



## Professional Development Assistance Program.

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### Purpose:

The Central Ohio Organization of Public Purchasers (CO-OPP) established a Professional Development Assistance Program for the purpose of reimbursing funds to individual CO-OPP members who are interested in furthering the development of their procurement skills and professionalism. Funds from CO-OPP's Professional Development Assistance Program (PDA) are available to supplement other funding sources available to members. Applicants must exhaust all other sources of funding before utilizing any PDA funds.

### Program Administration:

The PDA committee (Committee), as established by the CO-OPP Bylaws, administers this program.

- The chairperson of the Committee will determine when the Committee meets.
- The Committee will review and make determination of award based on information provided in the application. Determination should be made within two (2) weeks after the Committee chair or his/her designee receives the application and all supporting documents.
- The PDA committee will review each completed PDA application based on the order in which they are received.
- The Committee chair or his/her designee will notify applicants of the committee's decision.

### Program Policies:

- Requests for assistance must be accompanied by a completed PDA application to be considered
- Assistance will be available for the following events and ancillary costs:
  - Seminars (procurement related workshops and educational courses).
  - Conference costs (procurement related events).
  - UPPCC certification/recertification, or for other purchasing certification/recertification costs.
  - Attendance at national procurement organizations' Board meetings (NIGP, NASPO, UPPCC) for the national Board or Committee member.
  - Procurement related books, literature, and certification study materials.
- The number of awards per year will be based on available funds approved in each year's budget.
- The amount of total assistance available to a member in a 12 month period will be based upon a point system as described herein
  - Points will be considered for member's activities during the 12 months preceding the date on of the application.
  - Evidence or supporting documentation of points earned may be requested, by the committee, as part of the review of the application. Review of application will not continue until requested evidence or documentation is submitted to the committee chair or his/her designee.
  - Only points shown on the application that are validated will be used in the evaluation of available funds for award.
  - Calculation of points will only be for accomplishments within the 12 months immediately preceding the date on the application (with the exception of points for certification of CPPB, CPPO, and C.P.M./CPSM).
  - Points are nontransferable (i.e., to another member, to another year).
- Multiple PDA Applications.
  - Applications may be submitted for separate events by an individual within 12 months of an approved PDA request but will only be approved for the remaining balance of funds available on the original request. Additional funding will be available for request after 12 months from the date on the original application.
  - In the event that one of multiple applications submitted by an individual has priority over the other applications the applicant must provide written notice of the desired priority of the applications, otherwise, their applications shall be considered based on the date on the applications.

**Program Policies (continued)**

- PDA applications may be submitted for consideration up to six months prior to an event or purchase covered by this policy, and no later than 30 days after the event or date of notification of receipt of application from the sponsoring organization. PDA applications will be considered based on the PDA's budgeted fund balance.
- Awarded funds may be used only for the specific event listed on the PDA application. The applicant may reapply for funds not used due to cancellation by the event sponsor or applicant. Applicant whose approved event funding is canceled, or chooses to cancel their attendance at the event shall notify the Awards Committee Chair before the event takes place.
- Awarded funds are not transferable to another member. Awarded funds may only be transferred to another event or for another purpose with the submission of a new PDA application which includes explanation regarding status of previously approved PDA application.
- Failure to attend an event without cancellation shall result in forfeiting the individual rights to the awarded funds (exception due to extenuating circumstances will be at the discretion of the committee). Applicant whose approved event funding is cancelled, or chooses to cancel their attendance at the event shall notify the Awards Committee Chair before the event takes place.
- **Reimbursement:** Applicant will be reimbursed when proof of payment and attendance at the approved event is submitted and accepted by the chapter Treasurer. A [CO-OPP Expenditure and Payment Report form](#), including payment receipts (or proof of payment) and PDA award notice shall be included in the submission to the Treasurer and copied to the Committee at [awards@coopp.org](mailto:awards@coopp.org). Ancillary and travel costs will be reimbursed in accordance with [CO-OPP travel policy](#) in effect at the time the PDA application is approved.
- CO-OPP PDA funds will not be used to cover administrative fees assessed by the event sponsor for applicant's cancellation of attendance.
- Notwithstanding the above program policies and qualifications a quorum of the CO-OPP Board of Trustees may override these policies, qualifications or funding determinations.

**Qualifications:**

- Applicant must have been a CO-OPP member for twelve months prior to the date a PDA application is submitted.
- Applicant must be a CO-OPP member in good standing at the time of application and at the time of reimbursement. A member in good standing for this program:
  - Attended a minimum of two CO-OPP official meetings (meetings may be in person or telephonic. An "official" meeting is any meeting for the purpose of, conducting official business of CO-OPP. Minutes must have been recorded within the 12 months prior to submitting the PDA application.
  - Membership dues are paid.
  - Member participates on at least one committee.
- Total available funding assistance for each member in a 12 month period is based on the following point system:

Points Accrued	Total Available Funds in a 12 month period
0	\$100
1 – 2	\$310
3 – 4	\$425
5 – 7	\$595
8 – 10	\$700
11 +	\$875

**Qualifications (continued)**

- Points are available as follows:

<b>Activity</b>	<b>Possible points in 12 month period</b>
NIGP Institute National Member	1
NIGP, NASPO or UPPCC Board / Committee Member	2
Other Procurement related Board/Committees (e.g., PPANO, NCMA, ISM, NPI) (maximum one point regardless the # of committees)	1
CO-OPP Elected Officer (President, Vice President, Treasurer, Secretary, Member at Large)	3
CO-OPP Committee Chair (points awarded for each chair position)	2 per chair position
CO-OPP Committee Assistant Chair (point awarded for only one assistant chair position)	1
CO-OPP Committee Member on more than one committee as documented on CO-OPP website or by Committee Chair (Doe not include chairing multiple committees unless chair is a member of a 3 <sup>rd</sup> committee or chairs one committee and is a member of another committee ) (maximum one point regardless of # of committees)	1
Certified (CPPO, CPPB, CPSM or similar) (maximum two points regardless the # of certifications)	2
Worked on a CO-OPP Sponsored Event or project, and documented by event/project chair (e.g., Task Force, Reverse Trade Fair, Education Conference, Speed Buying; does not include duties as a member of a standing or ad hoc committee) (points awarded for only one event)	3
Article published in an NIGP publication (point awarded for only one article in a 12 month period)	1
Article published in CO-OPP Newsletter, does not include announcements placed in newsletter (one point awarded per article, maximum three points in a 12 month period)	3
Program Presenter at a CO-OPP event (one point per event, maximum two points in a 12 month period)	2
Attendance at three CO-OPP General Membership Meetings as documented by applicant's signature on the meeting sign in sheet	1

**Acronyms:**

CO-OPP – Central Ohio Organization of Public Purchasers  
 C.P.M. – Certified Purchasing Manager  
 CPPB – Certified Professional Public Buyers  
 CPPO – Certified Public procurement Officer  
 CPSM – Certified Professional in Supply Management  
 ISM – Institute for Supply Management  
 NASPO – National Association of State Procurement Officials  
 NCMA – National Contract Management Association  
 NIGP – National Institute of Governmental Purchasing  
 NIGP CPP – NIGP Certified Procurement Professional  
 NPI – National Procurement Institute  
 PDA – Professional Development Assistance  
 UPPCC – Universal Public Procurement Certification Council

**Application:**

- Applicant must submit a complete PDA application and include any required attachments or support documentation. The Committee may request clarification or additional support documentation. Failure to provide adequate documentation may result in no further consideration.
- Completed PDA application should be submitted as early as possible prior to the date of the scheduled event for which funds are being requested but not earlier than six (6) months prior to event. Completed PDA applications may be submitted no later than 30 days after the event, or date of notification of receipt of application from the sponsoring organization. PDA applications will be considered based on the PDA's budgeted fund balance.



## CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS

### Professional Development Assistance Program Application

*A Program for Reimbursement of Funds for Professional Development*

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**Name of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer:** \_\_\_\_\_

**Phone:** (Work) \_\_\_\_\_ (Fax) \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Event:** (Limit one request/application) \_\_\_\_\_

\_\_\_\_\_  
**General Description:** \_\_\_\_\_

\_\_\_\_\_  
**Event Date(s):** \_\_\_\_\_

**Sponsored By:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

**Applicant Contribution:** \_\_\_\_\_

**Employer/Other Funding Source Contribution:** \_\_\_\_\_

**Amount of Previous PDA Award(s) In the Past 12 Months:** \_\_\_\_\_

**Amount of PDA Funds Being Requested (Maximum \$875):** \_\_\_\_\_

#### **Mandatory Qualifications:**

CO-OPP Member: Date of Membership/Last Renewal: \_\_\_\_\_

Dates of CO-OPP general membership or official meetings attended within the last 12 months  
(minimum of 2 required):

\_\_\_\_\_

Committee(s) participated on within the last 12 months (minimum participation on 1 required): \_\_\_\_\_

\_\_\_\_\_

**Optional**

Activities participated in within the last 12 months from the date of this application (used to determine amount of total funds available to applicant):

<b>Activity</b>	<b>Provide this information in the next column</b>	<b>Applicant's Response</b>	<b>Used by Chair</b>
NIGP Institute National Member	NIGP Membership No.		1
NIGP, NASPO or UPPCC Board / Committee Member	Name of Board or Committee		2
Other Procurement related Board/Committee Member (e.g., PPANO, NCMA, ISM, NPI) (maximum one point regardless the # of committees)	Name of Committee		1
CO-OPP Elected Officer (President, Vice President, Treasurer, Secretary, Member at Large)	Office		3
CO-OPP Committee Chair (points awarded for each chair position)	Committee		2
CO-OPP Committee Assistant Chair (point awarded for only one assistant chair position)	Committee		1
CO-OPP Committee Member on more than one committee as documented on CO-OPP website or by Committee Chair (Does not include chairing multiple committees unless chair is a member of a 3 <sup>rd</sup> committee or chairs one committee and is a member of another committee) (maximum one point regardless the # of committees)	Committees		1
Certified (CPPO, CPPB, CPSM or similar) (maximum two points regardless the # of certifications)	Certification		2
Worked on a CO-OPP Sponsored Event or project and documented by event/project chair (e.g. Task Force, Reverse Trade Fair, Education Conference, Strategic Planning, Speed Buying, does not include duties as a member of a standing or ad hoc committee) (points awarded for only one event)	Event & date		3
Article published in an NIGP publication (point awarded for only one article in a 12 month period)	Article & date		1
Article published in CO-OPP Newsletter, does not include announcements placed in newsletter (one point awarded per article, maximum three points in a 12 month period)	Article & date		1 2 3
Program Presenter at a CO-OPP event (one point per event, maximum two points in a 12 month period)	Program & date		1 2
Attendance at three CO-OPP General Membership Meetings as documented by applicant's signature on the meeting sign in sheet (list dates of meetings attended in response column)	Dates of meetings attended		1

**Submit completed application and form to:**

[awards@coopp.org](mailto:awards@coopp.org)

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