

Resolution No. 04-R-\_\_\_\_\_

**RESOLUTION**

THE FOLLOWING RESOLUTION WAS ADOPTED AT THE  
REGULAR MEETING OF THE BOARD OF COUNTY  
COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA,  
ON THE 12<sup>th</sup> DAY OF OCTOBER 2004.

**WHEREAS**, the Purchasing and Contracts Division has a significant role in the quality, efficiency and effectiveness of Seminole County Government; and

**WHEREAS**, in addition to the purchase of goods and services, Purchasing engages in, or has direct responsibility for functions such as executing, implementing and administering contracts; developing procurement strategies; saving money by using a competitive procurement process; management of fixed assets and developing working relationships with suppliers and with other departments within the organization; and

**WHEREAS**, the Purchasing and Contracts Division in Seminole County has received national recognition and agency accreditation in 2002 and 2003; and

**WHEREAS**, the National Purchasing Institute (NPI) Inc., awarded the 2004 Achievement of Excellence in Procurement Award to Seminole County for the quality of Seminole County's procurement operation and demonstration of commitment to the purchasing profession; and

**BE IT FURTHER RESOLVED**, that this Resolution be spread upon the Official Minutes of the Board of County Commissioners of Seminole County, Florida, in recognition and appreciation of service to Seminole County's Purchasing and Contracts Division for continued Public Procurement services that exceeds expectations of its customers.

**ADOPTED**, this 12<sup>th</sup> day of October, AD, 2004

\*\*\*\*\*

**ATTEST:**

\_\_\_\_\_  
Maryanne Morse, Clerk of the  
Board of County Commissioners  
in and for the County of  
Seminole, State of Florida

\_\_\_\_\_  
Daryl G. McLain  
Chairman  
Board of County Commissioners  
Date: \_\_\_\_\_

# National Purchasing Institute, Inc.



Achievement of Excellence in Procurement®

P.O. Box 530669

Henderson, NV 89053-0669

Tel: (702) 260-7114 Fax: (702) 260-7052

[www.nationalpurchasinginstitute.org](http://www.nationalpurchasinginstitute.org)

September 21, 2004

J. Kevin Grace, County Manager  
Seminole County  
1101 E. 1st St.  
Sanford, FL 32771

**Subject: Achievement of Excellence in Procurement Award**

Dear Mr. Grace:

The Achievement of Excellence in Procurement award is designed to recognize organizational excellence in procurement. The award is achieved by those organizations that demonstrate excellence in procurement by obtaining a high score on a rating of standardized criteria. The program is designed to measure innovation, professionalism, e-procurement, productivity, and leadership attributes of the procurement function. The Achievement of Excellence in Procurement is sponsored by the National Purchasing Institute (NPI), the California Association of Public Purchasing Officers (CAPPO), Florida Association of Public Purchasing Officers (FAPPO), the Institute of Supply Management (ISM), and the National Institute of Governmental Purchasing (NIGP).

It is my pleasure to notify you that the Procurement Department for the Seminole County has earned the 9<sup>th</sup> Annual Achievement of Excellence in Procurement Award for 2004. Moreover, Seminole County is one of only 61 to receive this national award at least three times.

In recognition of an outstanding procurement department, the Seminole County was in the top ten of all organizations for total points achieved.

A beautiful trophy, which has developed into the AEP icon, will be presented at several locations or mailed in mid-November, in accordance with your previous instructions.

Congratulations on the Achievement of Excellence in Procurement Award.

Sincerely,

Wayne A. Casper, C.P.M.

Director of Procurement

City of Tucson

**\*\*and\*\***

Chairperson

Achievement of Excellence in Procurement Award Committee

cc: Ray Hooper, C.P.M., Purchasing & Contracts Manager  
Achievement of Excellence in Procurement Award Committee



**institute for  
supply management**

**Certified Purchasing Manager - The Competitive Edge**

# 9th ANNUAL



## Achievement of Excellence In Procurement®

### 2004 Report Card

Name of Organization: Seminole County

Trophy to be presented at: FAPPO Workshop

		<b>POINTS</b>
1.	Published a "How to do Business" booklet within the past 5 years (5pts)	5
2.	Published an "Ethics" policy statement (5pts)	5
3.	Published or revised a procurement manual for internal use within the past 5 years (5pts)	5
4.	<b>"CONTINUOUS IMPROVEMENT" PROGRAM</b>	
4a.	At least two meetings of formal procurement focus group within past fiscal year (5pts)	0
4b.	Formal procurement customer survey within past 3 years (5pts)	5
4c.	Formal vendor training with scheduled and ad-hoc workshop (5pts)	5
5.	Centralized procurement authority based in law (10pts)	10
6.	<b>INTERNAL PROCUREMENT AUTOMATION</b>	
6a.	Maintenance of a bidder's list (5pts)	5
6b.	User access (5pts)	5
7.	<b>UTILIZATION OF ELECTRONIC COMMERCE</b>	
7a.	Internet home page with link to purchasing activities (5pts)	5
7b.	On-line electronic vendor registration (5pts)	5
7c.	On-line interactive Request for Quotation (RFQ) process (5pts)	0
7d.	Posting of solicitations (IFB & RFP) (5pts)	5
7e.	System e-mail notification of formal solicitation (5pts)	5
7f.	Distribution of solicitations (IFB & RFP) via the Internet (5pts)	5
7g.	Receipt of formal bids & proposals via the internet (5pts)	0
7h.	Posting of IFB opening tabulations on internet (5pts)	5
7i.	Posting of Notice of Award and Award Tabulation (5pts)	5
7j.	Electronic purchase order to vendor (5pts)	0
7k.	"Reverse" internet auction system to purchase materials & supplies (5pts)	0
7l.	Internet auction system to dispose of surplus materials (5pts)	0
8.	<b>Procurement Card Program</b>	
8.a.	Utilization of a Comprehensive Procurement Card System (5pts)	5
8.b.	Formal Procurement Card Audit (5pts)	5
9.	Comprehensive Inventory (warehouse) system (5pts)	0
10.	Use of term (annual or requirements) contracts for at least 25% of total dollar commodity & services purchases (10pts)	10

<b>11.</b>	<b>PROFESSIONAL CERTIFICATION</b>	
11a.	Current Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM) or Certified Public Purchasing Officer (CPPO) designation earned by Chief Procurement Official (10pts)	10
11b.	Current Certified Purchasing Manager (C.P.M.), Certified Professional Contracts Manager (CPCM), Certified Public Purchasing Officer (CPPO), Accredited Purchasing Practitioner (A.P.P.) or Certified Public Purchasing Buyer (CPPB) designation earned by at least 50% of professional staff (10pts)	10
<b>12.</b>	<b>EDUCATION</b>	
12a.	A degree from a four year University or College earned by the Chief Procurement Official (5pts)	5
12b.	A degree from a four-year university or college earned by at least 50% of the professional staff (5pts)	5
13.	Established a professional staff-training program (5pts)	5
14.	Professional staff member with a position in a national or regional purchasing association during this fiscal year (5pts)	5
15.	Participation at a national or regional conference as a presenter or panel member on a public procurement topic within the past two years (5pts)	5
16.	Adoption of legislation or ordinance based on the American Bar Association's Model Procurement Code (10pts)	10
<b>17.</b>	<b>ENVIRONMENTAL PURCHASING</b>	
17a.	Formal environmental purchasing policy including reuse, reduce, & recycle provisions (5pts)	5
17b.	Publication within past 3 years of performance report on environmental purchasing (5pts)	0
18.	Lead Agency in a Cooperative Purchasing Contract (5pts)	5

**COMMENTS**

Points deducted on 7c because site was not interactive where you could actually submit a quote via website. Points deducted on 7k because no direct link to Orbis. Excellent organization of application and highlight of links to web pages. An increase of total points achieved of 20 from last year – excellent continuous improvement. Outstanding total points achieved.

**TOTAL POINTS ACHIEVED: 165**



**CONGRATULATIONS**

**YOU ARE SUCCESSFUL IN THE "ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT."**

**THE ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT COMMITTEE**