

Florida Association of Public Procurement Officials

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<input type="button" value="EDIT FORM FIELDS"/>	
<p>Award For Excellence</p> <p>Section A. Purpose</p> <p>The FAPPO's Award of Excellence in Public Procurement recognizes contributions to the Public Procurement profession. The award program places emphasis on continuous process improvement and outstanding procurement practices. Earning this award is a significant affirmation of the quality of an agency's procurement operation and demonstration of commitment to the Public Procurement profession. When preparing the application, agencies must insure that the practices and procedures outlined in their response are currently in place at their agency, and were in effect or put into effect during the period from January 1, 2024 through January 31, 2025.</p> <p>Section B. Program Summary</p> <p>An agency is defined as including both procurement professionals and support staff. Support staff that do not perform procurement functions or who perform only clerical duties at the direction of a procurement professional are not to be considered "Procurement Professionals". Several criteria are examined when considering an application for award: organization and levels of responsibility, source selection practices, professional development of staff, methods used to create process improvement, automation, and e-commerce.</p> <p>Section C. Instructions for Applying</p> <ol style="list-style-type: none"> All submittals must be true, accurate, verifiable and appropriately documented. Points <u>WILL NOT</u> be granted for information on applications that cannot be validated. Submittals must be submitted electronically through the FAPPO web-site. The electronic form will provide the agency with the opportunity to respond to each individual question, as well as the ability to upload electronic documentation for each response in a designated area for each question. The information requested for each individual question should directly address the pertinent question, and should be highlighted in some manner in the documentation. Should the responding agency provide a link to a web-site, that link must be fully operational and accessible to the evaluation committee. Responses to questions that include broken links, or links that only connect to internal intranet web-sites that are not accessible to the evaluation committee, will not be graded, and points for that question will be forfeited. Please note that when uploading response data into the electronic form, the appurtenant data field on the form will expand to allow for as much room for text or data as may be needed. 	

	<p>3. All submittals must be received electronically on the FAPPO web-site by no later than 5:00 P.M. on January 31, 2025.</p> <p>4. Any material deviations from the foregoing rules may render a submittal non-responsive. Such submittals shall not be evaluated for award.</p> <p>5. One or more submittals may be posted on the FAPPO web site in the future.</p> <p>6. FAPPO reserves the right to reject late Entity Award submittals, or to impose a late penalty deduction of up to 10 points from the actual score earned by an agency submitting a late response.</p> <p>There are a total of 167 points possible for the Award of Excellence Program. A score of at least 124 points is required to receive the "Award of Excellence".</p>
	<h3>Mission & Organization</h3>
1. Mission and Organization	<p>Published a mission statement that has been distributed and communicated throughout the organization via the Internet or Intranet? (2 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
2. Mission & Organization	<p>Have updated internal procurement policies and procedures within last 5 years which is posted on the Internet or internal Intranet site? (2 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
3. Mission & Organization	<p>Adopted the Model Procurement Code (or substantial sections of the code) by ordinance or law? (2 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
4. Mission & Organization	<p>PROCUREMENT has developed long-term strategic plan, or has their plan specifically included in the entity strategic plan, and has posted the plan on the Internet or Intranet web-site (3 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
5. Mission and Organization	<p>Procurement is a separate department within the organization, and not part of finance/administrative services, etc. (1 Point)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
	<h3>Authority Level</h3>
1. Authority Level	<p>Statute, ordinance, rule or regulation places the purchase authority with one official or agency and/or authorizes development of a policy pursuant to a statute, ordinance, rule or regulation. (3 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
2. Authority Level	<p>Procurement statute, ordinance, rule, regulation or policy specifies the signatory level of authority and is published on the Internet or Intranet site. (3 Points)</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

<p>3. Authority Level</p>	<p>Written procurement statute, ordinance, rule, regulation or policy statement that specifies the thresholds for Request for Quotes, Proposals, and Bids which is posted on Internet or Intranet Web Site. (3 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>4. Authority Level</p>	<p>Procurement Ethics Policy in place that is posted on the Internet or Intranet Web Site. (3 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>Education & Professional Development</p>	
<p>1. Education & Professional Development</p>	<p>Procurement Manager/Chief Procurement Official's job description requires a four year degree in related field and the person in that position has a four year degree. Do not count this person again in Question 3. (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>2. Education & Professional Development</p>	<p>Procurement Manager/Chief Procurement Official has earned an advanced degree in a field that is related to and/or supports Procurement (Masters or PhD.) (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>3. Education & Professional Development</p>	<p>Four year degree earned by professional staff? **** PLEASE NOTE If you answer yes, no points will be awarded for the next question (Question 4). Select one: (25% = 2 Points, 50% = 3 Points; 75% = 4 Points; and 100% = 5 Points) <input type="radio"/> 25% <input type="radio"/> 50% <input type="radio"/> 75% <input type="radio"/> 100% <input type="radio"/> None</p>
<p>4. Education & Professional Development</p>	<p>Two year degree earned by at least 50% of professional staff? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>5. Education & Professional Development</p>	<p>Procurement Manager/Chief Procurement Official's job description requires Professional Procurement Management Certification, CPPO, NIGP-CPP and or C.P.M. and the person in that position has a CPPO, NIGP-CPP, and /or C.P.M. (Note: the requirement for certification must appear as being "required" in the job description to receive full credit!) Do not count this person again in Question 6. <input type="radio"/> Requires Certification (5 Points) <input type="radio"/> Certification Preferred Only (3 Points)</p>
<p>6. Education & Professional Development</p>	<p>Professional Procurement staff is required to have Procurement Certification from the NIGP, UPPCC, ISM, or NCMA? <input type="radio"/> Requires Certification (5 Points) <input type="radio"/> Certification Preferred Only (3 Points)</p>

7. Education & Professional Development	Professional Certification earned by Professional Procurement staff? Select one: <input type="radio"/> 25% of Staff earned (2 Points) <input type="radio"/> 50% of staff earned (3 Points) <input type="radio"/> 75% of staff earned (4 Points) <input type="radio"/> 100% of staff earned (5 Points) <input type="radio"/> None
8. Education & Professional Development	A member of your staff, or the entire Procurement Office has been formally recognized by, or received an award for a professional contribution by either the entity for whom the individual (or the Procurement Office) is employed, or by an outside entity or organization. (NOTE: You may NOT count the receipt of a FAPPO Award of Excellence or a FAPPO Best Practice Award) (2 Points) <input type="radio"/> Yes <input type="radio"/> No
9. Education & Professional Development	Contributions to professional organizations by at least 25% of professional staff during the past year, (such as panel participant, seminar instructor, officer/committee member of FAPPO, NIGP, ISM, NASPO, NAEP, NPI published an article in a procurement publication, etc.). (5 Points) <input type="radio"/> Yes <input type="radio"/> No
10. Education & Professional	Has established a procurement staff program for training and professional development specifically related to procurement issues. (3 Points) <input type="radio"/> Yes <input type="radio"/> No
11. Education & Professional	Has developed or participated in an internship program that provides high school or college students with the opportunity to be exposed to the public procurement profession. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
METHOD OF SOURCE SELECTION	
1. Method of Source Selection	Written criteria governing the addition, deletion and the reinstatement of bidders and vendors to the bidder's list that is posted on the Procurement web page or on the Procurement Intranet site? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
2. Method of Source Selection	Have statute, ordinance, regulation or rule regarding decision to award to other than the apparent low bidder and have posted the statute, ordinance, regulations or rules on the Procurement web page? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
3. Method of Source Selection	Does the Procurement Agency participate in contracting for professional services? (2 Points) <input type="radio"/> Yes

	<input type="radio"/> No
4. Method of Source Selection	<p>Adopted a statute, ordinance or regulation that allows for Best Value procurements based on emphasizing value over price. Must be able to demonstrate the authority to apply this to a broad range of commodities, equipment and services, and not limited to professional services and technology purchases. (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
5. Method of Source Selection	<p>Procurement is directly involved in the procurement of architectural, engineering and land surveying services in accordance with F.S.S. Chapter 287.055 (CCNA) and has written procedures for working with CCNA purchases? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
6. Method of Source Selection	<p>Responsible for the negotiations and preparation of final contract documents under the F.S.S. 287.055 CCNA? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
7. Method of Source Selection	<p>Have written procedures for preparation of non-CCNA Requests for Proposal? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
8. Method of Source Selection	<p>Has established a formal training program for individuals who serve on RFP Evaluation Committees? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
9. Method of Source Selection	<p>Responsible for managing non-CCNA Request for Proposal process including facilitation of the Evaluation Committee, coordinating meetings, and preparing recommendations for top ranked firm(s)? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
10. Method of Source Selection	<p>Responsible for the non-CCNA Request for Proposal negotiations and preparation of final contract document(s)? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
11. Method of Source Selection	<p>Statute, ordinance, regulation or rule regarding sole source purchases and posted on the Procurement web page or on the Procurement Intranet Site? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No
12. Method of Source Selection	<p>Have written emergency Procurement procedures and have posted the emergency Procurement procedures on the Procurement web page or on the Procurement Intranet site? (2 Points)</p> <input type="radio"/> Yes <input type="radio"/> No

13. Method of Source Selection	Maintains code/ordinance or written policy for cooperative procurement and / or piggybacking purchases from other governmental entities and code/ordinance/policy is provided on the Procurement web page or on the Procurement Intranet site? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
14. Method of Source Selection	Statute, ordinance, rule, regulation or policy allows for the entity to make purchases from national cooperative groups. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
15. Method of Source Selection	Maintain an on-line "How to Do Business" information for vendors guide on the entity web-site that has been updated within the last 5 years? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
16. Method of Source Selection	Has a written code/ordinance/policy that addresses vendor ethics related to doing business with the entity? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
17. Method of Source Selection	Maintains written policy regarding Appeals and Remedies for vendors (Protest Policy), and policy is posted on-line. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
<p>AREAS OF DIRECT RESPONSIBILITY</p> <p>Entity may earn points in no more than any three of the five areas A through F for a MAXIMUM of 12 points. YOU MAY ONLY SELECT THREE OF THE SIX AREAS. INFORMATION PROVIDED IN MORE THAN 3 AREAS WILL NOT BE CONSIDERED IN YOUR TOTAL SCORE FOR THIS SECTION OF THE APPLICATION!</p>	
1. Areas of Direct Responsibility	Sustainable (Green) Procurement (Max. 4 points)
1.1 Areas of Direct Responsibility	Entity has established a formal policy for procurement environmentally friendly products or for building construction consistent with LEED requirements and has posted information on sustainable Procurement activities on web site and/or Procurement Intranet site. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
1.2 Areas of Direct Responsibility	Tracks the purchases of environmentally friendly products. (1 Point) <input type="radio"/> Yes <input type="radio"/> No

<p>1.3 Areas of Direct Responsibility</p>	<p>Have successfully purchased sustainable or "green" products. (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>2. Areas of Direct Responsibility</p>	<p>Emergency Weather Procurement Policy (Hurricanes, Floods, etc.) (Max. 4 points)</p>
<p>2.1 Areas of Direct Responsibility</p>	<p>Maintains written policy and/or procedure related to procurement operations before, during and after a weather emergency, and has posted the policy/procedure on the Procurement web page and/or Intranet site? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>2.2 Areas of Direct Responsibility</p>	<p>Have emergency agreements in place for use during or after a weather emergency? (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>2.3 Areas of Direct Responsibility</p>	<p>Have tracking system developed to document purchases during a weather emergency? (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>3. Areas of Direct Responsibility</p>	<p>Minority/Small Business Vendor Recruitment (Max. 4 points)</p>
<p>3.1 Areas of Direct Responsibility</p>	<p>Have statutory or ordinance authority defining the entity's effort to recruit minority vendors and has posted minority/small business procedures on the Procurement web page and/or Procurement Intranet Site? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>3.2 Areas of Direct Responsibility</p>	<p>Use trade shows or other organized events to recruit additional minority vendors. (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>3.3 Areas of Direct Responsibility</p>	<p>Utilize an automated system to track purchases by minority vendors. (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>4. Areas of Direct Responsibility</p>	<p>Construction (Max. 4 points)</p>
<p>4.1 Areas of Direct Responsibility</p>	<p>Procurement has primary responsibility for the majority of construction projects of the entity and is involved in the selection of contractors, and have posted the construction bidding procedures on the Procurement web page and/or Procurement Intranet site? (2 Points)</p>

	<input type="radio"/> Yes <input type="radio"/> No
4.2 Areas of Direct Responsibility	Entity uses Owner Direct Procurement that enables the entity to avoid the payment of sales tax. (1 Point) <input type="radio"/> Yes <input type="radio"/> No
4.3 Areas of Direct Responsibility	Utilize an automated system to track construction bid activity. (1 Point) <input type="radio"/> Yes <input type="radio"/> No
5. Areas of Direct Responsibility	Spend Analysis (Max. 4 points)
5.1 Areas of Direct Responsibility	Tracks total spend by Procurement. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
5.2 Areas of Direct Responsibility	Spend is tracked by vendor and/or commodity. (1 Point) <input type="radio"/> Yes <input type="radio"/> No
5.3 Areas of Direct Responsibility	Uses spend analysis to identify actual and potential savings opportunities including the need to create new competitive solicited contracts or cooperative purchases. (1 Point) <input type="radio"/> Yes <input type="radio"/> No
6. Areas of Direct Responsibility	Surplus Property Management (Max. 4 points)
6.1 Areas of Direct Responsibility	Supervises the surplus and scrap program? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
6.2 Areas of Direct Responsibility	Have written procedure for identification, reporting and disposal of surplus and scrap items and have posted the surplus procedures on the Procurement web page and/or Procurement Intranet site? (1 Point) <input type="radio"/> Yes <input type="radio"/> No
6.3 Areas of Direct Responsibility	Utilize an automated system for the Surplus and Scrap Program? (1 Point) <input type="radio"/> Yes <input type="radio"/> No
AUDITING AND CONTINUAL PROCESS IMPROVEMENT PROGRAM	

1. Auditing and Continual Process Improvement Program	Is the Procurement process audited annually? (1 Point) <input type="radio"/> Yes <input type="radio"/> No
2. Auditing and Continual Process Improvement Program	Measure the Procurement Agency's performance and regularly benchmark performance against the agency's own past performance using a "balanced scorecard" or similar reporting process. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
3. Auditing and Continual Process Improvement Program	Participates in a formal best practices public procurement benchmarking program which provides comparisons to other entities. (i.e. Florida Benchmarking Consortium, NIGP benchmarking survey, ICMA or other) (2 Points) <input type="radio"/> Yes <input type="radio"/> No
4. Auditing and Continual Process Improvement Program	Have conducted a process review of internal processes in order to create greater efficiencies in the procurement process within the past 5 years. If process review was conducted by an outside entity please indicate. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
5. Auditing and Continual Process Improvement Program	Have prepared and analyzed results of an internal customer satisfaction survey during the past year? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
6. Auditing and Continual Process Improvement Program	Have prepared and analyzed results of an external stakeholder survey during the past year (vendors, contractors, etc.)? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
7. Auditing and Continual Process Improvement Program	Facilitated a formal classroom style internal customer group training program during the past year? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
8. Auditing and Continual Process Improvement Program	Have facilitated a formal agendized workshop vendor training program during the past year? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
9. Auditing and Continual Process Improvement Program	Currently serves as a participant in a regional/local cooperative procurement group or association comprised of local governmental agencies? (NOTE: THIS does NOT refer to participation in a national cooperative program. (1 Point) <input type="radio"/> Yes <input type="radio"/> No

<p>10. Auditing and Continual Process Improvement Program</p>	<p>Has served as the lead agency for a solicitation on behalf of a cooperative procurement association. (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>11. Auditing and Continual Process Improvement Program</p>	<p>Have a functional Procurement Card program with more than 3 users. (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>11.1 Auditing and Continual Process Improvement Program</p>	<p>Have had a formal audit of the P-Card program within the past 5 years. (1 Point) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>12. Auditing and Continual Process Improvement Program</p>	<p>Has undertaken or updated a formal procurement process review within the past 5 years. Examples include a formal mapping of key procurement practices, and identification of process steps that do not add value to the procurement process. (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>AUTOMATION AND ELECTRONIC COMMERCE</p>	
<p>1. Automation and Electronic Commerce</p>	<p>Utilization of automated procurement system that does not require Procurement staff to input PO information except for modifications? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>2. Automation and Electronic Commerce</p>	<p>System tracks the status of requisitions and purchase orders? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>3. Automation and Electronic Commerce</p>	<p>System provides management reports and summaries (e.g. requisitions received, solicitations processed, bid openings, purchase orders issues, contacts issued, etc)? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>4. Automation and Electronic Commerce</p>	<p>Procurement maintains a dedicated web-page on the Internet (Available for Public Viewing)? (2 Points) <input type="radio"/> Yes <input type="radio"/> No</p>
<p>5. Automation and Electronic Commerce</p>	<p>Procurement maintains a dedicated Intranet site (Available only for internal viewing within the agency)? (2 Points) <input type="radio"/> Yes</p>

	<input type="radio"/> No
6. Automation and Electronic Commerce	Procurement posts competitive bid solicitations and proposals on the Internet on Agency's Website? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
7. Automation and Electronic Commerce	Majority of bidders are able to register as bid holders and download bids from website? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
8. Automation and Electronic Commerce	Procurement has dedicated software that allows for Evaluation Committee members to electronically evaluate RFP/RFQ documents? (NOTE: This must be a dedicated software solution which allows electronic entry of scores and comments and NOT the use of traditional excel spreadsheets or MS Word forms.) Provide information regarding the software product utilized. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
9. Automation and Electronic Commerce	Procurement has developed a plan for staff to perform their work from remote locations instead of requiring employees to work from their office location? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
10. Automation and Electronic Commerce	Paperless vendor registration completed on-line or through agency website? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
11. Automation and Electronic Commerce	Automatic Internet or fax-on-demand solicitation notification by commodity classification or vendor subscription once solicitation is posted to the Internet. (3 Points) <input type="radio"/> Yes <input type="radio"/> No
12. Automation and Electronic Commerce	Electronic receipt of formal solicitations (sealed bids and proposals and not simply quotations) through an encrypted process online via the Internet? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
13. Automation and Electronic Commerce	Sealed Bid tabulations are electronically auto-generated immediately after bid opening time? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
14. Automation and Electronic Commerce	Ability to post formal sealed Bid Tabulations and Award data on website at time of award or at the time of award recommendation? (2 Points) <input type="radio"/> Yes <input type="radio"/> No

15. Automation and Electronic Commerce	Distribution and receipt of majority of Informal Quotes via Internet by an automated system, where results are automatically tabulated. (3 Points) <input type="radio"/> Yes <input type="radio"/> No
16. Automation and Electronic Commerce	Ability to post informal quotation tabulations and award data on website at time of award or at the time of award recommendation? (3 Points) <input type="radio"/> Yes <input type="radio"/> No
17. Automation and Electronic Commerce	Issuance of electronic purchase orders available to any and all suppliers with Internet or e-mail access. Online P-Card purchases do not qualify. (3 Points) <input type="radio"/> Yes <input type="radio"/> No
18. Automation and Electronic Commerce	Uses P-Cards or direct electronic funds transfer in lieu of paper checks as a payment tool for routine payments and for large projects or capital acquisitions. (This does not mean simply using the p-card for traditional retail, telephone or internet purchases of small dollar items.) Example – Accounts Payable maintains a p-card to be used for payment of invoices for construction, capital and capital equipment. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
19. Automation and Electronic Commerce	Utilizes Artificial Intelligence or has developed a plan for the use of artificial intelligence in the organization (Provide a copy of your plan and/or specific examples where AI was utilized in developing documents.) (2 Points) <input type="radio"/> Yes <input type="radio"/> No
20. Automation and Electronic Commerce	Use of Internet for property redistribution or disposal? (2 Points) <input type="radio"/> Yes <input type="radio"/> No
21. Automation and Electronic Commerce	Utilizes on-line catalog ordering process for term contract items. (2 Points) <input type="radio"/> Yes <input type="radio"/> No
22. Automation and Electronic Commerce	Purchasing utilizes software that allows for e-signature technology to allow vendors and using agencies to execute Agreements? (NOTE: This requires that the purchasing agency have direct access to creating Agreements electronically with the ability to affix e-signatures. Occasionally signing Agreements using a vendor's software will not meet the requirements for this question. Provide information regarding the software product used. (1 Point) <input type="radio"/> Yes <input type="radio"/> No

