



2020 AGENCY CERTIFICATION AWARD 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.

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 2020 would have applied and received confirmation of earning the Agency Certification Award in 2018, 2019 and 2020. 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. Upon earning the Sterling Agency distinction, an agency must submit and receive Agency Certification Award recognition from the UPPCC for three subsequent consecutive years to be eligible once again for the Sterling Agency Award. The agency will not receive Sterling Agency Awards in consecutive years 4 or 5 of receiving Agency Certification Awards; Sterling Awards are issued at 3 year intervals if the agency maintains Agency Certification Award recognition consistently, year after year.

Agency Eligibility

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

Small Agency (1-11 employees): 100% of qualifying staff¹ filling qualifying procurement positions² is UPPCC certified.

Mid-Sized Agency (12-50 employees): 90% of qualifying staff¹ filling qualifying procurement positions² is UPPCC certified.

Large Agency (51+ qualifying procurement positions): 75% of qualifying staff¹ filling qualifying procurement positions² is UPPCC certified.

¹Qualifying staff refers to the individual hired by the agency to fill a specific position and that individual's ability to meet the UPPCC eligibility requirements for CPPO/CPPB certification. UPPCC eligibility requirements refer to those requirements for formal education and years of experience in effect at the time the Agency Certification Award application is submitted by the agency. For the purposes of the UPPCC Agency Certification Award program, coursework and training hours are not considered in determining if staff members in qualifying procurement positions are qualifying. Agencies with procurement staff members who have allowed their certification(s) to lapse or are in the various stages of the certification process must count those individuals as non-UPPCC certified qualifying staff in qualifying procurement positions.

²Qualifying procurement positions refer to only those positions within the procurement department of an agency that meet the UPPCC definition of Qualifying Procurement Experience as outlined in the UPPCC Candidate Handbook. Those positions that are primarily clerical and/or administrative in nature do not meet the UPPCC definition of Qualifying Procurement Experience and would not be

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considered qualifying procurement positions for the purpose of determining an agency's eligibility for this award. Agencies should consider the future eligibility of any staff filling positions that the agency has declared as non-qualifying procurement positions. Information provided via this application by the agency may be considered when evaluating applications for certification from individuals currently employed or once employed by the agency. Other positions ancillary to the procurement function such as warehousing, inventory control, finance, accounting, etc. that would only meet the UPPCC definition of Qualifying Procurement Experience as outlined in the UPPCC Candidate Handbook are not considered to be Qualifying procurement positions for the purpose of determining an agency's eligibility for the Agency Certification Award.

Completing & Submitting the Application

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 departmental 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 procurement department staff and determine that the applying agency is qualified for Agency Certification Award recognition by verifying that:

- all positions listed as non-qualifying positions are indeed non-qualifying,
- all qualifying procurement positions listed as being filled by UPPCC-certified employees are in fact currently certified, and
- any non-certified employees filling qualifying procurement positions are either:
 - not certified due only to the employees' inability to meet requisites for UPPCC certification, or
 - the percentage of non-certified employees filling qualifying procurement positions that do meet the requisites for UPPCC certification does not exceed the maximum percentage indicated in the agency category selected in Section II of this application.

Agency employees in qualifying procurement positions who are not currently certified by the UPPCC due to the employee's inability to meet the requisites for certification will not impact the agency's eligibility for Agency Certification Award recognition. Only qualifying procurement staff in qualifying procurement positions that are not UPPCC certified will impact the agency's eligibility. Refer to the current UPPCC Candidate Handbook for additional information regarding UPPCC Certification Eligibility.

- **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 current UPPCC eligibility requirements. For the purposes of the UPPCC Agency Certification Award program, coursework hours are not evaluated and have therefore been removed from the Agency Qualifications Matrix.
 - **Select an Appropriate Certification:** For staff in procurement management or supervisory positions, indicate CPPO in the Agency Certification Matrix. Indicate CPPB for staff in non-managerial/supervisory positions. CPPO will require the incumbent to possess a minimum of a Bachelor's Degree while CPPB will require a minimum of an Associate's Degree for the Level of Formal Education. CPPO will also require a minimum of 5 years of public procurement experience while CPPB will require a minimum of 3 years.
 - **Evaluate the Candidate's Experience:** Indicate the Highest Level of Formal Education earned and the number of years of public procurement experience for each non-certified employee working in a qualifying procurement position. If the employee possesses at or above the minimum experience requirement and also possesses a level of education at or above the minimum requirement, the staff member is considered qualified to become certified. Any qualified staff member working in a qualifying procurement position who is not currently certified by the UPPCC can potentially prevent an agency from achieving the Agency Certification Award recognition; however, staff that cannot meet certification requisites and are working in qualifying procurement positions will not count against the agency earning Agency Certification Award recognition.

How to apply

- ✓ Complete application
- ✓ Attach the following required documentation:
 - Organizational chart of the agency's procurement department including staff member names along with jurisdictional organizational chart indicating the location of the procurement department
 - Official position descriptions for each procurement position where the incumbent is not currently certified as a Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB)
- ✓ Submit to UPPCC before December 31, 2020
- ✓

Please email the complete submission to certification@uppcc.org or by mail to:

UPPCC, ATTN: Agency Certification Award, 201 East Main Street, Suite 1405, Lexington, KY 40507 USA



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I. AGENCY INFORMATION

Please provide the following information about the agency.

AGENCY NAME: _____ AGENCY MAILING ADDRESS: _____
 _____ CITY & STATE / PROVINCE: _____
 APPLICATION SUBMITTED BY: _____ PHONE: _____ DATE: _____
 CURRENT TITLE / POSITION: _____ EMAIL: _____

II. AGENCY CATEGORY

Please provide the total number of employees and indicate the appropriate agency category below. Please refer to Page 1, Agency Eligibility for more information.

TOTAL NUMBER OF EMPLOYEES WORKING IN THE AGENCY'S PROCUREMENT DEPARTMENT: _____

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

III. AGENCY QUALIFICATIONS MATRIX

Please provide information for each full-time position in the agency's procurement department and the employee currently filling each position listed. The total number of positions/employees listed in Section III must match the number indicated in Section II of this application. Attach additional pages if necessary. Please see "Completing & Submitting the Application" on Page 1 of this application for additional guidance, instructions and required documentation.

Procurement Department Position Title	Qualifying Procurement Position? (Y/N)	Employee's Name	CPPO/ CPPB?	CPPO/CPPB Certificate #	NON-UPPCC CERTIFIED EMPLOYEES IN QUALIFYING POSITIONS ONLY		
					Employee's Certification Eligibility		
					CPPO/CPPB	Highest Level of Formal Education Earned	Years of Public Sector Procurement Experience
1)							
2)							
3)							
4)							
5)							
6)							



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IV. PROCUREMENT STAFF

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

- A. The total number of **employees** working in the agency's procurement department. _____
- B. The total number of **qualifying procurement positions** within the procurement department. _____
- C. The total number of **qualifying procurement staff** in **qualifying procurement positions** within the procurement department, subtracting any **qualifying procurement positions** where the incumbent is *not qualifying* due only to the employee's inability to meet formal education and experience requisites for UPPCC certification. _____
- D. The total number of **qualifying procurement staff** in **qualifying procurement positions** within the procurement department that are **currently** certified by the UPPCC. _____
- E. Divide the total indicated in "D" above by the total indicated for "C" to determine the agency's percentage of certified staff. The calculated percentage of certified staff must be greater than or equal to the percentage indicated 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: _____