



# Innovations in Public Procurement 2017

## Application Guidelines

The ETPA Innovation Award recognizes outstanding contributions in the field of public procurement by governmental agencies that have developed cutting-edge, non-standard, forward-thinking approaches to meeting the needs of the clients they serve. Award is based on originality, effectiveness, significance, and transferability. Every application must meet the following requirements.

1. The ETPA Innovation Award is open only to ETPA members.
2. The innovation submitted must have been developed and executed by the agency no earlier than April 1, 2016 to be considered a “current” innovation.
3. Members of ETPA’s elected Board and their agencies are ineligible.
4. Completed applications must be submitted by November 30, 2017.
5. Winner announced at the First Quarter ETPA Meeting in 2018.

### Background Information

Applicants must complete the 2017 Innovation Award Application. The Innovation Award Application consists of two parts. **Part One** includes applicant and agency details along with a descriptive title that expresses the substance of the innovation and the date it was implemented. **Part Two** includes the title, the implementation date and a summary of the project. The summary must include answers to each of the stated questions.

Submissions are evaluated against the following definitions of the stated criteria:

1. **Originality** - Describe how the innovation represents a new, different, or creative approach to service delivery or process improvement.
2. **Effectiveness** - Describe the tangible results achieved as a result of implementing the innovation, in terms of meeting client needs and/or meeting defined goals.
3. **Significance** - Describe how the innovation thoroughly addresses a need and the degree to which it diminishes an important problem or issue common to the organization.
4. **Transferability** - Describe how the innovation shows promise of inspiring successful replication by other agencies.

The guidelines for criteria include how the idea or practice:

- Promotes and enhances the overall work of procurement and the profession
- Is innovative for the agency or the profession
- Can be replicated by other organizations in other locations
- Enhances or has a positive effect on the work of the organization or agency

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