



National Institute of Governmental Purchasing
Member
Guide

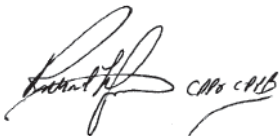
*From the NIGP Board, Staff and
over 16,000 members, welcome to NIGP!*

We're glad you're here.

As you learn more about how our Institute can save you time and money and the many resources we've developed to support your everyday professional needs, we believe you will find that NIGP is an indispensable companion you will rely on throughout your career.

NIGP's commitment to its *develop, support, promote* mission shines through in every class we offer, every consultation we engage in, and every message we send to local, state and federal government leaders. Our reputation is built on our history of first quality services and the passion, dedication and commitment of members like yourself. NIGP members are known for their ethical integrity, individual leadership, and emphasis on mastering the art and science that is public procurement.

Please use this guide as a convenient reference to all things NIGP. **There's so much NIGP has to offer. Let's get started!**

Handwritten signature of Rick Grimm in black ink, with the initials "CPPO CPPB" written to the right of the signature.

Rick Grimm, CPPO, CPPB
Chief Executive Officer

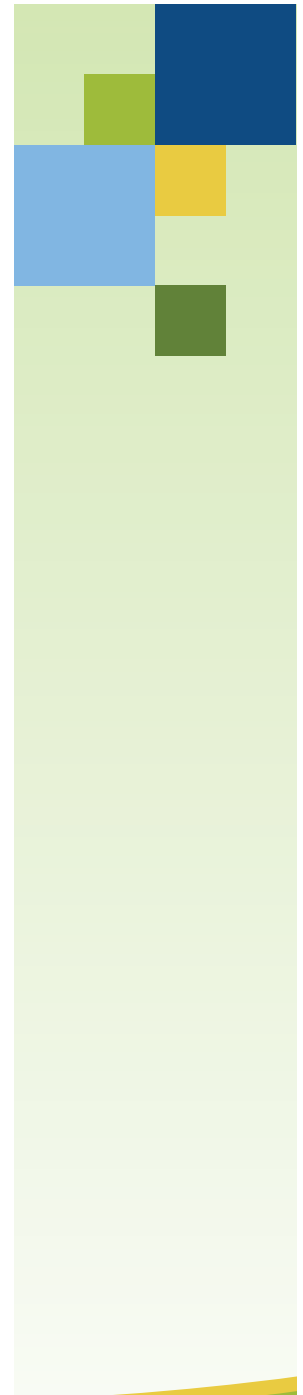




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Getting Started

*“The secret of getting ahead
is getting started.”*

Mark Twain

- 
- **RNR: Right Now Resources**
 - Resource Libraries
 - MEASURE
 - Online Supplier Directory
 - Discussion Lists
 - Contact An Expert
 - Membership Directory



RNR: Right Now Resources

Making the most of your NIGP membership begins with a little RNR!

NIGP member-exclusive right now resources can be applied immediately to your everyday, on-the-job activities.

These Web-based value makers bring home the benefit of NIGP membership after your first use:

- **Resource Libraries**
- **MEASURE**
- **Online Supplier Directory**
- **Discussion Lists**
- **Contact-An-Expert**
- **Membership Directory**

Use these *member only* knowledge sources independently or simultaneously to give you the answers you need in the shortest amount of time. If you have any questions, please contact customercare@nigp.org or call 800-367-6447 x0.

Resource Libraries

Access to over 16,000 documents.

The NIGP Resource Library contains more than 10,000 customizable bid and RFP documents, templates, forms, and research reports that save time and increase productivity. *From this vast repository*, you can give your RFP development process a huge head start by referring to an existing RFP as a template, or for the specifications used by another jurisdiction as they solicited bids for similar materials or services.

The VAULT is the result of NIGP's collaboration with research partner, Aberdeen Group. Members are provided complimentary access to The VAULT, an active repository of more than 6,500 documents that include the latest analysis, market-moving news and sector insights from Aberdeen. The VAULT, a \$995 per user value, is available to NIGP members at no charge for two full years.

The efficiencies I gained using the Resource Library paid for the cost of membership the first time I used it.

Bill Brewer, CPPO, C.P.M.
City of Glendale, AZ



Show Them The Savings

MEASURE is a FREE tool for recording and reporting on delivered savings. MEASURE provides an online tool that makes it easy to capture, collate and analyze the value, type and source of efficiencies and savings delivered by your procurement practice.

If you have questions about MEASURE, require additional user Licenses, or would like to learn more about spend management and the NIGP Observatory, please contact Spikes Cavell at 800-990-0228 ext. 100 or nigp.observatory@spikescavell.net.

MEASURE is one component of the spend analysis and management solution, NIGP Observatory. **REGISTER** for MEASURE by logging in to www.nigp.org and completing the MEASURE licence registration form.

Quick Guide To Find Suppliers

Online Supplier Directory Search for suppliers across 40 categories by name, zip or postal code or key word. Over 2,000 government suppliers in the U.S. and Canada are listed.

The screenshot shows the NIGP Buyer's Guide website. At the top, the NIGP logo is displayed next to the text "Buyer's Guide". Below the logo is a search bar with the text "Search for 2011-2012 Category List". To the left of the search bar is a vertical list of 40 categories, including "Agriculture, Forestry, Fisheries and Service", "Architectural and Engineering Services", "Automotive, Light and Heavy Trucks", "Construction Equipment and Services", "Electronics, Information Systems and Services", "Energy", "Food and Beverage", "Health, Healthcare Equipment and Services", "Information Systems and Services", "Manufacturing Equipment and Services", "Metals and Allied Products", "Miscellaneous Products and Services", "Office Equipment and Services", "Office Supplies and Services", "Professional Services", "Public Works and Services", "Real Estate and Services", "Retail and Services", "Transportation Equipment and Services", "Travel and Services", "Video and Services", "Waste and Services", "Water and Services", "Wholesale and Services", "Agriculture, Forestry, Fisheries and Service", "Architectural and Engineering Services", "Automotive, Light and Heavy Trucks", "Construction Equipment and Services", "Electronics, Information Systems and Services", "Energy", "Food and Beverage", "Health, Healthcare Equipment and Services", "Information Systems and Services", "Manufacturing Equipment and Services", "Metals and Allied Products", "Miscellaneous Products and Services", "Office Equipment and Services", "Office Supplies and Services", "Professional Services", "Public Works and Services", "Real Estate and Services", "Retail and Services", "Transportation Equipment and Services", "Travel and Services", "Video and Services", "Waste and Services", "Water and Services", "Wholesale and Services".

On the right side of the page, there is a "Welcome to the NIGP Buyer's Guide" section. Below this is a search bar with the text "Search for 2011-2012 Category List". Below the search bar are several promotional banners for "FARMER BROWNS", "E.P.O. LUMBER", "NIGP SERVICES", and "LIDG THE ONE FOR EVERY". Below these banners are several advertisements for "NIGP 2011", "OfficeMax", "TUBS", and "CATERPILLAR". At the bottom of the page, there is a "NIGP Membership" section with the text "Join us today." and "877-686-6666".



Discussion Lists

Collaborate with fellow members online.

- **Chapters**
Focus: chapter-related operations, experiences or concerns
- **Diversity**
Focus: assistance setting up SMBE, WBE, DBE and HUB programs, effect of local preference requirements on diversity
- **Green**
Focus: expand awareness of successful green programs; develop, disseminate and promote information and resources for and about policy development, environmentally preferable products, and social and economic responsibility
- **Higher Education**
Focus: find solutions to unique procurement needs and seek and share samples and templates with peers
- **K-12**
Focus: K-12 Education procurement experiences and questions
- **Legislative**
Focus: discuss legislative-related issues



- **NIGP Emergency Management**

Focus: network and communicate through all stages of emergency management. NIGP's PREP Program assists members to identify other interested jurisdictions that may be able to provide emergency procurement support and assistance during natural disasters and other emergency situations.

- **Purchissues – our most active list**

Focus: agency regulations and best practices; individual experiences in the profession

- **Technology**

Focus: technology in support of procurement operations or the broader systems they interact with

- **Techspecs**

Focus: sharing or requesting specifications on unique requirements or performance specs

Join a discussion today.



Contact-An-Expert

For a quick consultation on a more specialized project, turn to our Contact-An-Expert.

You can search by category to find NIGP members who have a depth of experience in your current area of focus. These experts will give you the direction you need to quickly move your project forward.



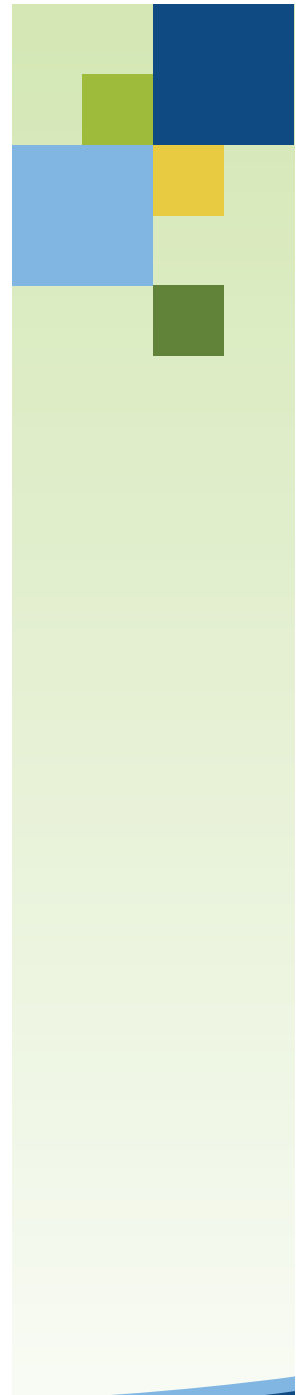
Membership Directory

Looking for NIGP members in your area?

The NIGP Membership Directory

helps you quickly locate colleagues who may be local to you.

Maybe you met a colleague at our Annual Conference and you lost the napkin you wrote his or her contact information on. Not to worry! A quick search using our Membership Directory will reconnect you in no time.



Professional Development

NIGP's unique approach to curriculum development ensures that learning experiences are grounded in practical experience and seasoned by insights from the academic community.





Learning Central

Your one-stop destination for all educational offerings.

Face-2-Face Courses are presented by NIGP Certified Instructors using an interactive, case study-based style, making the learning process immediately engaging and relevant. These one-, two- and three-day classes are limited in size and average 18 students to ensure plenty of small group and individual activity.

Online Courses are self-paced, available 24/7, require no travel, include contact hours, and generate a Certificate of Completion. Discover a wide variety of online training opportunities from basic skill strengthening business courses to more advanced procurement-specific training.

Webinars are 90-minute topical online classes that provide time-challenged professionals the opportunity to earn recertification points and contact hours without ever leaving the office.

Certification

Did you know that all NIGP courses qualify toward achieving the CPPO and CPPB certifications?

For many, professional certification is a pinnacle achievement that reflects your superior knowledge, experience and status as a public procurement professional. Whatever your motivation for certification, NIGP's courses ensure that you get the knowledge and the qualifying credits you need to obtain the CPPO or CPPB designation.

I actually found NIGP's Online Assessment tool to be very useful and have recommended it to folks who have asked me about how I studied...It was definitely worth the cost.

S.S., CPPO
Procurement Management Account Executive
Richmond, VA



Annual Forum and Products Exposition

Every summer NIGP hosts the largest gathering of public procurement officials in North America.

NIGP members anticipate each Forum as it offers almost five days of educational workshops, networking and social events, and the opportunity to rekindle friendships and acquaintances. With two half-days dedicated to the products exposition, there is plenty of opportunity to meet the suppliers who may best support your agency's needs.

Where will the NIGP Forum be?

2011: National Harbor, Maryland, August 25-29

2012: Seattle, Washington, August 16-22

2013: Orlando, Florida, August 24-28

2014: Philadelphia, Pennsylvania, August 22-27

2015: Kansas City, Missouri, July 31-August 5

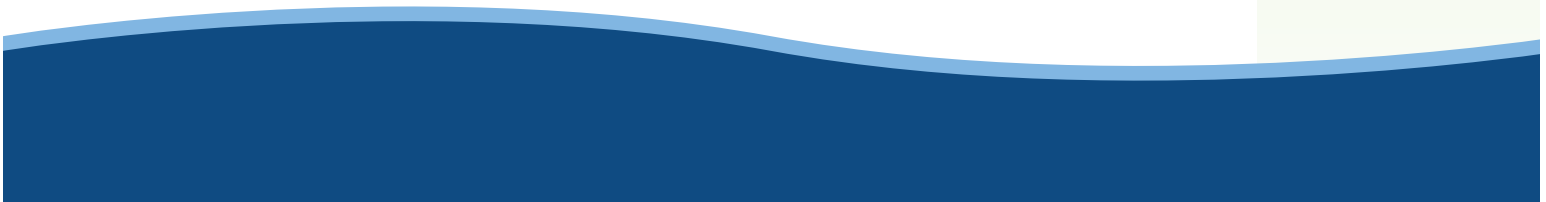
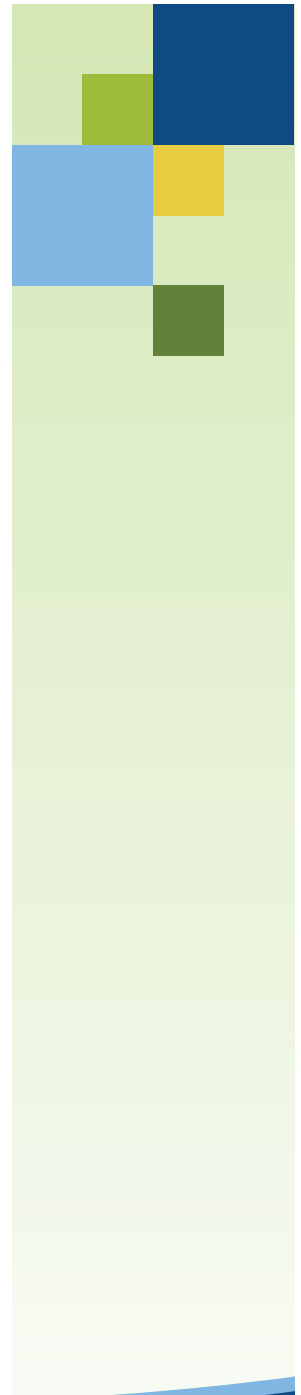
Forum registration and event information is readily available at www.nigp.org/forum or by e-mailing customercare@nigp.org.

Executive Certificate in Public Procurement

The Executive Certificate in Public Procurement reflects a professional's mastery of the body of knowledge.

The certificate is achievable only by certified professionals who wish to realize their aspirations through advanced theoretical and practical procurement knowledge.

The Executive Certificate program was developed jointly by accomplished faculty from NIGP and Florida Atlantic University (FAU). Upon successful program completion, the Executive Certificate is awarded in one of the five specialty areas.



Personal Resources

If knowledge is the coin of the realm in an information society, knowing about these NIGP products and programs may be just the currency you need.

- 
- NIGP Compensation Survey Report
 - NIGP Public Procurement Benchmark Survey Report
 - NIGP Job Board
 - LES Scholarship Program
 - NIGP Store
 - NIGP Publications



NIGP Compensation Survey Report

The NIGP Compensation Survey Report is an invaluable reference for procurement managers, practitioners and human resource offices.

Issued every two years, the results of NIGP's comprehensive study of public procurement pay scales, roles and responsibilities, and regional comparisons provide an outstanding reference for budgeting and validation purposes.

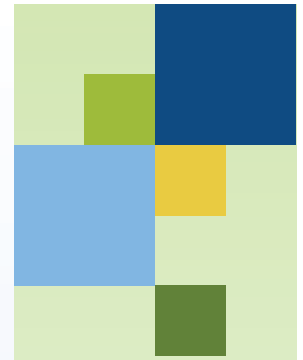
This publication is available in electronic form complimentary to all NIGP members.

NIGP Public Procurement Benchmark Survey Report

The NIGP Public Procurement Benchmark Survey Report provides key data on the current state of public procurement in the U.S. and is a valuable reference for procurement managers and practitioners alike.

Issued every two years, the results of NIGP's Benchmark report provides a snapshot of key elements including organizational structure, delegation, spend, thresholds, workload indicators, cycle times, and e-procurement.

This publication is available in electronic form complimentary to all NIGP Members.





NIGP Job Board

Looking for a new opportunity? Trying to fill a vacancy in your department?

As an NIGP member, you can search or post to our **Job Board** page. Let your HR department know that this service is available when they need to fill a procurement-related position. *There is no charge to member agencies.*

LES Scholarship Program

NIGP is committed to providing scholarship opportunities to those in need.

We are in the process of revising the *LES Scholarship Program* to offer expanded opportunities.

Please check back for application and general information.

Interested in donating to the NIGP Scholarship fund? Send your donations to the address below:

NIGP Scholarships
151 Spring Street
Herndon, VA 20170



NIGP Store

The NIGP Store maintains over 40 titles of procurement- and contracting-specific references to expand your professional library and help you day-to-day.

Through the *NIGP Store* you can also register for courses, Webinars and Forums. As an NIGP member, you receive reduced prices for all merchandise and development programs.

NIGP Publications

Nobody reads anymore unless it's a quick read or of immediate interest to you.

NIGP's Sector Spotlight edition of BuyWeekly is published electronically at the beginning of each month and features 8-10 procurement-related news briefs culled from publications across North America plus 2-3 NIGP related items. These briefs give a quick view of what's happening out there that impacts our professional community. From these briefs, members can link to the complete article to get the rest of the story.

NIGP's *BuyWeekly* electronic newsletter is a five minute read providing a quick overview of current highlights in our profession and at NIGP. Look for it during the middle of the month in your inbox.

GoPro: Government Procurement magazine is published 6 times a year and provides relevant, practical and cutting-edge content for the procurement profession. GoPro magazine is the result of a partnership between Penton Media, the largest independent business-to-business media company in the United States (and the publisher of Government Procurement), and NIGP.

We know you want to be informed, but finding the time stay 'in the know' is challenging to say the least. Short, sweet and pertinent. NIGP's *Sector Spotlight*, *BuyWeekly* and *Go Pro magazine*

Growing the Profession

“The only limits are those of vision.”

James Broughton





Awarding Achievement

Advancing the profession relies on the leadership of individuals and the commitment of organizations to continually strive for improvement and to push the benchmark of what is considered ‘best practice’.

Each year NIGP recognizes individual and agency members who have achieved hallmark status in the eyes of their peers.

INDIVIDUAL AWARDS

Albert H. Hall Memorial Award recognizes a former or present member who has made outstanding contributions to NIGP over an extended period of time. Established in 1977, the Institute named the award in honor of NIGP’s founder, Albert H. Hall.

Anne Deatherage Meritorious Service Award recognizes individuals who have dedicated their career to advancing the public purchasing profession through volunteer service. Established in 2005, this award was named in honor of former NIGP’s Deputy Chief Executive Officer.

Buyer of the Year is selected from nominations submitted by NIGP Chapter affiliates and individuals. Individual purchasing professionals at all levels of public procurement are encouraged to apply. This award is based on the individual’s significant contributions to the advancement of the purchasing professional and their professional development.

Distinguished Service Awards (DSA) recognize individuals who have provided extraordinary service to their government entity, the community, the Institute or the purchasing profession. The DSA is the second highest form of recognition offered by the Institute.

Manager of the Year is selected from nominations submitted by NIGP Chapter affiliates or individuals. The definition of Manager is limited to those public professionals who have supervisory and/or management responsibilities in the organization. This award is based on the individual's significant contributions to the advancement of the purchasing professional and their professional development.

AGENCY AWARD

Innovations in Public Procurement Award is conferred to a governmental entity that has developed a new, distinct, and forward thinking approach to any aspect of public procurement. The 2010 winner City of Port St. Lucie, FL was recognized at this year's Forum in San Antonio, TX.



Research

Ongoing investigation and assessment of current practices, organizational structures, system processes, and operations philosophies is necessary for the continued growth and recognition of our profession..

NIGP Research is championed by current and former practitioners working in partnership with academia. Over time and through these relationships, NIGP has assembled a rich archive of research-derived materials and tools that will help you in your own procurement and business operations research.

Agency Support Solutions

Just like individuals, agencies need development tools, recognition and occasional coaching.

- 
- Accreditation
 - Cooperative Purchasing
 - NIGP Code
 - NIGP Consulting
 - NIGP Observatory



Accreditation

Agency accreditation, similar to individual certification, reflects your entity's achievement of professional competency and earns the immediate respect of all who interact with your purchasing department.

NIGP provides two levels of accreditation. **Our Outstanding Agency Accreditation Achievement Award (OA⁴)** is based on agency self-review using NIGP's Performance and Satisfaction Survey (PASS) assessment tool and demonstrating that all basic operating criteria are successfully met.

Earning OA⁴ accreditation is the foundation for achieving the highest level of accreditation offered to public purchasing agencies, the **Pareto Award for Excellence in Public Purchasing**. Named after the founder of the 80/20 rule, the Pareto Award may be earned by existing OA⁴ agencies who complete a 60-question survey and peer review process. The award is not easily earned due to the rigors inherent to the review process. Agencies should allow four to six months to complete the Pareto accreditation assessment.

Your agency may be closer to accreditation than you think!

Cooperative Purchasing

U.S. Communities Purchasing Alliance

NIGP fully supports the practice of cooperative purchasing for the efficiencies it achieves for public entities and the tremendous savings cooperative programs realize for the taxpayer. Demonstrating its conviction, NIGP is a co-founding sponsor of U.S. Communities and its affiliate.



U.S. Communities and Canadian Communities have gone to great lengths to ensure that all contracts available through these programs meet the high standards of competitive and transparent processes required by government agencies. Though price is not always the primary deciding factor in a procurement, it is worthy to note that suppliers offering contracts through the Communities are required to ensure that the Communities contract pricing is the best available.

NIGP Code

NIGP Code

Software gives your agency the standardized commodity and service coding structure to, at minimum, specify and source bids and contracts and track inventory. Used to its fullest, the Code will give your agency end-to-end order-to-analysis capability. NIGP's technology partner, Periscope Holdings, supports the ongoing development of the NIGP Code and the over 1,400 agencies that already use the Code in their procurement systems.



NIGP Consulting

Does your agency require a third-party audit?

NIGP's *Consulting Services* team offers exactly the support you need.

All NIGP consultants are current or former practitioners with a minimum of 18 years government purchasing and contracting experience. NIGP Consulting Services has supported the assessment and development needs of agencies as varied as the United Nation's Department of Procurement Services, Miami-Dade County and Cobb County Schools.

The success of our consulting services is a testament to the acumen and hands-on, real world experience of our consulting teams. Though some consulting firms may rely on consultants who understand procurement processes and systems from a private-sector perspective or even a theoretical, academic understanding, all *NIGP consultants have practical experience* and demonstrated success in their organizations.

NIGP's fixed-price consulting services include evaluation of policies and procedures; contract administration review; pcard program review; Performance and Satisfaction Survey (PASS); assessing appropriate and relevant benchmark measures, and identifying best practices.

Learn more about how NIGP's procurement consulting services can support your agency. Contact Connie Hinson, Manager, NIGP Consulting Program, 404-353-0763 or chinson@nigp.org.



NIGP Observatory

Your Spend Analysis Solution

Spikes Cavell and NIGP have entered into a strategic partnership to bring a unique spend analysis solution to the US public sector procurement market.

The *NIGP Observatory*, powered by Spikes Cavell, is a spend and supplier management solution that delivers the data, tools and intelligence required to give the procurement function the insight it needs to reduce cost, realize cooperative opportunities, improve contract compliance and drive continuous improvements in spend and supplier management.

National Member agencies can register for the NIGP Observatory's *MEASURE* modules, a FREE tool for recording and reporting on delivered savings. *MEASURE'S* functionality delivers an established methodology and the supporting online tools make it easy to capture, collate and analyze the value, type and source of efficiencies and savings delivered by the procurement function.

MEASURE helps you establish where past and present procurement initiatives have delivered value for money improvements and provides a mechanism for monitoring your organization's performance so that you can more easily show the value that the purchasing function provides to the rest of the organization.

If you have questions about the NIGP Observatory or *MEASURE*, please contact Spikes Cavell at 800-990-0228. ext. 100 or nigp.observatory@spikescavell.net.

Local Chapters

With 77 chapters and growing, accessing NIGP programs locally becomes easier each year.

Many chapters host regular meetings and professional development courses, offer scholarships in support of continuing education, and conduct successful supplier events that help fund expanded chapter activities.

Chapters also provide an excellent opportunity for you to develop your leadership skills and help grow the strength of the procurement profession in your community.

Check with your *local chapter* to discover their upcoming events, activities and additional benefits available to you.

Leadership Opportunities

“Leadership and learning are indispensable to each other.”

John F. Kennedy



- NIGP Board & Committee Volunteer
- NIGP Chapter Leadership



NIGP Board & Committees

“If you find it in your heart to care for somebody else, you will have succeeded.”

Maya Angelou

NIGP volunteer leaders are essential to the ongoing success of our professional association.

Through participation on NIGP Board Committees, you will expand your awareness of NIGP and the profession, and ensure that we continue to support the needs of our members and the profession through *premier educational and research programs, professional support and advocacy initiatives*.

The NIGP Board of Directors consists of 15 leaders elected to provide strategic guidance to the Institute. Instrumental to the long-term success of NIGP and its member programs, Directors are elected by the members of the region they represent.

We invite and encourage your participation in the ongoing success of NIGP.

NIGP Chapter Leadership

Would you like to contribute to the ongoing support of your profession and your colleagues *locally*?

Many chapters host tradeshow events, educational programs and networking meetings that rely on the volunteer efforts of its members to ensure their programs' success.

Locate the NIGP Chapter nearest you and learn how you can become more active in NIGP activities close to home.

Not finding a chapter near you? Contact our **Chapter Relations Manager** at **800-367-6447 x 232** or e-mail **chapters@nigp.org**.



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