



TAPP AWARD PROGRAM



Modeling the NIGP awards program, TAPP members are encouraged to follow the spirit of recognizing members who have demonstrated excellency in the Procurement Profession. Members may nominate a peer for an award or self-nominate. All nominees are evaluated based on their involvement at the community, agency, chapter, regional, national, or Institute level. TAPP awards criteria follow those of NIGP with a desire to further recognize our members with national level nominations.

Award Criteria

Assessment is based on the nominee's involvement at the Community, Agency, Chapter/Regional/National and Institute (NIGP) level.

Active Promoter in education and professional development

Supporter of public procurement organizations

Demonstrated passion the public procurement profession and for the vision and mission of TAPP/NIGP

Create and maintain high ethical and moral standards, ethical and moral in accordance with NIGP Code of Ethics

Active in non-procurement community affairs

Manager of the Year Award

The **Manager of the Year Award** recognizes public procurement professionals who have supervisory or management responsibilities. Nominees must be public procurement professionals who have supervisory or management responsibilities. The awardee must be a current member of TAPP.

Public procurement manager functions include:

Responsibility of overall procurement/material management activities in a specific governmental entity, including supervising procurement personnel or displaying executive abilities involving financial, technical, statistical, legal, and administrative attributes

A management position that is either totally dedicated to the procurement function or shared with other responsibilities

Buyer of the Year Award

The **Buyer of the Year Award** recognizes buyers who made significant contributions to the profession. Nominees must be buyers who have no supervisory or management responsibilities. The awardee must be a current member of TAPP.

The buyer function involves:

Evaluating offers

Selecting vendors

Shipping and receiving

Handling vendor relations

Inventory and warehousing

Developing and issuing bids

Contract administration provisions

Determining customer requirements

Following up to ensure timely delivery

Preparing the contract or purchase order

Reviewing specifications and requirements

Arriving at fair and reasonable price and terms

Volunteer of the Year Award

The **Volunteer of the Year Award** recognizes public procurement professionals who have contributed significantly through volunteer efforts for the advancement of the profession, chapter/regional/national organization, or other public procurement professional works. The awardee must be a current member of TAPP.



TAPP AWARD NOMINATION FORM



Nominee Name:_____ Title:_____

Organization/Agency:_____ Phone Number:_____

Agency Address:_____ Email:_____

Name of Supervisor:_____ Title:_____

Name of Nominator:_____ Title:_____

Organization/Agency:_____ Phone Number:_____

Agency Address:_____ Email:_____

Please submit this cover nomination form with a letter (or letters) of nomination that includes details which address as much of the following as possible:

- 1) Contributions made to advance the purchasing profession during the nomination year.
- 2) Contributions/achievements for professional development during the nomination year.
Please list any known professional certifications and/or procurement related degrees.
- 3) Nominee's involvement at the Community, Agency, Chapter/Regional/National and Institute (NIGP) level during the nomination year.
- 4) Demonstrated passion for the public procurement profession and for the vision and mission of TAPP/NIGP.
- 5) Nominee's high ethical and moral standards, ethical and moral in accordance with NIGP Code of Ethics.
- 6) Please describe how the nominee meets the requirements for the award selected and earned your support for nomination. Provide specific information to support your statements.

NOTE: A "nomination year" shall be defined as January to December of the previous year.