



Professional Development Assistance Program

Purpose:

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

Program Administration:

The PDA committee, as established by the CO-OPP Code of Regulations, administers this program.

- The chairperson of the committee will determine when the committee meets.
- The PDA committee members will review and make determination of award based on a majority vote. Determination will be made within three (3) weeks after the PDA committee chair receives the application and all supporting documents.
- The PDA committee will review each PDA application based on the date of submittal.
- The PDA committee chair will notify applicants of the committee's decision.

Program Policies:

- Requests for assistance will not be considered unless accompanied by a completed PDA application.
- Assistance will be available for the following events and ancillary costs:
 - Seminars (procurement related workshops and educational courses).
 - Conference costs (purchasing related events).
 - UPPCC certification and recertification costs.
 - Attendance at Board meetings for Board members (NIGP, UPPCC).
- 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.
 - Points will be considered for member's activities during the preceding 12-months.
 - 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.
 - Only the points shown on the application 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 application (with the exception of points for certification of CPPB, CPPO, and C.P.M.).
 - Points are nontransferable.
- Multiple PDA applications may be submitted for separate events provided total funding awarded in 12 consecutive months does not exceed the funds available to the member based on the point system.
- Although PDA applications may be submitted for consideration anytime, PDA applications will be considered for future events only.
- Awarded funds may only be used for the specific event listed on the PDA application. In cases where an event is canceled the applicant may reapply for funds not used due to cancellation.
- Awarded funds are not transferable.
- Failure to use awarded funds 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 will be reimbursed when proof of attendance at the approved event is submitted and accepted by the committee. Ancillary costs will be reimbursed in accordance with CO-OPP travel policy in effect at the time the PDA application is approved.

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 is:
 - Attended minimum of two CO-OPP general membership meetings within the 12 months prior to submitting the PDA application.
 - Membership dues are paid.
 - Member participates in at least one standing 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 – 2	\$250
3 – 4	\$350
5 – 7	\$500
8 – 10	\$600
11 +	\$750

- Points are available as follows:

Activity	Possible points in 12 month period
NIGP National Member	1
NIGP or UPPCC Board or Committee Member	2
CO-OPP Officer	3
CO-OPP Board Member	2
CO-OPP Committee Chair (pts awarded for only one chair position)	2
CO-OPP Committee Assistant-Chair	1
CO-OPP Committee Member on more than one committee (pt awarded only once)	1
Certification (CPPO, CPPB, CPM) (pts not awarded per certification)	2
Attendance at CO-OPP Educational & Product Expo	1
Worked on a Committee for a CO-OPP Sponsored Event (Reverse Trade Fair, Colloquium & Product Expo)	2
Worked on CO-OPP Special Project (e.g., Strategic Planning)	1
Teach NIGP Sponsored Class (pts awarded for only one class)	3
Submit/Publish an Article in an NIGP publication	2
Submit/Publish an Article in the CO-OPP Newsletter	1
Recruit a New Member in the CO-OPP Chapter	1
Program Presenter at a CO-OPP Membership Meeting	1
Attendance at four CO-OPP General Membership Meetings	1

Application:

- Applicant must submit a complete PDA application and include any required attachments or support documentation. Failure to do so may result in disqualification. Clarifications may be requested.
- 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.



CENTRAL OHIO ORGANIZATION OF PUBLIC PURCHASERS
Professional Development Assistance Program Application

Name of Applicant: _____ **Date:** _____

Employer: _____

Phone: (Work) _____ (Fax) _____

E-Mail: _____

CO-OPP Member: Yes: No: **Date of Membership/Last Renewal:** _____

Event: (Limit one request/application) _____

General Description: _____

Event Date(s): _____

Sponsored By: _____

Location: _____ **Total Cost:** _____

Applicant Contribution: _____ **Entity Contribution:** _____

Amount of Previous PDA Award(s) In the Past 12 Months: \$ _____

Requested Funding Amount (Maximum \$750): _____

Qualifications:

Mandatory

CO-OPP Member: Yes: No: **Date of Membership/Last Renewal:** _____

Dates of CO-OPP general membership meetings attended within the last 12 months:

Committee(s) participated on within the last 12 months: _____

Optional

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

Activity	Provide this information in the next column	Applicant's Response to Column 2	Used by Chair
NIGP National Member	NIGP Membership No.		1
NIGP or UPPCC Board or Committee Member	Name of Board or Committee		2
CO-OPP Officer	Office		3
CO-OPP Board Member	Position		2
CO-OPP Committee Chair (points awarded for only one chair position)	Committee		2
CO-OPP Committee Assistant Chair	Committee		1
CO-OPP Committee Member on more than one committee (point awarded only once)	Committees under Mandatory	XXXXXXXXXX XXXXXXXXXX	1
Certified as CPPO, CPPB, or CPM (points not awarded per certification)	Certification		2
Attendance at CO-OPP Educational & Product Expo	Event & date		1
Worked on a Committee for a CO-OPP Sponsored Event (Reverse Trade Fair, Colloquium & Product Expo)	Event & date		2
Worked on CO-OPP Special Project (e.g., Strategic Planning)	Project		1
Teach NIGP Sponsored Class (points awarded for only one class)	Class & date		3
Submit/Publish an Article in an NIGP publication	Article & date		2
Submit/Publish an Article in the CO-OPP Newsletter	Article & date		1
Recruit a New Member in the CO-OPP Chapter	Member name		1
Program Presenter at a CO-OPP Membership Meeting	Program & date		1
Attendance at four CO-OPP General Membership Meetings	Dates under Mandatory	XXXXXXXXXX XXXXXXXXXX	1

Submit completed form to:

AWARDS AND SCHOLARSHIP COMMITTEE CHAIRPERSON

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