



The National
PROCUREMENT
Awards 2011

MAIN PARTNER

accenture
High performance. Delivered.

Entry Guide



The National **PROCUREMENT** Awards 2011



Contents

Page

- 3** Welcome
- 4** How to Enter and Judging
- 5** Category Criteria

By Category

- 5** Overall Excellence in Procurement
 - Procurement Leader
 - Procurement Team
- 6** Innovation in Private Procurement
 - Innovation in Public Procurement
 - Excellence in Private Procurement SME
 - Excellence in Public Procurement SME
- 7** Green Private Sector Procurement
 - Green Public Sector Procurement
 - Healthcare Procurement
 - Best Cross-Function Project
- 8** Infrastructure and Public Works Procurement
 - People Development Initiative
 - Best Use of Technology
 - Excellence in Procurement of Facilities Management



The National PROCUREMENT Awards 2011



Welcome to the **National Procurement Awards 2011**

The **National Procurement Awards 2011** are open for entry!

As with last year, and to encourage as many entries as possible, there is no charge to enter the National Procurement Awards 2011.

We know from feedback that gaining recognition through these Awards both impresses customers, and also acts as recognition of the efforts of colleagues and other stakeholders.

There is no doubt that the individuals, companies and clients who comprise this essential industry are truly world-class operators. It adds value to business at every level, and benefits the economy and society as a whole by implementing best procurement practice.

The NPAs encourage these teams and individuals to constantly raise the bar, to innovate and maintain their commitment to achieving excellence in procurement in their day-to-day endeavours.

The Award categories reflect the main areas of excellence in the industry and we hope you enter the ones most appropriate to you.

You may enter more than one category.

Shortlisted entrants will have their national profiles raised just by making the final, and winners will receive coverage in the Irish Independent who will once again report on the gala awards night. And of course, there's the beautiful trophy which the successful entrants will take away on the night.

We wish all our entrants the best of luck and look forward to receiving your

Entries!



The National PROCUREMENT Awards 2011

MAIN PARTNER



Entry Guide & Judging

How to Enter

It is free to enter the National Procurement Awards. All entrants must submit a document of no more than 5 A4 pages that covers the key criteria set out for the category they are entering. Carefully read the section that describes the criteria the judges will be using to assess each category and make sure you cover all of these in the submission you prepare.

Entry this year is online, please see www.procurementawards.ie for more information

Make sure you focus on good hard information, backed up by solid facts and figures.

When completing your entry online, please follow these rules:

- All activities cited in support of your entries must have been on-going within past 12 months from the closing date of these awards
- The entering party does not have to be resident in the ROI or NI but the projects that support their entry must taken place in these areas
- Please ensure your submission fits onto 5 pages of A4 portrait format including supporting materials such as pictures, graphs, tables etc
- You may enter as many categories as you like, however you must submit a separate entry each time

• Please try to answer each of key points that the judges will be looking for and lay out the information – text, tables, graphics etc so that it is easy and clear to understand.

• To complete the online entry process, you will need the following items:

- Your entry document, no longer than 5 pages and in Word or PDF format
- A 50 word summary of your entry
- 2 high resolution landscape photos (300 dpi) relevant to your entry
- A jpeg version of your organisation logo
- The name of the person who will accept the trophy on your behalf in the event you should win

Please note: All of the above items will be required in order to submit your entry, and you will not be able to adjust your entry once uploaded.

Check out the [Enter Online](#) and [How to Enter](#) pages of our website for further tips on entering the awards.

Closing date is **Thursday, September 15th at 5.00PM.**

Note: Submissions after the closing date may not be accepted

Judging

The National Procurement Awards judging is overseen by the IIPMM, the institute which promotes excellence in all aspects of purchasing and supply management.

A number of finalists will be short-listed in each category, and unveiled on our website, www.procurementawards.ie, and in the Irish Independent.

All entries are closely scrutinised by our respected panel of judges, split into two panels of 3.

Scores are then collected and collated by the IIPMM with the entrant receiving the highest overall score being declared the winner of that category.

Winners will be presented with their trophy at the glamorous Award ceremony on **November 17th** at the **Burlington Hotel, Dublin.**

Photographs of all winners will be carried in the special Irish Independent NPA editorial.

Don't forget:

The deadline is 5.00PM Thursday, September 15th



The National PROCUREMENT Awards 2011



Categories & Criteria

PLEASE REMEMBER: All activities described in your submission should have occurred/been on-going within the 12 months prior to the entry deadline.

REQUIREMENTS: The entering party does not have to be resident in the ROI or NI but the events that support their entry must have taken place in those markets.

Overall Excellence in Procurement

The flagship “Award for Excellence” recognises exceptional achievement. The award is presented to the team that has undertaken the most successful project or activity, and helped raise procurement’s profile to the rest of the business world.

You cannot formally enter this category. This recipient of this award will be selected from the winners of the other categories.

Procurement Leader

Open to all senior individuals, the Procurement Leader Award is presented to procurement’s corporate star. The award showcases an individual’s significant contribution to a key initiative or project and how they have influenced its outcome.

The winner can be nominated by themselves or anyone inside or outside their organization or involved in procurement in the wider context that believes the individual concerned has made a significant contribution via their own activities or influence to the advancement of procurement.

Best Procurement Team

This category recognises the team that has worked best to achieve a significant goal or achievement. The team will have demonstrated initiative, creativity and leadership to be a positive force for change and improvement in the procurement function.

The winner can be nominated by themselves or anyone else involved in the project or initiative. When making your 5 page submission, please consider the following points:

- The challenge
- What was set out to be achieved
- What was achieved by the team
- How exceptional procurement teamwork contributed to the outcome

Innovation in Private Procurement

This category recognises a procurement or sourcing project, action or initiative that has demonstrated true innovation in the private sector. The award is presented to the team that can demonstrate a distinct new method or approach to a challenging issue.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- A description of what is regarded as innovation in this context
- How innovation in the procurement strategy and/or execution helped the outcome

Innovation in Public Procurement

This category recognises a procurement or sourcing project, action or initiative that has demonstrated true innovation in the public sector. The award is presented to the team that can demonstrate a distinct new method or approach to a challenging issue.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- A description of what is regarded as innovation in this context
- How innovation in the procurement strategy and/or execution helped the outcome

Excellence in Private Procurement SME

This category, limited to Small to Medium Enterprises, recognises organisations that display excellence and/or innovation in procurement. We define a SME as having fewer than 250 employees, or a turnover of less than €50million.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- How innovation and/ or excellence in your procurement strategy and/or execution helped the outcomes

Excellence in Public Procurement SME

This award is for the public procurement project which best illustrates innovation or excellence in procurement between public sector contracting authorities and Irish SME's. This category involves public sector contracting authorities who have completed projects involving Small to Medium Enterprises, which we define as having fewer than 250 employees, or a turnover of less than €50million.

When making your 5 page submission please consider the following points:

- The challenge
- What was achieved
- How innovation and/or excellence in your procurement strategy and/or execution helped the outcomes

Green Private Sector Procurement

The award is presented to the non public sector organisation that can best demonstrate a reduction in the impact on the environment as result of their procurement efforts.

When making your 5 page submission, please consider the following points:

- What was set out to be achieved
- What was achieved
- How environmental considerations were successfully embedded into the procurement challenge
- How this resulted in or will result in an environmental benefit

Green Public Sector Procurement

The award is presented to the Public sector organisation that can best demonstrate a reduction in the impact on the environment as result of their procurement efforts.

When making your 5 page submission, please consider the following points:

- What was set out to be achieved
- What was achieved
- How environmental considerations were successfully embedded into the procurement challenge
- How this resulted in or will result in an environmental benefit

Healthcare Procurement

This category recognises procurement excellence and/or innovation in the provision of healthcare.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- How considerations particular to the Healthcare sector were successfully embedded into the procurement challenge
- How the result will beneficially affect outcomes

Best Cross-Function Project

This category recognises a procurement team that has successfully worked with another function from the same organisation to deliver a successful procurement project or initiative. The award is presented based on how collaboration has successfully influenced the outcome.

When making your 5 page submission, please consider the following points:

- The challenge
- What was set out to be achieved
- What was achieved
- How cross functional collaboration was successfully embedded into the procurement challenge

Infrastructure and Public Works Procurement

This category recognises excellence and/or innovation in infrastructure or public works procurement.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- A description of what is regarded as innovation or excellence in this context
- How innovation and excellence was successfully embedded into the procurement challenge
- How this collaboration beneficially affected outcomes

People Development

This category recognises the most effective people development or transformation plan within procurement. The judges reward programmes that have raised the skill levels of individuals and contributed to improvements in performance.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved

Best Use of Technology

Entries in this category demonstrate the most effective use of technology. The judges will reward the organisation that can demonstrate how technology has successfully influenced the outcome of a project.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- How technology improved /will improve procurement outcomes

Excellence in Procurement of Facilities Management

This category recognizes excellence and/or innovation the procurement of goods and services related to facilities management.

When making your 5 page submission, please consider the following points:

- The challenge
- What was achieved
- How considerations particular to facilities management were successfully embedded into the procurement challenge
- How the innovation /excellence (will) beneficially affect outcomes

Best Supplier Award

This category recognises suppliers who are committed to delivering the same high-quality service to all clients. The award is designed to reward suppliers who work closely with individual customers, adapting their service and products to meet their specific business needs and local conditions

When making your 5 page submission, please provide information on the following key areas:

- Delivery and quality performance
- Innovation and product development
- Flexibility

Academic or Research Excellence Award

This award is open to all undergraduate or postgraduate students who have completed a Degree or postgraduate (IIPMM Level 8 equivalent) qualification in the area of Procurement within the past 3 years. It recognises students for outstanding research and accomplishments as documented in their theses and dissertations.

The winner can be nominated by themselves, anyone inside or outside their institution, or those involved in procurement in the wider context that believes the individual concerned has made a significant contribution via their academic or research activities.

Best Cross-Organisation Project

This award will recognise the collaborative efforts of an organisation and an external supplier/service provider that has led to a best in class procurement solution, operation or process. Success will have been brought about via innovation, development or customisation

When making your 5 page submission, please consider the following points:

- The challenge
- What was set out to be achieved
- What was achieved
- How collaboration was successfully embedded into the procurement challenge