar or equal to those performed within a centralized procurement function, these delegated authorities also qualify as meeting the procurement experience requisites.

- **Public Purchasing Experience Required - (All Applicants):** Some eligibility schedules include a requirement for “total” procurement experience. Total experience can be met via public or private positions. However, all eligibility schedules include a minimum of two years of procurement experience that must be specifically gained through employment in the public sector.

“Public Procurement” refers to qualifying procurement positions held with a public entity. Public entities include states and provinces, cities, counties, municipalities, public educational entities, authorities such as parks, water and utilities, military, and federal governments. Public entities, unlike private companies, are not profit based and are funded by taxpayers.

- **Public Purchasing Management Function - CPPO Applicants ONLY:** The CPPO certification schedules include an additional requirement for years of experience in a public sector management or supervisory role. Public procurement manager functions must include responsibility for overall procurement/material management activities in a specific governmental entity to include the supervision of procurement/buying 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 percentage of time managing the purchasing function must be 50% or more of the candidates total job responsibility unless the candidate has total responsibility for procurement in their entity.

Purchasing management-related functions include:

- management of contracts either within a centralized procurement function or in a decentralized function.
- management of user requirements, without direct supervision of procurement personnel, such as buyers.
- management of warehouse, inventory or stores function.
- management of a training program, which includes procurement within the curriculum.
- management of contracts, overseeing contracts to benefit using agencies, diversity outreach programs, procurement training programs, and budget oversight of contracts.
- supervision of a minimum of one (1) or more individuals who are defined as procurement personnel. Supervision of clerical, secretarial and other non-procurement personnel within the procurement function does not satisfy the eligibility criteria.

- ***Position Descriptions must be included with the application for all positions (both qualifying and non-qualifying) if the incumbent is not UPPCC Certified.***

Certified Professional Public Buyer (CPPB)
Schedule A > <i>Formal Education:</i> High School Diploma or GED > <i>Experience:</i> a minimum of 5 total years; 3 in public sector
Schedule B > <i>Formal Education:</i> Associates degree > <i>Experience:</i> a minimum of 4 total years; 3 in public sector
Schedule C > <i>Formal Education:</i> Bachelors degree > <i>Experience:</i> a minimum of 2 years in public sector
Schedule D > <i>Formal Education:</i> Masters or Doctorate degree > <i>Experience:</i> a minimum of 2 years in public sector

Certified Public Procurement Officer (CPPO)

Schedule A

- *Formal Education:* CPPB Certified in Good Standing
- *Experience:* a minimum of 8 total years; 6 in public sector; 3 in a public sector management function

Schedule B

- *Formal Education:* Bachelors degree
- *Experience:* a minimum of 3 total years; 2 in public sector; 2 in a public sector management function

Schedule C

- *Formal Education:* Masters or Doctorate degree
- *Experience:* a minimum of 3 total years; 2 in public sector; 2 in a public sector management function

- **DETERMINING QUALIFYING/NON-QUALIFYING EMPLOYEES** - After determining which positions are “qualifying” within the procurement department, it is necessary to then determine the number of employees working in qualifying positions that are UPPCC Certified. Indicate the individuals who are certified by listing the certification(s) that they hold and the certificate number(s) within the application matrix.

For each individual who is not UPPCC Certified, but currently working in a qualifying position, determine if that employee is eligible for UPPCC Certification based on the experience factor alone using the chart and information.

- **DETERMINING QUALIFYING/NON-QUALIFYING STAFF** – For all qualified positions, the incumbent must be currently certified by the UPPCC or not currently able to meet the application requirements to earn UPPCC certification. Staff eligibility is determined by evaluating the staff member against the UPPCC Eligibility Schedules. For the purposes of the UPPCC Agency Certification Award program, coursework hours are not evaluated and have been removed from the Eligibility Schedules.
 - **Select an Eligibility Schedule:** For staff in procurement management or supervisory positions, indicate the appropriate eligibility schedule under the CPPO program based on the staff member’s level of formal education. The same should be done for staff in non-managerial or supervisory positions under the CPPB program. For example, one of the agency’s non-certified buyers has completed a Bachelor’s degree, but is not currently certified as a CPPB. For this individual, under “Certification Eligibility,” Schedule C should be selected under the CPPB program since Schedule C is the appropriate schedule for those individuals who hold a Bachelors Degree.
 - **Evaluate the Candidate’s Experience:** Each Schedule lists a minimum experience requirement to qualify for certification. Under “Employee Experience” indicate the number of years of experience the individual has working in the private sector and the number of years working in the public sector. If the number of years experience the employee currently possesses is sufficient to meet the number of years indicated in the Eligibility Schedule, the individual is qualified to become certified. Any qualified staff member working in a qualifying purchasing position who is not certified will prevent an agency from achieving Agency Certification Award Agency recognition; however staff that cannot currently meet the experience requirements of the schedule and are working in a qualifying position will not count against the agency earning Agency Certification Award Agency recognition.