

SUBMIT YOUR NOMINATIONS TODAY...

sopo

In Local Government

Awards for Outstanding Achievement in Procurement 2008

SOPO AWARDS
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The Society of Procurement Officers in Local Government (SOPO) is now inviting submissions for its 2008 Awards under four categories:

1. County Council
2. Single Tier (Unitary) Authority
3. Non-Unitary District/Borough Council
4. Other (eg Police, Fire, Consortia, etc)

The Awards, first introduced in 2002, recognise the variety of approaches to procurement made by local authorities and provide smaller authorities with a fairer chance of winning. These are the only national awards that are specific to local government procurement.

Submissions can be made by an individual or team on behalf of their authority or consortium, and for any area of procurement work that they feel is worthy of consideration and recognition. Entries are neither confined to large or complex procurement nor restricted to members of SOPO, so there is no reason not to enter your work.

Additionally, all submissions received with education content under the four awards categories above will be separately evaluated in conjunction with the Department for Schools, Children and Families. The Outstanding Achievement in Education Procurement Award will be presented to the submission which reflects the most significant contribution to procurement within the Education sector. This special additional category not only increases your chances of winning an award; you could end up with two!

Trophies will be presented to all shortlisted entries as well as outright winners at the SOPO Gala Dinner, which is to be held during Annual Conference on 4 November 2008 at the St Johns Hotel, Solihull.

Submitting an entry for the SOPO Awards can stimulate your staff's interest and help to generate team spirit, quite apart from raising the profile of procurement within your authority.

The criteria for judging the submissions will be:

- 1 **Did the work enhance the profile of procurement?**
- 2 **Were the aims and objectives clear/achieved?**
- 3 **Were cost savings achieved (process costs/total life costs)?**
- 4 **Did the work demonstrate innovation?**
- 5 **Did the work involve teamwork (staff/suppliers/end customer)?**
- 6 **Were there any other indirect benefits?**
- 7 **Was the submission well presented?**

Make sure that this year you give your authority the opportunity to promote its procurement excellence by submitting a nomination.

Nomination form on reverse of this document.

Closing date: **12 SEPTEMBER 2008**

For further details of these Awards please contact: **Ken May**, Director of ESPO and Secretary of SOPO, at ken.may@espo.org





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ENTRY FORM

There are no restrictions on the number of entries an authority/organisation can submit in any of the categories listed below, but all entries must be accompanied by a separate entry form. *(You may use photocopies of this entry form.)*

CLOSING DATE FOR ENTRIES: 12 SEPTEMBER 2008

Winners and all shortlisted entries will be presented with awards at the Annual Conference Gala Dinner to be held on 4 November 2008 at St Johns Hotel, Solihull.

Entries must be no more than 4000 words with, if necessary, a reasonable number of appropriate appendices in support of the work, and must be supported with a précis of the submission in no more than 400 words.

Please send four copies of each entry (including appendices). An electronic version, complete with your organisation's logo and a group photograph of those involved in your project, will also be required, either on a disk submitted with your application or by email to helpdesk@sopo.org

Authority/Organisation:

Address: _____

Category (please tick appropriate box):

1. County Council

2. Single Tier (Unitary) Authority

3. Non-Unitary District/Borough Council

4. Other (eg Police, Fire, Consortia, etc)

Postcode: _____

Contact:

Title:

Daytime Tel No:

Email:

Address (if different from above):

Postcode:

Please state name(s) of person(s) who will receive the award:

Signed:

Name (print):

Date:

All entries should be sent to: FREEPOST SOPO. Alternatively, fax to 0141 353 2151

To assist with administration, if you intend to submit an entry or entries by the closing date of **12 SEPTEMBER 2008**, please complete the following in advance and post or fax as per the above details; alternatively, email the information to helpdesk@sopo.org

Authority/Organisation:

Category (see above):

No of Entries:

Signed:

Name (print):

Date: