



## Washington State Chapter of NIGP

### Strategic Plan 2012 - 2017

**Mission.** To **develop, support and promote** public procurement in the State of Washington and preserve the public trust by providing expertise, direction, and leadership for Chapter members and other stakeholders.

**Vision.** To be the leader in public procurement in the State of Washington and the benchmark for excellence in our profession.

**Values.** We value our Chapter members, all public procurement professionals and their contributions to public service, professionalism, ethical behavior, customer service, diversity and its benefits, innovation, collaboration and the synergy it provides, and excellence in leadership.

We hold to the enduring beliefs and ideals shared by public procurement and our stakeholders about what is and what is not good or appropriate in our actions. Values exert major influence on the behavior of an individual and serve as broad guidelines. We depend on values to construct the frameworks of our professional lives. Values influence how we make choices, what choices we make, and how we are to be judged on our actions by the stakeholders. These values are:

**ACCOUNTABILITY:** Taking ownership and being responsible to all stakeholders for our actions. This value is essential to preserve the public trust and protect the public interest.

**IMPARTIALITY:** Unbiased decision making and actions. This value is essential to ensure fairness for the public good.

**ETHICS:** Doing the right thing. This value is essential to deserve the public's trust.

**PROFESSIONALISM:** Upholding high technical and ethical standards. This value is essential to balance diverse public interests.

**SERVICE:** Obligation to assist stakeholders. This value is essential to support the public good.

**TRANSPARENCY:** Easily accessible and understandable policies and processes. This value is essential to demonstrate responsible use of public funds.

**Challenges.** The Washington State Chapter of NIGP recognizes that members and the public agencies they work for are facing a number of challenges that limit their ability to take advantage of the services offered by the chapter, but also make those services even more critical for their success. The primary challenges are:

- Lack of executive leadership awareness and support for the procurement profession.
- Budget restrictions that limit training and travel.
- Staff shortages that limit time available for training and travel.
- Large geographical area limits service in the rural parts of the state.
- Lack of NIGP-certified instructors in Washington.

**Goals.** The Board of Directors has established the following goals for 2012 – 2015 aligned to support of the chapter's mission.

<b>Develop</b>	professional competence	<u>Date</u>	<u>Measure</u>
<ul style="list-style-type: none"> <li>• Educational program <ul style="list-style-type: none"> <li>○ Certification study groups</li> <li>○ Student membership and involvement</li> <li>○ Continuing education events</li> <li>○ In-house instructor resources</li> </ul> </li> <li>• Networking opportunities <ul style="list-style-type: none"> <li>○ Increase member involvement at national</li> </ul> </li> <li>• Community involvement program</li> </ul>			
<b>Support</b>	and recognize professional excellence	<u>Date</u>	<u>Measure</u>
<ul style="list-style-type: none"> <li>• Comprehensive recognition program <ul style="list-style-type: none"> <li>○ Compete for NIGP awards – chapter, buyer,</li> <li>○ Hold annual Honors and Awards event</li> <li>○ Agency awards from NIGP</li> </ul> </li> <li>• Develop 'value proposition' template</li> <li>• Engage K-12; higher ed; port/utility districts; etc.</li> <li>• Engage the business community <ul style="list-style-type: none"> <li>○ Supplier diversity program</li> <li>○ Coordinated outreach events</li> <li>○ Reverse Tradeshow</li> </ul> </li> <li>• Viable scholarship program</li> <li>• Provide value-added resources <ul style="list-style-type: none"> <li>○ Sustainability initiative</li> <li>○ Risk management / disaster recovery</li> </ul> </li> </ul>			Award nominations Presentations, C-E credits, letters #OA4, Pareto, 100% certification

The chapter officers and board members are assigned the following tasks in support of this strategic plan.

<b><u>President</u></b>	<b><u>Date</u></b>	<b><u>Measure</u></b>
• Move for chapter adoption of V&GP	Jan. 31, 2012	Signed proclamation
• Suggest state adoption of V&GP	Feb. 15, 2012	Letter to Governor
• Obtain Gov proclamation of Purchasing Month	Mar. 1, 2012	Signed proclamation
• Encourage organizations to apply for OA4		
• Call 3 general membership meetings / year		
• Encourage participation on national committees		
• Assign members to standing committees		
o Education		
o Membership		
o Public Relations/Marketing		
o Finance		
• Establish ad hoc committees		
o Outreach		
o Forum		
o Communications/Social Media/Newsletter		
o Annual Chapter Awards		
o NIGP Chapter award nomination		
o Reverse Tradeshow		
o Community Service		
• Promote Government Contractor Certification		

### **Vice President**

- Chair the chapter awards program
- Submit nominations for NIGP awards
- Chair the chapter scholarship program
- Oversee the annual financial audit

### **Date**

### **Measure**

### **Recording Secretary**

- Submit the Non-Profit Corp. Annual Report to SoS
- Submit the Chapter Officer Data Form to NIGP
- Maintain rosters of board and committee members
- Announce general membership meetings
- Prepare the annual historical report

### **Date**

Sep. 30  
Jan. 30

### **Measure**

### **Membership Secretary**

- Chair the chapter Membership Committee
- Submit the Chapter Member Data Report to NIGP
- Lead the membership program
- Maintain the chapter membership roster
- Promote chapter membership

### **Date**

### **Measure**

### **Treasurer**

- Chair the chapter Finance Committee
- Submit IRS Form 990 to IRS
- Submit State Combined Excise Tax Return to DOR
- Submit Annual Financial Report to NIGP
- Prepare monthly financial reports
- Prepare the annual chapter budget
- Manage the chapter's finances

### **Date**

May 15  
Jan 30  
Mar 30

### **Measure**

### **Education and Research**

- Chair the Education and Research Committee
- Lead the chapter certification program
- Lead the chapter education program
- Survey the membership to determine needs
- Maintain roster of instructor resources

### **Date**

### **Measure**

# of new certs/yr  
# of renew certs/yr  
# of instr hrs/yr  
# of attendees/yr  
Survey each year

### **Public Relations and Marketing**

- Chair the PR/Marketing Committee
- Maintain the chapter website
- Encourage member contributions to website
- Publish newsletters and press releases

### **Date**

### **Measure**

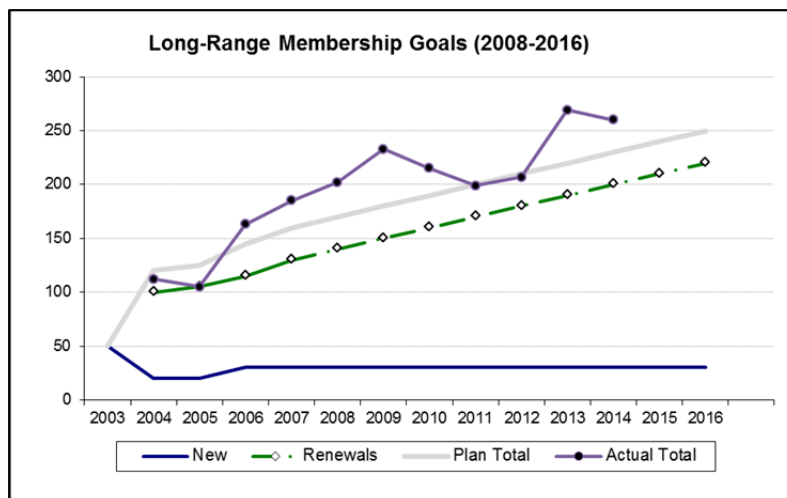
### Reporting Matrix.

Annual Reports and Submissions	To	Due Date	Cost	Responsible Officer
<a href="#">Chapter Seminar Agreement</a>	NIGP	Jan 31	N/A	President
<a href="#">Chapter Leadership Reporting Form</a>	NIGP	Jan 31	N/A	Secretary
<a href="#">Chapter Member Data Report</a>	NIGP	Jan 31	N/A	Membership
State Combined Excise Tax Return	Dept of Revenue	Jan 31	N/A	Treasurer
<a href="#">Chapter Financial Report</a>	NIGP	Mar 1	N/A	Treasurer
<a href="#">Group Exemption Update Form</a>	NIGP	Mar 1	N/A	President
Chapter Award Submissions	NIGP	April TBD	N/A	As directed
IRS Form 990 (if required)	IRS	May 15	N/A	Treasurer
Nonprofit Corporation Annual Report	Secretary of State	Sep 30	\$10.00	Secretary

### Performance Measures.

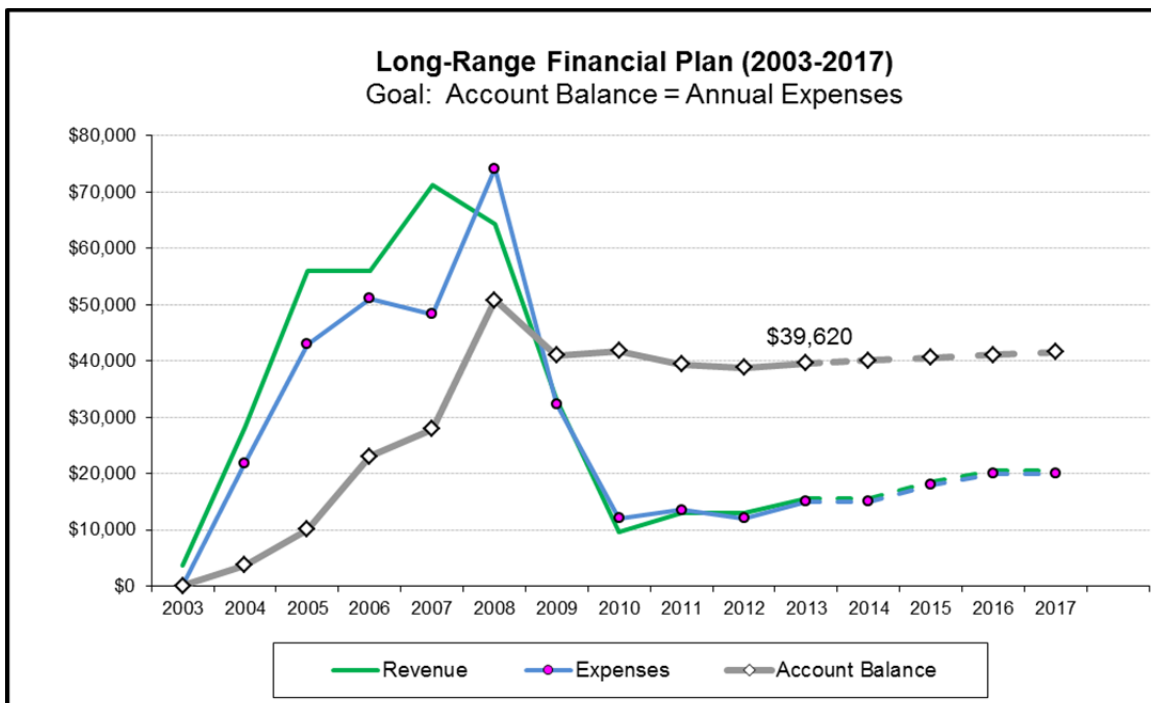
#### Membership Goals

Membership	New	Renewals	Plan Total	Actual Total	National	Chapter	Total
2003	50	0	50	112			112
2004	20	100	120	105	72	33	105
2005	20	105	125	163	115	48	163
2006	30	115	145	185	149	36	185
2007	30	130	160	202	166	36	202
2008	30	140	170	233	172	61	233
2009	30	150	180	215	190	30	220
2010	30	160	190	199	200	30	230
2011	30	170	200	207	210	30	240
2012	30	180	210	269	220	30	250
2013	30	190	220	260	194	66	260
2014	30	200	230		230	30	260
2015	30	210	240		235	30	265
2016	30	220	250		240	30	270



## Financial Goals

Long-Range Financial Plan (2008-2017)	Revenue	Expenses	Net Annual Surplus/(Loss)	Cumulative Balance
2003	\$3,679	\$0	\$3,679	\$3,679
2004	\$28,237	\$21,815	\$6,422	\$10,101
2005	\$55,910	\$43,006	\$12,904	\$23,005
2006	\$55,950	\$51,105	\$4,845	\$27,850
2007	\$71,275	\$48,344	\$22,931	\$50,781
2008	\$64,397	\$74,210	-\$9,813	\$40,968
2009	\$33,154	\$32,329	\$825	\$41,793
2010	\$9,627	\$12,048	-\$2,421	\$39,372
2011	\$12,917	\$13,527	-\$610	\$38,762
2012	\$12,905	\$12,047	\$858	\$39,620
2013	\$15,500	\$15,000	\$500	\$40,120
2014	\$15,500	\$15,000	\$500	\$40,620
2015	\$18,500	\$18,000	\$500	\$41,120
2016	\$20,500	\$20,000	\$500	\$41,620
2017	\$20,500	\$20,000	\$500	\$42,120
Ending Balance				



## Certification Goals

Actual				Cumulative Total (Actual)	Plan			
	CPPB	CPPO	Annual Total		CPPB	CPPO	Annual Total	Cumulative Total (Plan)
Before 2003	16	4	20					
2003	4	0	4	4	5	0	5	5
2004	8	1	9	13	7	2	9	14
2005	7	4	11	24	10	2	12	26
2006	7	4	11	35	12	2	14	40
2007	23	1	24	59	15	2	17	57
2008	19	5	24	83	10	2	12	69
2009	4	2	6	89	15	2	17	86
2010	17	2	19	108	10	2	12	98
2011	13	1	14	122	15	2	17	115
2012	9	2	11	133	10	2	12	127
2013	10	1	11	144	15	2	17	144
2014					10	2	12	156
2015					10	2	12	168
2016					10	2	12	180
2017					10	2	12	192
	137	27	164		164	28	192	192

May test

