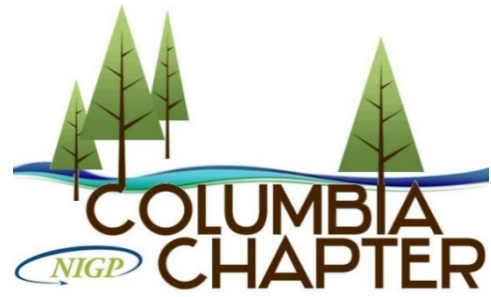


**Columbia Chapter NIGP Executive Board Meeting**  
**Date: January 17, 2018**      **Time: 11:30 AM– 1:00 PM**  
**Location: Multnomah Building, 1st Floor, Room 126**  
**Facilitator: Denice Henshaw, CPPB – President**



**EXECUTIVE BOARD MEETING AGENDA**

**CONSENT AGENDA**

<b>Reports</b>	<b>Presenter</b>	<b>Position</b>
1. Approve Meeting Minutes for Nov & Dec	Elvis	Secretary
2. Approve Committee Reports <ul style="list-style-type: none"> <li>• Treasurer (Anthony)</li> <li>• Vice President (Christy)</li> <li>• ProD (Kathi)</li> <li>• Membership (Emmanuel)</li> <li>• Logistics (Suzi)</li> <li>• Rewards (Diane)</li> <li>• Chapter Liaison (Lee)</li> <li>• ICP (Annie/Cate)</li> </ul>	Varies	Committee Chairs

**OLD BUSINESS**

<b>Topic</b>	<b>Responsible Party</b>
1. BOY/MOY –Committee update	Christy
2. CPPO / CPPB certifications update	Marketing Committee??
3. Holiday Luncheon Re-cap	Anthony/Christy
4. PayPal, Constant Contact, QuickBooks Update	Anthony/Emmanuel

**NEW BUSINESS**

<b>Topic</b>	<b>Responsible Party</b>
1. Laptop & Projector	Kathi & Board
2. Storage – Bring a report of what all needs to be in storage	Board
3. Watermelon/Website	Suzi
4. Annual Audit	Denice
5. Budget Changes	Anthony
6. Walk-Ons	Board

<b>Parking Lot</b>	<b>Responsible Party</b>
1. Handbook/Bylaws review and suggestions	Anthony

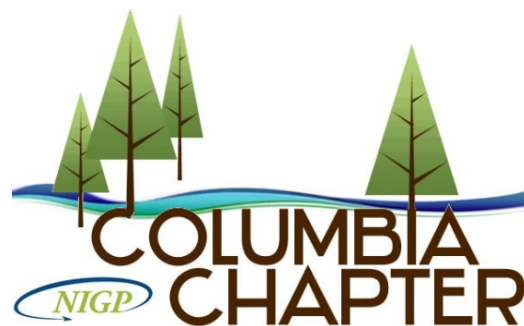
**UPCOMING EVENTS AND MEETINGS**

1. General Meeting – February 1, 2018
2. Board Meeting – February 14, 2018
3. Free All-Day Workshop – March 1, 2018

# Columbia Chapter NIGP

## Executive Board Meeting

### December 2017



**Date:** December 19, 2017

**Time:** 11:30 AM– 1:00 PM

**Location:** Multnomah Building, Room 126

**Facilitator:** Denice Henshaw, President

**Minutes taken by:** Kathi Braeme-Burr, Pro-D

### EXECUTIVE BOARD MEETING MINUTES

#### CALL TO ORDER: 11:59 AM

#### ATTENDEES

Denice Henshaw President, Christy Tran Vice President, Suzi Fulcher Logistics Director, Emmanuel Amunga Membership Director, Annie Teav ICP Director, Kathi Braeme-Burr Pro-D

#### REPORTS

**Board Meeting Minutes:** No minutes were presented, will hold until next board meeting.

#### COMMITTEE REPORTS

- **Treasurer** – Only include report when attaching to minutes. Discussion on how to deal with PayPal account during the Budget discussion under Old Business. Waiting for payments from Holiday Luncheon items.
- **Vice President** - will discuss MOY/BOY under Old Business. Joint Workshop and All-Day under New Business.
- **Pro D** – Generated \$1700 revenue. (Report attached)
- **Membership** – 1 new application from Maura Platt, Multnomah County. Suzi moved to accept, Denice 2<sup>nd</sup> all approved but Board will verify process to approve new memberships. (Report attached)
- **Logistics** – No report available
- **Rewards** – No report submitted.
- **Chapter Liaison** –No report submitted
- **ICP** – Last meeting's attendance was about 19. Speakers were from GSA. Next meeting February 15, 2018. Date is incorrect in report. Will correct (Report attached)

Suzi moved to accept the Director reports as presented, seconded by Kathi, all approved.

#### TOPICS

- **Constant Contact-** Discussion on the benefits and costs of Constant Contact, PayPal and QuickBooks. Yearly costs and fees are similar for the 3 (some advantage to QuickBooks) but all functions can be done in QuickBooks. Membership director would enter members in as vendors and members receive invoices easily. Question on how to tie the chapter website pay method to either bank or PayPal or ? Anthony will talk with Travis to have Travis transfer monies in PayPal account close old account to Travis' personal card and then cut a check to the chapter to deposit in Chapter account. They will also change passwords so that a Board member can access/review.
- **BOY/MOY-Committee update-** Sent out email to member for nominations. Received none yet but several are planned. Do people who nominate others for BOY/MOY need to be from the same organization? No, nominations can be made by any member for any member.
- **CPPO/CPPB certifications update-** NIGP has not published the list of new certifications. We have several members who have received their certifications. How does the chapter want to acknowledge members? Will use the plaques that we have used in the past. Christy will order them so we can have them engraved as soon as we have selected the awardees.
- **Budget** – What to do when a potential expenditure will exceed the budgeted amount? Would the chapter want to exceed the budget amount for programming, etc.? No, we should maintain the budget and only if it is unforeseen should the Board exceed the approved budgeted amount. If it is foreseen, get membership vote

for approval prior to spending. If unforeseen expense, move money from contingency account and if revenue move to money market fund.

- All-Day workshop and Joint Workshop – Difficult to schedule both events. Does OPPA want to continue the Joint Workshop? They appear not to be committed to hosting it either. Since the Joint Workshop does not add points to chapter standing for Chapter of the year, Suzi moved to have only the All-Day and move to event to March. Anthony seconded. All approved. Future discussion with OPPA to perhaps have a Joint Workshop in the years inbetween the Regional Forum (2019).

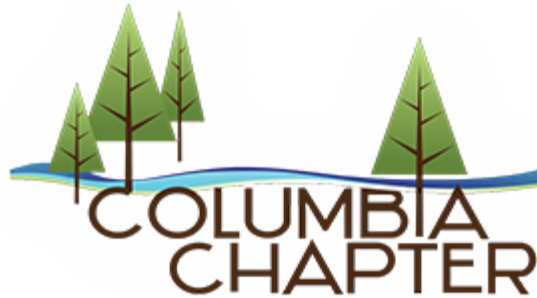
- Annual Reports are due. Membership, Treasurer and President will need to complete them soon.

- Moved to next meeting:
  - Storage
  - Laptop and projector for Pro-D
  - Board Meeting locations
  -

#### **UPCOMING EVENTS AND MEETINGS**

1. Board Meeting- January TBD. Denice will send a doodle invite to see what date works best for February as the normal date conflicts with Leadership Academy.
2. All-Day workshop – now March 1, 2018. Theme will be part of Purchasing Month.

**MEETING ADJOURNED AT 1:06 PM**



**Report Date:** January 2018

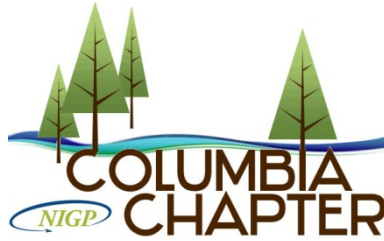
**Committee or Director:** ICP

**Prepared By:** Annie Teav

**Executive Board Meeting Date:** 01/17/2018

**Committee meeting minutes, new developments, or other information:** The next ICP meeting is February 15<sup>th</sup>, 2018. I am working with Kim Hankin's (representing MMCAP) to be our guest presenter. I anticipate a larger group attending as we will extend the invite out to specialty buyers and other groups of interest outside of the central procurement/contracts staff at each agency (such as risk management). Kim has also asked if we could invite agency representatives outside of the Portland Metro area such as Marion County; I do not see any issues with this and in fact believe there could be a lot of synergies by doing so. I am working on securing a location for this meeting, likely Multnomah ESD if available.

Our contracts list needs a refresh; I will be working on that and have been asking for folk's patience on this. On another note, Cate Antidel has informed me that her time is being consumed with her work responsibilities right now so she needs to step back for the time being. This should not be an issue other than not having a backup facilitator (when necessary) or a note taker; typically I take notes and we combine them so it should not be an issue.



Report Date: January 17, 2018

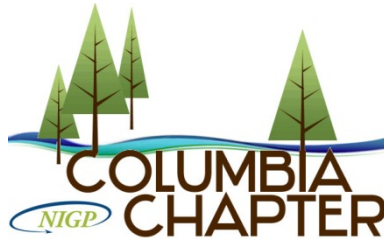
Committee or Director: Logistics

Prepared By: Suzi Fulcher

Executive Board Meeting Date: January 17, 2018

Committee meeting minutes, new developments, or other information:

1. The February General Meeting will be held at The Historic Kenton Firehouse, 8105 N Brandon Ave. - Portland. As of today 1 member has RSVP'd.
2. The March All Day Workshop will also be held at the Historic Kenton Firehouse. As of today 1 member has RSVP'd.



Report Date: January 17, 2018

Committee or Director: Web Committee

Prepared By: Suzi Fulcher

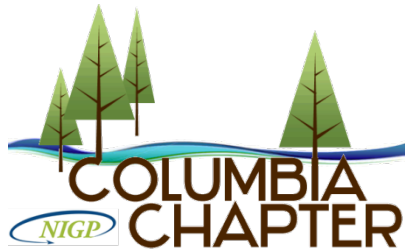
Executive Board Meeting Date: January 17, 2018

Committee meeting minutes, new developments, or other information:

- 1) Still need a picture of Anthony for the Officers section.
- 2) Had a WebEx meeting with Watermelon that I thought was very productive. The following are the action items from the meeting:

Action items – Watermelon will:

1. Make it so folks cannot register for the site – Membership Director will add everyone
  2. Provide a lost password link
  3. Fix the login so it leaves you on Home page and does not take you to the RVTS page
  4. Will update plug ins as needed
  5. Will send us information on how to set up Mail Chimp
  6. Will make it so that members have access to their profile when they login and can update:
    - a. Password
    - b. Address
    - c. Email
    - d. Telephone
    - e. \*If possible allow them to view their bookings
  7. Will look at the survey function and see what it does
- 3) Web Committee will meet to talk about the look that we want in the menus and on the pages. Meeting set for January 23rd .
  - 4) Suzi will meet with Emmanuel and show him how to add members to the site.



Report Date: January 17, 2018

Committee or Director: Pro-D

Prepared By: Kathi Braeme-Burr

Executive Board Meeting Date: January 17, 2018

Committee meeting minutes, new developments, or other information:

#### **Classes for 2017:**

January – Cancelled due to weather.

February – Developing and Managing RFP 15 students \$1751.25 Rebate

March - CPPB prep – 8 registered, \$443.00 Rebate

May – Legal Aspects –10 attendees - \$671.00 rebate

July Introduction to Public Procurement –10 attendees Approx \$500 rebate

Sept 13 & 14 CPPB Prep class 9 registered Confirmed

Sept 19 & 20 Contracting for Construction Services (2 day) 12 registered Confirmed

Oct 23rd Making the Contract fit the Purchase (1 day US Communities) 14 attendees Confirmed

~~Nov Get What you need through Successful Negotiation Strategies (2 day) No longer being offered~~

#### **Classes for 2018**

January 30-31 2018 ~~Effective Contract Writing~~ — 6 registered (~~need 9 more~~) ~~Wilsonville~~

~~Columbia Chapter~~ Canceled needed 15 students

March 20-21, 2018 CPPB Prep – 2 registered (~~need 6 more~~) Columbia Chapter

July 10-12, 2018 Legal Aspects – Columbia Chapter tentative Wilsonville

September 25-27, 2018 Introduction to Public Procurement – Columbia Chapter Tentative Wilsonville

November 2018 Contracting with Federal Grants Intermediate – Columbia Chapter tentative

## Income/Expense Report

### February 2012

#### Developing and Managing RFP

Income:  
9 Attendees, Rebate \$560.30

Expense:  
Refreshments \$ 81.56  
Net Income \$478.74

### April 2012

#### Legal Aspects of Public Procurement

Income:  
9 Attendees, Rebate \$502.70

Expense:  
Refreshments \$ 50.17  
Net income \$452.53

### July 2012

#### Intro to Public Procurement

Income:  
10 Attendees, Rebate \$712.60

Expenses:  
Refreshments: \$ 92.51  
Net Income: \$620.09

### September 2012

#### Contracting for Construction Services

Income:  
14 Attendees, Rebate \$638.90

Expenses:  
Refreshments: \$112.08  
Net Income: \$526.82

### October 2012

#### Legal Aspects of Public Procurement

Income:  
14 Attendees, Rebate \$935.00

Expense:  
Refreshments, Room rental \$739.65  
Net income \$195.35

**Total Net Income 2012 \$ 2273.53**

### January 2013

#### Developing and Managing RFP

Income:  
15 Attendees, Rebate \$1488.75

Expense:  
Refreshments, Room rental \$522.04

Net income \$ 966.71

### April 2013

#### CPPB Prep

Income:  
18 Attendees, Rebate \$1307.25

Expense:  
Refreshments, Room rental \$433.39

Net income \$ 873.86

### September 2013

#### CPPB Prep

Income:  
13 Attendees, Rebate \$ 587.00

Expenses:  
Refreshments, Room \$ 480.13  
Net Income: \$ 106.87

**Total Net Income 2013 \$ 1947.44**

### January 2014

#### Sourcing in the Public Sector

Income:  
7 attendees & 1 seat \$520.50

Expenses:  
Refreshments/Room: \$631.84  
Net **Loss** \$111.34

### August 2014

#### Effective Management of Construction Contracts

Income:  
15 attendees \$ 778.50

Expenses:  
Refreshments \$ 83.80  
Net Income \$ 694.70



**October 2014  
Performance Based Requests for  
Proposals**

Income:  
30 Attendees \$630.00  
Expenses:  
Refreshments \$106.20  
Net Income \$523.80

**December 2014  
Developing and Managing RFP  
(cosponsored OPPA)**

Income:  
23 Attendees \$1085.37  
Expenses:  
Refreshments, etc  
\$ 81.26  
Net Income \$1004.11

**Total Net Income 2014: \$ 1982.77**

**May 2015  
Legal Aspects of Public Procurement**

Income:  
11 Attendees, Rebate \$672.50

Expense:  
Refreshments, Parking \$220.91  
Net income \$452.59

**Total net income 2015 \$452.59**

**April 2016  
CPPB Prep**

Income:  
6 Attendees, Rebate \$ 0.00  
Expense:  
Refreshments, Parking - \$143.16  
**Net Loss -\$143.16**

**December 2016  
Effective Decision Making  
Problem Solving**

Income:  
10 Attendees, rebate \$ 285.00  
Income:  
18 attendees rebate \$ 898.50  
Expenses:  
Refreshment, mailing \$209.18  
Net Income \$974.32

**Total net income 2016 \$831.16**

**February 2017  
Developing and Managing RFP**

Income:  
15 Attendees rebate \$ 1751.52  
Expenses:  
Refreshments, etc \$ 841.27  
Net Income \$ 910.25

**March 2017  
CPPB Prep**

Income:  
8 Attendees rebate \$ 443.00  
Expenses:  
Refreshments, etc \$ 384.59  
Net Income \$ 58.41

**May 2017  
Legal Aspects of Public Procurement**

Income:  
9 attendees Rebate \$671.00  
Expenses: \$580.03  
Refreshments, etc.  
Net Income: \$ 90.97

**July 2017  
Introduction to Public Procurement**

Income:  
10 attendees Rebate \$700.00  
Expenses: \$796.07  
Refreshments, etc.  
**Net loss: -\$ 96.07**

**Sept 2017  
CPPB Prep**

Income:  
9 attendees Rebate \$465.50  
Expenses: \$959.31  
Refreshments, etc.  
Net Income **-\$493.81**

**Contracting for Construction**

Income:  
12 attendees Rebate \$667.00  
Expenses: \$-----  
Combined with above.  
Net Income \$667.00

**Oct 2017**

**Making the Contract fit the Purchase**

Income:

14 attendees Rebate	\$747.50
US Communities	\$6300.00

Expenses:

NIGP	\$6300.00
Refreshments, etc	<u>\$112.68</u>
Net Income	\$634.82

**Total net income 2017      \$1771.57**

**From:** [Seaton, Diane](#)  
**To:** [Henshaw, Denise](#); [Carter, Elvis](#); [Kathi BRAEME-BURR](#); [Amunga, Emmanuel](#); [Annie TEAV](#); [Suzi Fulcher](#); [Lee FLEMING](#); [Anthony BLACKMON](#); [Christy TRAN](#)  
**Subject:** Rewards & Scholarship Committee Reports  
**Date:** Wednesday, January 17, 2018 10:39:10 AM  
**Attachments:** [image001.png](#)  
[Rewards January 2018 Report.docx](#)  
[Scholarship January 2018 Report.docx](#)  
[Scholarship Application Draft 1.04.18.xlsm](#)  
[Scholarship Procedures revamp WORK IN PROGRESS.docx](#)

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Good morning,

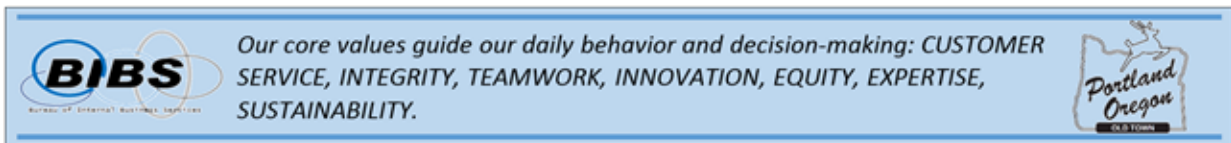
Rewards & Scholarship reports are attached along with the draft scholarship application and procedures. Procedures still need quite a bit of work and I plan to have more of a final draft for review/discussion prior to the February board meeting.

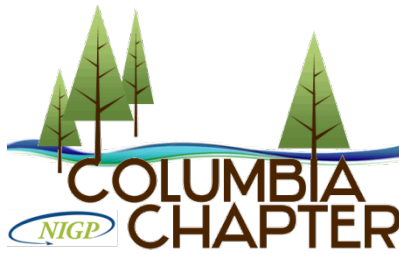
If you have suggestions, thoughts, etc. please let me know!

Thanks,

**Diane Seaton, CPPO, CPPB**

Contracts Manager  
City of Portland  
Bureau of Internal Business Services  
1001 SW Fifth Avenue, Suite 500  
Portland, OR 97204  
(503) 823-6987  
[diane.seaton@portlandoregon.gov](mailto:diane.seaton@portlandoregon.gov)





**Report Date: January 17, 2018**

**Committee or Director: Scholarship**

**Prepared By: Diane Seaton, CPPO, CPPB**

**Executive Board Meeting Date: January 17, 2018**

**Committee meeting minutes, new developments, or other information:**

Committee met to review and edit new application. Christy, Paula, and Diane were in attendance.

Discussion included:

Deadline to submit application – end of January (beginning 2019)

Members can roll over points at end of year upon request.

Some tracking will be needed.

Scholarship per member to be capped at \$300

Range of points will determine amount of award:

200-299        \$ 50

300-499        \$150

500-699        \$200

700-999        \$250

Over 1000      \$300

Amounts may be adjusted next year after review of program. Unused amounts from budget could be rolled over to increase award amounts.

Rewards dollars were removed from budget to apply them to scholarship.

Will do prior to February Board meeting:

Contact Web Committee to request removing rewards information from website.

Add information to application such as agency and phone number.

Finish revisions to procedures.

Forward draft of application and procedures to Board prior to February meeting.

Request time on February Board Meeting agenda to finalize.

Questions for future discussion:

Will documentation be required for everything?

President & VP cannot apply. What about past President (is also scholarship chair).

In the past, VP was scholarship chair. Change to Past President?

Respectfully submitted by: Past President

Diane Seaton, CPPO, CPPB  
2017-2018 Scholarship Committee Chair

# Columbia Chapter of NIGP Scholarship Application



**Scholarship Applicant:**

**Date:**

**Email Address:**

**SUBMIT APPLICATION AND DOCUMENTATION TO SCHOLARSHIP CHAIR**

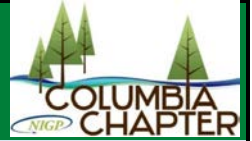
## MEETING/EVENT ATTENDANCE WITHIN THE LAST CALENDAR YEAR

MEETING/EVENT	POINTS EACH	TOTAL POINTS
Chapter General Meetings Attended.....	10 Points	0 Points
Annual All-Day Free Workshop.....	10 Points	0 Points
Chapter Board Meetings Attended.....	10 Points	0 Points
Joint Regional Conferences Attended.....	10 Points	0 Points
Joint Workshops Attended.....	10 Points	0 Points
Holiday Luncheons Attended.....	10 Points	0 Points
Other Chapter Social Event.....	10 Points	0 Points
NIGP Forum: .....	75 Points	0 Points
Other Conference(s) (Documentation Required).....	25 Points	0 Points
List: <span style="border: 1px solid black; display: inline-block; width: 500px; height: 20px; background-color: yellow;"></span>		
<span style="border: 1px solid black; display: inline-block; width: 500px; height: 20px; background-color: yellow;"></span>		
Other Workshop(s) (Documentation Required).....	10 Points	0 Points
List: <span style="border: 1px solid black; display: inline-block; width: 500px; height: 20px; background-color: yellow;"></span>		
<span style="border: 1px solid black; display: inline-block; width: 500px; height: 20px; background-color: yellow;"></span>		

## FUNDRAISER PARTICIPATION

PARTICIPATION	MAX POINTS	VOLNTR BONUS	TOTAL POINTS
RVTS: Full Day Agency Participant .....	30 Points	20 Points	0 Points
OR RVTS: AM Session Only Agency Participant.....	15 Points	10 Points	0 Points
RVTS: PM Session Only Agency Participant.....	15 Points	10 Points	0 Points
Other Fundraiser (Documentation Required).....	20 Points		0 Points
Charity Event Participant (Documentation Required).....	5 per activity		0 Points

# Columbia Chapter of NIGP Scholarship Application



## PROFESSIONAL VOLUNTEERISM

COLUMBIA CHAPTER OF NIGP LEADER/VOLUNTEER (previous 10 years)	POINTS EACH	TOTAL POINTS		
Board Director/Officer Membership .....	300 Points			
NIGP Council/ NIGP Officer (Documentation Required).....	100 Points			
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
Committee Chair/ Co-Chair.....	75 Points			
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
Committee Member.....	25 Points			
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
RVTS Chair.....	100 Points			
RVTS Steering Committee / Chair.....	75 Points			
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
RVTS Committee Member.....	25 Points			
Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/> Position: <input style="width: 150px; height: 20px;" type="text"/> Contribution: <input style="width: 250px; height: 20px;" type="text"/>				
Non-Compensated Instructor, Presenter or Moderator at a Procurement Event (Documentation Required).....	25 Points			

# Columbia Chapter of NIGP Scholarship Application



Date:		Session:	
Date:		Session:	

Episodic Committee Member.....	5 Points	
Position:	Contribution:	
Position:	Contribution:	
Position:	Contribution:	
Position:	Contribution:	
Position:	Contribution:	

Mentor Program Participant (Documentation Required).....	50 Points	
Position:	Partner:	

Mentee Program Participant (Documentation Required).....	25 Points	

<b>OPPA LEADER/VOLUNTEER</b>	<b>POINTS EACH</b>	<b>TOTAL POINTS</b>
------------------------------	--------------------	---------------------

OPPA Board (Documentation Required).....	50 Points	
List:		

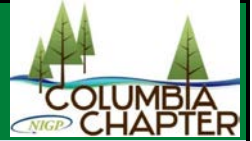
Committee Chair/ Co-Chair (Documentation Required).....	25 Points	
List:		

Committee Member (Documentation Required).....	15 Points	
List:		

Task Force Chair/ Co-Chair (Documentation Required).....	10 Points	
List:		

Task Force Member (Documentation Required).....	5 Points	
List:		

# Columbia Chapter of NIGP Scholarship Application



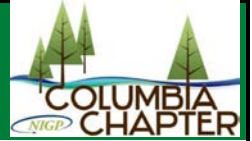
OTHER PROCUREMENT ASSOCIATION LEADER/VOLUNTEER	POINTS EACH	EVENT (QTY.)	TOTAL POINTS
Non-Compensated Instructor (Documentation Required).....	15 Points	0	0 Points
Date: <input style="width: 150px; height: 20px;" type="text"/>			
Session: <input style="width: 250px; height: 20px;" type="text"/>			
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Session: <input style="width: 250px; height: 20px;" type="text"/>			

PROFESSIONAL CERTIFICATIONS (Documentation Required)			
DESIGNATION	MAX POINTS	NEW CERT BONUS	TOTAL POINTS
Certified Public Procurement Officer (CPPO).....	75 Points	75 Points	0 Points
Certified Professional Public Buyer (CPPB).....	50 Points	50 Points	0 Points
Certified Purchasing Manager (C.P.M).....	25 Points	25 Points	0 Points
Accredited Procurement Professional (A.P.P).....	25 Points	25 Points	0 Points
Certified Professional in Supply Management (CPSM).....	25 Points	25 Points	0 Points
Certified Federal Contracts Manager (CFCM).....	25 Points	25 Points	0 Points
Certified Professional Contracts Manager (CPCM).....	25 Points	25 Points	0 Points
Certified Commercial Contracts Manager (CCCM).....	25 Points	25 Points	0 Points
Other: <input style="width: 450px; height: 20px;" type="text"/>	25 Points	25 Points	0 Points
<input style="width: 450px; height: 20px;" type="text"/>	25 Points	25 Points	0 Points
<input style="width: 450px; height: 20px;" type="text"/>	25 Points	25 Points	0 Points

INDIVIDUAL SERVICE AWARDS (Documentation Required)		
PROCUREMENT ASSOCIATION HONORS & AWARDS	POINTS EACH	TOTAL POINTS
Awards of Merit, Excellence & Distinguished Service.....	30 Points	0 Points
List: <input style="width: 450px; height: 20px;" type="text"/>		



## Columbia Chapter of NIGP Scholarship Application




### PROCUREMENT PUBLICATIONS (Documentation Required)

NAME OF PROFESSIONAL PUBLICATION OR NEWSLETTER AND ARTICLE TITLE	DATE	POINTS EACH	TOTAL POINTS
List: <span style="float: right;">20 Points</span>			0 Points

*I hereby certify that the above statements are true and correct to the best of my knowledge. I understand that a false statement may disqualify me from member benefits.*

*I confirm that I have only requested points for positions and service where I fulfilled the obligations of the commitment.*

*I agree to cooperate fully with the Scholarship Committee and Board of Directors in providing information which reasonably relates to qualifying for benefits from the Scholarship Fund.*

### SUMMARY

APPLICATION APPROVALS	MEETING/EVENT ATTENDANCE, LAST CAL Y	0 Points
	<b>FUNDRAISER PARTICIPATION</b>	<b>0 Points</b>
SCHOLARSHIP APPLICANT	<b>PROFESSIONAL VOLUNTEERISM</b>	<b>#VALUE!</b>
	<b>PROFESSIONAL CERTIFICATIONS</b>	<b>0 Points</b>
SCHOLARSHIP CHAIR	<b>INDIVIDUAL SERVICE AWARDS</b>	<b>0 Points</b>
	<b>PROCUREMENT PUBLICATIONS</b>	<b>0 Points</b>
VICE PRESIDENT	<b>TOTAL</b>	<b>#VALUE!</b>

On webpage:

## Scholarship ~~and Rewards~~ Program

### SCHOLARSHIP PROGRAM

Scholarship Program Documents

[SCHOLARSHIP PROGRAM](#) and [APPLICATION](#)

### Scholarship Program Recipient Testimonials

*"The Forum Scholarship has helped my career by reinforcing the lessons learned in my review of the CPPB materials, by helping cement contacts with other procurement professionals and by helping motivate me to do my job better."*

-Mike Wolfson, Procurement Specialist at The City of Vancouver

*"The biggest perk of attending Forum was the networking. I met so many people, from all over the United States and Europe, who do the same kind of things I do. I've always thought I wouldn't have much in common with other purchasing folks because we would have such different challenges. While each of us has our own special challenges, there are a lot of challenges that everyone has the opportunity to overcome."*

-Lynn Waite, Contract Specialist at Multnomah County

*"The educational workshops and various sessions offered a wide variety of topics taught by experienced procurement professionals from all around the country."*

-Louise Tamiesie, Prequalification Program Specialist at The City of Portland

*"I attended several sessions featuring Columbia or OPPA chapter speakers, we still have the best speakers in the country right here so woohoo to us!! As always, these types of events offer an excellent opportunity to network with other Purchasing folks from around the country, many of whom I've shared and sought knowledge from."*

-Barry Zimmerman, Procurement & Contracts Supervisor at Multnomah County

## Scholarship Program Questions?

For questions regarding the Scholarship Program please contact [President Scholarship Chair](mailto:diane.seaton@portlandoregon.gov) Diane Seaton at [diane.seaton@portlandoregon.gov](mailto:diane.seaton@portlandoregon.gov)

## ~~REWARDS PROGRAM~~

### ~~Rewards Program Documents~~

~~Rewards Program Policy & Procedures~~

~~Rewards Redemption Request Form~~

~~2017 Application for Rewards~~

### ~~Rewards Program Questions?~~

~~For more information about the Rewards Program please contact Past President James Moering at [james.moering@portlandoregon.gov](mailto:james.moering@portlandoregon.gov)~~

Link – Scholarship Program and Application

## Columbia Chapter, NIGP

818 SW 3rd Avenue

PMB 1499 Portland OR 97204 [www.columbiachapternigp.org](http://www.columbiachapternigp.org)

## COLUMBIA CHAPTER NIGP SCHOLARSHIP PROGRAM

### PROGRAM INTENT AND FUNDING

The Scholarship Program is promoted at meetings, through the Columbia Chapter [of NIGP \(Columbia Chapter\) Newsletter and Website, with emails](#), and at sponsored workshops. Selection will be based on the application and merits of each applicant in accordance with the scholarship segment criteria. Race, creed, color, national origin, gender, age or employment status of the applicant (other than within public purchasing) will not be considered in awarding scholarships. Scholarship winners will be notified in writing of their selection as a scholarship recipient.

~~The~~ Columbia Chapter [NIGP \(Columbia Chapter\)](#) values the contributions, efforts, dedication and professionalism of its members. ~~As such,~~ Columbia Chapter's Scholarship Program is offered to meet the member's needs in the hopes that the Chapter may assist them in financing their growth in the field of governmental purchasing, and also support their determined efforts toward growth and development within the profession.

Columbia Chapter recognizes that it has become increasingly more difficult for public entities to provide funding for member's professional development and continued education. Therefore, the Scholarship Program, as funding permits, will assist current members with a bonafide financial need in sustaining their professional goals.

Funding will be determined by the Columbia Chapter Board each January-December and is contingent upon overall organizational proceeds available from the Chapter's various ~~fund-raising~~fund-raising activities.

### **SCHOLARSHIP APPROVAL**

All requests for scholarships shall be forwarded to the Vice-PresidentScholarship Chair on the **Columbia Chapter NIGP Scholarship Application**. Incomplete applications ~~shall~~will not be considered.

The Vice-PresidentImmediate Past President shall chair the Scholarship Committee, consisting of him/herselfthemselves, an appointed membership committee member and a past the Vice President. The committee shall recommend approval or disapproval of scholarship requests, to the Board for final approval. In no case shall scholarships be awarded in excess of budgeted dollars.

### **SCHOLARSHIP PROGRAM AWARD SEGMENTS**

The Columbia Chapter Scholarship Program shall consist of three segments. In order to be considered for any segment, a chapter member must:

- Have been a member in good standing for both the year in which he/shescholarship is requested receives a scholarship and for the previous year.
- Have not have received a scholarship in the segment applied for during the preceding two (2) calendar years.
- Apply for the scholarship not less than sixty (60) days prior to the scholarship segment activity (event) or earlier depending upon timelines associated with program segments.
- Provide proof of attendance and submit a written and/or oral report to the Columbia Chapter Board of the benefits received by attendance.
- Meet any other scholarship criteria for the segment requested.

1. **NIGP NATIONAL FORUM** – Maximum funding will be cost of lodging, transportation and registration. Applicants must meet the following additional requirements:

A. Applicants must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities, class

attendance, chapter committee and event participation and sponsorship of new members, etc.

B. Applicant should be actively pursuing professional certification (CPPB, CPPO) or already be certified.

C. Applicant cannot be ~~a the~~ current ~~chapter officer~~ President, Vice President, or Immediate Past President.

D. Applicant cannot be on the Scholarship selection committee.

**2. SEMINAR CONFERENCE / CLASS ATTENDANCE** – Maximum funding will be the cost of one of all of the following: lodging, transportation, and/or registration.

Scholarship Applicant must meet the following additional requirements:

A. Prove the event they are applying for is eligible for certification/recertification points, or be sponsored by NIGP or an affiliated chapter.

B. Applicant must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities class attendance, chapter committee and event participation and sponsorship of new members, etc.

C. Applicant should be actively pursuing professional certification (CPPB, CPPO) or already be certified.

D. Applicant cannot be ~~a the~~ current ~~chapter officer~~ President, Vice President or Immediate Past President.

E. Applicant cannot be on the Scholarship selection committee.

**3. CPPB / CPPO CERTIFICATION** – Maximum funding will be cost of registration.

Applicants must meet the following additional requirements:

A. Application must be for a Columbia Chapter or OPPA hosted CPPB / CPPO Certification course.

B. Applicant must be active in chapter activities including, but not limited to: meeting attendance, submission of articles for chapter website, workshop attendance and/or presentations, participating in Columbia Chapter fund raising activities class attendance, chapter committee and event participation and sponsorship of new members, etc.

C. Applicant cannot be ~~a the~~ current ~~chapter officer~~ President, Vice President or Immediate Past President.

D. Applicant cannot be on the Scholarship selection committee.

## REDEMPTION

### 1. Reimbursement

A. Reimbursement is made to a Scholarship recipient upon proof of payment and attendance at a qualifying event.

B. A copy of the certificate received by attending the class, test or conference, in addition to the Payment Request Form, must be forwarded to the ~~Vice President~~ Scholarship Chair as proof of attendance.

C. Failure to provide proof of attendance may result in denial of reimbursement.

## 2. Payment in Advance Due to Member Hardship

- A. Payment of the award may be made in advance on behalf of a scholarship recipient indicating they have a financial hardship. (See \*Applicant Signature page.)
- B. A Payment Request Form as well as copies of registration paperwork must accompany such a request.
- C. Such requests must be forwarded to the [Vice President Scholarship Chair](#).
- D. Checks will be provided to scholarship recipient but will be made payable to the entity providing the professional development service or continuing education.
- E. Failure to provide copies of registration paperwork may result in [the returning of paperwork being returned](#) and may cause delay for scholarship recipient.
- F. Requests for advance payment must be indicated on [this application on the signature page of the application](#). Should an applicant fail to indicate on the application but determines they have a hardship; they must contact the [Vice President Scholarship Chair](#) of the Columbia Chapter within [ten \(10\) calendar days of the Vice President's receipt of submitting](#) their application.
- G. The [Vice President Scholarship Chair](#) will conduct a review of scholarship applications. Applicants should allow up to two weeks for processing of [your](#) request, and notification of a decision.

WORK IN PROGRESS