



August 1, 2013

Mr. B. Clayton Goodman, III  
County Administrator  
County of Roanoke, Virginia  
P.O. Box 29800  
Roanoke, VA 24018

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

Dear Mr. Goodman,

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, Roanoke County is one of only five government agencies in Virginia and one of only 43 counties in the United States to receive the award. Roanoke County has received the award for eight consecutive years.

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: Rebecca Owens, MBA, Director of Finance

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## Achievement of Excellence in Procurement

National Procurement Institute

Current Year (2013) Current Year

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## Final Scorecard

ID: 207

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Organization Name: County of Roanoke, Virginia

	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. b.	External 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	
5.	Centralized Procurement Authority	10	10	10	
7.	Internal Procurement Automation	5	5	5	
8. a.	Internet Home Page	5	5	5	—Well-organized response. Clear and easy to follow.
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. e.	Online Request for Quotation	5	5	5	
8. g.	Posting of Tabulations	5	5	5	—Very well done.
8. i.	Internet Surplus Auction System	5	5	5	
9. a.	P-Card System / Electronic P-Card Manual	5	5	5	
12. a.	Education/Chief Procurement Official	5	5	5	
13.	Professional Development Program	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	0	0	—No information on multiple environmental purchasing activities.
18.	Lead Agency/Cooperative Purchasing	5	5	5	
19.	Contract Award Authority	5	5	5	
<b>TOTAL POINTS ACHIEVED</b>		(Possible 135)	130	130	

## General Comments

Comments	Date
Responses were well presented and easy to follow! Great Job.	6/20/2013 2:08:53 PM

[Mark Complete](#)