POLICY #4
AWARDS AND SCHOLARSHIPS

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AWARDS AND SCHOLARSHIPS

KPPA MEMBERSHIP SCHOLARSHIPS

The Kentucky Public Procurement Association (Association) shall award five (5) general scholarships at the annual forum; two (2) being awarded from the submission of essays by interested Association members and three (3) by lottery drawings. Award of lottery drawings is contingent upon available funds.

To be eligible to win a scholarship, the individual must be a current Association member before the scholarship is awarded and continue membership throughout the year of usage. Association membership is defined as being a member since the prior year’s Kentucky Public Procurement Association Annual Forum (Forum) or prior to March 31st of the current year.

Scholarships are to be used to further the recipient’s professional education.

RECIPIENT OPTIONS

Recipients will be offered the option of receiving scholarships toward:

- Option 1 – Coursework at an accredited college or university in the following disciplines: Management, Economics, Accounting, Personnel Management, Business Law, Public Administration, any course in which the major content is centered on procurement, or other Board approved coursework. Expenses to be covered include costs associated with registration, course fees and books.

- Option 2 – The Institute for Public Procurement (NIGP) sponsored seminars. Expenses include registration fees, lodging, meals and travel.

- Option 3 – Registration for the NIGP Annual Forum, KPPA Annual Forum or other procurement related conferences. Expenses to be covered include registration fees, lodging, KPPA per diem and travel.

- Option 4 – NIGP and/or KPPA Membership Dues.

The Association Board request discounted registrations be obtained when at all possible.

A recipient may combine “Options” detailed above. The scholarship amount awarded will be the maximum amount that the recipient will receive regardless of educational cost.

Recipients will be required to pay all costs up front and apply for reimbursement afterwards, unless otherwise authorized by the Board. To be reimbursed, the recipient must complete and submit an
Association travel voucher (available on-line) along with all supporting documentation to the Association Treasurer.

ESSAYS

The Awards and Scholarship Committee will determine at least two (2) topics for the essay competition. Members may submit an essay on one the predetermined topics or, submit an essay on any procurement topic of their choosing.

Only one (1) essay shall be submitted per person.

Current members of the Board of Directors shall be ineligible to submit an essay.

Essays shall not exceed two (2) double spaced, typewritten pages and a cover page. Cover page shall include the selected essay topic, name and email address of the essay writer, agency mailing address and phone number. Essays not conforming to this format will not be considered.

Essay Scoring

All essays will be scored according to the following criteria which totals a maximum of 100 points. Essays must achieve a minimum score of 75 points to be awarded a scholarship.

- Writer’s ability to communicate ideas, writing style (35 points)
- Relevance to essay theme (35 points)
- Structure of essay, opening paragraph, supporting paragraphs, conclusion (20 points)
- Technical aspects (10 points)

The highest two (2) scoring essays, with a minimum score of 75, will be awarded a scholarship. If only one (1) essay is received, and scores the minimum score of 75, only one (1) scholarship will be awarded.

The 1st place essay winner will receive a scholarship in the amount of $1,500.00 and a plaque with the Association’s seal and “Essay Winner”, winner’s name and current year.

The 2nd place essay winner will receive a scholarship in the amount of $1,200.00.

Essay winners will be announced during the Forum. Winners are not required to be present at the Forum to receive the scholarship awards.

Essay scholarships must be used by the conclusion of the following calendar year. In the event that the recipients are unable to use their scholarship in the allotted time, they may submit a letter of explanation in detail to the Association Board of Directors for consideration of circumstances. Submission of a letter does not mean that the scholarship will not be forfeited.
The Awards and Scholarship Committee will notify the members of the “Essay Contest” not less than sixty (60) days prior to the Forum. Essays will be due not less than thirty (30) days prior to the Forum.

The notification will include:

- Predetermined topics
- Instructions
- Due date
- Location to send essays

Essays must be sent to the Awards and Scholarships Chairperson by the date and time specified. The Chairperson will then forward copies of each essay, less the essay writer’s name, to the Awards and Scholarships Committee for review and scoring. Scored essays are due back to the Chairperson not less than twenty (20) days prior to the Forum.

The Chairperson will not score the essays unless there is a tie.

LOTTERY

The Association will award three (3) general lottery scholarships annually contingent upon available funds.

The recipient of each of the first two (2) drawings will receive a $1,200.00 scholarship. The recipient of the third drawing will receive paid registration for the Forum.

To be eligible individuals must be registered for the Forum. Current members of the Board of Directors are eligible for the lottery scholarships.

Lottery scholarships must be used by the conclusion of the following calendar year. In the event that recipients are unable to use their scholarships in the allotted time, they may submit a letter of explanation in detail to the Association Board of Directors for consideration of circumstances. Submission of a letter does not mean that the scholarship will not be forfeited.

KPPA BOARD SCHOLARSHIPS

The Association shall offer the following scholarships to members of the Board of Directors (excluding the President and Vice President):

- One (1) Merit Scholarship
- Service Appreciation Scholarship
- One (1) Lottery Scholarship
Board scholarships shall be used to attend the NIGP Annual Forum. Expenses to be covered include: registration fees, lodging, KPPA per diem for meals not included in the registration and travel to and from the NIGP Annual Forum.

Recipients will be required to pay all costs up front and apply for reimbursement afterwards. To be reimbursed, the recipient must complete and submit an Association Travel Voucher (available on-line) along with all supporting documentation to the Association Treasurer.

**MERIT SCHOLARSHIP**

The Merit Scholarship is awarded to the previous year’s member of the Board of Directors who, in the opinion of the Board, has demonstrated exemplary service and leadership during the past year. The nomination shall be made by a board member and approved by a majority of the Board present during the first meeting of the calendar year (a quorum for purposes of holding the meeting being defined in the By-laws as eight (8) members.

The rules for nomination are:

- A board member cannot self-nominate
- Any individual who receives a Merit Scholarship one year cannot be nominated the following year

**SERVICE APPRECIATION SCHOLARSHIP**

The Service Appreciation Scholarship is awarded to board members who term out after serving a minimum of nine (9) consecutive years on the Board of Directors. The scholarship must be used during the board members final year on the board. The board will determine the maximum dollar amount of the scholarship annually.

**LOTTERY SCHOLARSHIP**

The Lottery Scholarship will be awarded based upon a drawing during the first board meeting of the calendar year. All board members in attendance are eligible to win with only one restriction. The board member who received the Merit Scholarship or a Service Appreciation Scholarship is ineligible to win the Lottery Scholarship.

If a board member has received the award for Manager or Buyer of the Year, or other lottery drawing at the previous forum, he/she is eligible to win the Lottery Scholarship. If his/her name drawn as a Lottery Scholarship winner, he/she shall then forfeit the amount awarded for winning Manager of the Year, Buyer of the Year, or other lottery drawing.
EDUCATIONAL SCHOLARSHIPS

Board Approval of Educational Scholarship Budget

The Board of Directors (Board) will review the Education Scholarship program annually. During the annual approval process the Board will make a determination as to whether funding is available to award educational scholarships during the upcoming fiscal year. Even in the event of adequate funding, the Board reserves the right to either suspend the program or not fund the program at any time, with the understanding that cancellation cannot be made retroactively after members have registered for seminars.

Contingent upon available funding and approval by the Board of Directors (Board), KPPA will reimburse the seminar costs in accordance with the amount and methodology determined by the Education Reimbursement Committee and approved by the Board.

Qualifications for Scholarships

Individuals must be Association members as of March 31st of the year in which the seminars are held. In addition, individuals must also be current NIGP members.

KPPA Annual Service Scholarship Process

The Participation Scholarship Award Process will be determined annually by the Education Reimbursement Subcommittee and approved by the Board of Directors.

For reimbursement of NIGP classes, the Association will only reimburse the “NIGP member” seminar registration rate.

The Association will not pay registration late fees.

Registration cancellations will be subject to NIGP’s registration cancellation policy.

Registration reimbursements will be made directly to the agency/individual that paid the original registration.

Educational Reimbursement

Members eligible for reimbursement of educational related expenses must submit appropriate documentation to the Association Treasurer no later than thirty (30) days after the event. Even if his/her agency is to receive the reimbursement, it is the responsibility of the individual to ensure the appropriate documentation has been submitted. No reimbursement will be made if documents are received after the thirty (30) day deadline.
In the event of extenuating circumstances, the Board may waive the thirty (30) day requirement.

BUYER OF THE YEAR

To be eligible, the candidate:

- must be a rank and file buyer and does not include supervisory management professionals in the organization
- must be a actively employed in public purchasing; and
- must be a member of the Association at the time of award

Instructions for Nominations

All nominations shall include, but are not limited to the following:

- Name of nominee
- Professional certifications
- Years of experience
- Contributions to purchasing (i.e., initiation of innovative concepts, assistance with implementation of new ideas, serve as a member of special task force or agency team, etc.)
- Contributions to professional development (i.e., publication of an article on purchasing, served as a trainer or assisted in seminar training, etc.)
- Contributions to employing entity (i.e., assisted in development or revision of manuals for purchasing personnel, vendors, etc.)
- Contributions to the Association (i.e., served as an officer, on the Board of Directors, on committees and/or chairing committees, etc.)
- Contributions to NIGP (i.e., attended the NIGP Annual Forums and classes, served as a panelist for a breakfast session at the NIGP Annual Forum, served as an NIGP instructor, served on NIGP committees and/or the Board of Directors, etc.)
- Any additional pertinent information that might be applicable to the nomination

Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.

Nominations will be sent to the Awards and Scholarships Committee Chairperson. The Chairperson will copy each nomination and forward them to the Awards and Scholarship Committee for review and scoring. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.

The Chairperson will not score the nominations unless there is a tie.

The recipient of the “Buyer of the Year” award will receive:
• A plaque bearing the “KPPA Logo”, the title of the award, recipient’s name and date.
• A sweatshirt or jacket bearing the “KPPA Logo”, title of award.
• $2000.00 scholarship to be used to further the recipient’s professional education (per Recipient Options above).

MANAGER OF THE YEAR

To be eligible, the candidate:

• must be a supervisory or management level professional in the organization
• must be actively employed in public purchasing; and
• must be a member of the Association at the time of award

Instructions for Nominations

All nominations shall include, but are not limited to the following:

• Name of nominee
• Professional certifications
• Years of experience
• Contributions to purchasing (i.e., initiation of innovative concepts, assistance with implementation of new ideas, serve as a member of a special task force or agency team, etc.)
• Contributions to professional development (i.e., publication of an article of purchasing, served as a trainer or assisted in seminar training, etc.)
• Contributions to the employing entity (i.e., assisted in development or revision of manuals for purchasing personnel, vendors, etc.)
• Contributions to the Association (i.e., served as an officer, on the Board of Directors, on committees and/or chairing committees, etc.)
• Contributions to NIGP (i.e., attended the NIGP Annual Forums and classes, served as a panelist for a breakfast session at the NIGP Annual Forum, served as a NIGP instructor, served on a NIGP committee and/or the Board of Directors, etc.)
• Any additional pertinent information that might be applicable to the nomination

Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.

Nominations will be sent to the Awards and Scholarships Committee Chairperson. The Chairperson will copy each nomination and forward them to the Awards and Scholarship Committee for review and scoring. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.

The Chairperson will not score the nominations unless there is a tie.
The recipient of the “Manager of the Year” award will receive:

- A plaque bearing the “KPPA Logo”, title of award, recipient’s name and date.
- A sweatshirt or jacket bearing the “KPPA Logo”, title of award.
- $2000.00 scholarship to be used to further the recipient’s professional education (per Recipient Options above).

AGENCY OF THE YEAR

This award is open to all agency members.

Instructions for Nominations

All nominations shall include, but are not limited to the following:

- Name and address of agency
- Agency head
- Number of employees
- Purchasing volume (dollars or number of procurements)
- Major accomplishments (i.e., creative purchasing techniques, money saving procedures, etc.)
- Recognitions and Awards
- Implementation of new ideas
- Member involvement in the Association or NIGP
- Other pertinent information

Requests for nominations will be sent to the members at least sixty (60) days prior to the KPPA Annual Forum. Nominations will be due not less than thirty (30) days prior to the KPPA Annual Forum.

Nominations will be sent to the Awards and Scholarships Committee Chairperson. The Chairperson will copy each nomination and forward them to the Awards and Scholarships Committee for review and scoring. Scored nominations are due back to the Chairperson not less than twenty (20) days prior to the KPPA Annual Forum.

The Chairperson will not score the nominations unless there is a tie.

The recipient of the “Agency of the Year” award will receive:

- A plaque bearing the “KPPA Logo”, title of the award, recipient agency’s name and date.
- One (1) complimentary registration to the following year’s KPPA Annual Forum.

VALUES AND GUIDING PRINCIPLES AWARD
As a chapter of NIGP, the Association has adopted the *Values and Guiding Principles of Public Procurement* as set forth in the “Principles and Practices of Public Procurement”. In recognition of the importance of those basic tenets of public procurement, the Association will issue the “VGP Award” annually to the member who, in the opinion of the Board of Directors, best demonstrates those values and guiding principles through his/her work as public procurement professional.

Any current member of the Association is eligible to receive this award.

The Awards and Scholarships Chairperson shall issue a call for nominations from the members in early January. Nominations shall be received for a minimum of two (2) weeks. The call for nominations may be done electronically via email to all members or it may be posted on the Association website. In either case, the call should include:

- A copy of the *Values and Guiding Principles of Public Procurement*
- Instructions that the nominator must describe how the nominee meets the award criteria
- The nomination deadline

**Award Criteria**

When determining a nominee’s qualifications, the Awards and Scholarships Committee shall consider how the criteria contained in the *Values and Guiding Principles of Public Procurement* is reflected in the nominee’s body of work as a public procurement professional.

The criteria are:

- Ethics
- Impartiality
- Professionalism
- Service
- Transparency
- Accountability

Upon receipt, the Awards and Scholarships Committee shall review the nominations and present no more than three (3) nominees to the Board during the first Board meeting of the calendar year. The Board will review the nominees and if any or all are acceptable, the Board will vote until one of nominees receives a majority of the available votes of the Board members present. In the event that there are three (3) nominees and no nominee receives a majority of the available votes, the lowest vote getter will be eliminated and the vote will be retaken.

The award will be presented to the recipient during the annual Purchasing Month event.
The Awards and Scholarships Committee Chairperson shall be responsible for procuring an appropriate item to be presented to the recipient. The item should be engraved/etched with the following:

- Award name and year
- Recipient name and certifications
- KPPA logo
- NIGP logo
- 4P logo, “Principles and Practices of Public Procurement”

**BETTY BINGHAM LIFETIME ACHIEVEMENT AWARD**

The Association shall have the option to award the “Betty Bingham Lifetime Achievement Award” annually at the KPPA Annual Forum.

**Eligibility Criteria**

To be eligible, the candidate:

- must be a retired from the public purchasing profession
- must be a past member of the Association
- must have served the Association in a leadership capacity (i.e., board member, officer, committee chairperson or committee member)

Nominations shall include, but not be limited to:

- Name of nominee
- Agencies served
- Professional certifications
- Contributions to the profession
- Contributions to the Association
- Contributions to NIGP
- Any additional pertinent information that might be applicable

The Betty Bingham Lifetime Achievement Award will be awarded by the KPPA Board of Directors.

During the third Board of Directors’ meeting in the calendar year, each board member will have the opportunity to submit the name of a candidate. The Board will discuss each candidate’s qualifications. A silent vote will be held and the candidate receiving the majority of votes of the Board members present will receive the award. If no candidate receives a majority of the votes, the two (2) candidates with the most votes will have a runoff. In the event of a tie, votes will be taken until there is a winner.

Board members not in attendance may submit a candidate for consideration, but may not vote.
The recipient of the “Betty Bingham Lifetime Achievement Award” will be recognized during the Awards Ceremony at the KPPA Annual Forum. At that time, the individual will be presented with an award determined by the Board of Directors, suitable to the significance of the honor. Every effort shall be made to keep the recipient’s name confidential prior to the presentation of the award.

OTHER PLAQUES AND AWARDS

CPPO & CPPB AWARDS

Members successfully achieving the CPPO or CPPB designation will receive a one-time award of $200.00 and $100.00 respectively. This award will be presented during the Awards Ceremony at the KPPA Annual Forum. Only those individuals that are members of the Association, at the time they receive their certifications, will be eligible to receive the award.

ANNUAL SERVICE ACHIEVEMENT AWARDS

Mentors shall be recognized with an “Annual Service Achievement Award” at the KPPA Annual Forum after successfully completing their mentorship duties. Award is contingent upon a successful evaluation by the mentee.

PRESIDENT’S PLAQUE

Upon completion of an individual’s term as KPPA President, he/she shall receive a plaque bearing the “KPPA Logo”, “KPPA President”, year(s) served and recipient’s name. This plaque shall be presented to the individual during the Awards Ceremony at the KPPA Annual

ADDITIONAL SPONSORSHIP OPPORTUNITIES AND INCENTIVES

The Board will approve all additional sponsorship opportunities and incentives, and assess appropriate fees.