



---

# MEMORANDUM

---

Date: August 6, 2013

To: The Honorable Chairman and Members  
Pima County Board of Supervisors

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to be "CHH", is written over the printed name "C.H. Huckelberry".

Re: **Receipt of Achievement of Excellence in Procurement Award**

Attached is a letter from the National Purchasing Institute notifying Pima County that our Procurement Department has once again received the Achievement of Excellence in Procurement Award. Pima County has received this award for nine consecutive years, and we are only one of 43 counties in the United States to receive such an award. Pima County scored in the top 15 percent of all 2013 Excellence in Procurement Award recipients.

This award substantiates the professional approach taken by the County to follow fiscally sound and ethically superior standards in procuring goods and services with public funds.

CHH/dph

Attachment

c: George Widugiris, Director, Procurement Department



August 1, 2013

Mr. C.H. Huckelberry  
County Administrator  
Pima County  
130 W. Congress, 10th Floor  
Tucson, AZ 85701

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

Dear Mr. Huckelberry,

I'm pleased to inform you that your agency's procurement department has earned the 18<sup>th</sup> Annual Achievement of Excellence in Procurement Award for 2013.

The Achievement of Excellence in Procurement Award recognizes organizational excellence in procurement. Public and non-profit organizations earn the award by obtaining a high application score based on standardized criteria. The judging criteria are designed to measure innovation, professionalism, e-procurement, productivity, and leadership attributes of the procurement function. The Achievement of Excellence in Procurement Award is sponsored by the National Procurement Institute (NPI), the California Association of Public Procurement Officials (CAPPO), the Florida Association of Public Procurement Officials (FAPPO), the Institute for Supply Management (ISM), NIGP: The Institute for Public Procurement, the National Association of State Procurement Officials (NASPO), the National Association of Educational Procurement (NAEP), and the Texas Public Purchasing Association (TxPPA).

Moreover, Pima County is one of only 16 government agencies in Arizona and one of only 43 counties in the United States to receive the award. This is the ninth consecutive AEP Award for Pima County. Additionally, Pima County achieved a score in the top 15% of all 2013 AEP scores.

A beautiful AEP Award trophy will be shipped your organization in the coming weeks.

Congratulations on the Achievement of Excellence in Procurement Award!

Sincerely,

Christine Green, C.P.M.  
Chair, Achievement of Excellence in Procurement Award Committee

cc: L. George Widugiris, C.P.M., Director



## Achievement of Excellence in Procurement

National Procurement Institute

**Current Year (2013)** Current Year

[Applications](#) | [Users](#) | [Logout](#) | [Reports](#) | [AEP Application Login](#)
**Final Scorecard**

ID: 108

Organization Name: Pima County

	Question text	Possible	Score1	Score2	Comments
1.	"How to do Business" webpage	5	5	5	
2.	Procurement Ethics Standards	5	5	5	
3.	Electronic Procurement Manual	5	5	5	
4.	a. Internal Customer Survey	5	5	5	
4.	c. Internal Customer Training	5	5	5	
4.	d. Formal Vendor Training	5	5	5	
4.	e. Performance Measures	5	5	5	—See NPI Best Practices to improve on the presentation in future applications and insure points. Action plan was weak.
5.	Centralized Procurement Authority	10	10	10	—Narrative and annotation is required. See instructions that require explanatory narrative demonstrating how the written law satisfies requirement to receive points in future applications.
6.	Organizational Structure	5	5	5	
7.	Internal Procurement Automation	5	5	5	
8.	a. Internet Home Page	5	5	5	
8.	b. Online Electronic Vendor Registration	5	5	5	
8.	c. Posting and Distribution of Solicitations	5	5	5	
8.	d. E-mail Notification of Solicitations	5	5	5	
8.	g. Posting of Tabulations	5	5	5	—Very thorough and well presented response.
8.	h. Electronic Purchase Orders	5	5	5	
8.	i. Internet Surplus Auction System	5	5	5	
9.	a. P-Card System / Electronic P-Card Manual	5	5	5	
9.	b. Comprehensive P-Card Program Audit	5	5	5	
10.	Requirements Contracting	10	10	10	
11.	a. Certification/Chief Procurement Official	10	10	10	
11.	b. Certification/Professional Staff	10	10	10	
12.	a. Education/Chief Procurement Official	5	5	5	
12.	b. Education/Professional Staff	5	5	5	
13.	Professional Development Program	5	5	5	
14.	Association Leadership	5	5	5	

	Position			
15.	Presenter/Panel Member/Author	5	5	5
16.	Best Value Procurement Method	10	10	10
17. a.	Environmental Purchasing Policy	5	5	5
17. b.	Environmental Performance Report	5	5	5
	<b>TOTAL POINTS ACHIEVED</b>	<b>(Possible 175)</b>	<b>175</b>	<b>175</b>

**General Comments**

Comments	Date
This application was thorough, well organized, and easy to follow.	6/21/2013 12:12:58 PM

**Mark Complete**