



**VIRGINIA CONTRACTING MASTER
APPLICATION FOR CERTIFICATION
Deadline: April 14, 2017**

SECTION I: APPLICANT INFORMATION

Please complete **ALL** sections of this application. Illegible or incomplete applications will not be reviewed.

Part A: Applicant's Name

Mr. Ms. Mrs.

Full Name: _____
(Last)
(First)
(Middle)

If any documentation appears under another name, please provide the name here: _____

Print name as you want it to appear on a certificate: _____

Part B: Contact Information - Work

Organization/Agency: _____ Department: _____

Official Position/Title _____ Working Title (If different) _____

Number of people you supervise? _____

Work Address _____

City: _____ State: _____ Zip: _____

Work email: _____ Phone: _____

Part C: Contact Information - Home (Optional)

Street Address _____

City _____ State _____ Zip _____

Personal email: _____ Phone: _____

Part D: Other Information

Number of years in Public Procurement _____

Total number of years in Procurement _____

Number of years in Procurement Management _____

Indicate the type of government agency that best describes your current work setting (Choose one)

- | | | |
|------------------|-----------|-------|
| City | County | Other |
| Education (K-12) | State | |
| Higher Education | Authority | |

Name: _____

SECTION II: CERTIFICATION ENROLLMENT INFORMATION

Policies and procedures governing the VCM certification process are outlined in the VCM tab on the VIP website. See <http://vip.dgs.virginia.gov>

Part A: VCM Certification Program and Minimum Requirements

A. Job Position

- Procurement Manager II with condition: Employees in PM II position must demonstrate successful performance of highly complex and impactful contracts
 - Procurement Officer III
 - Procurement Manager III and IV
- or
- Equivalent position
Equivalent positions must reflect the same job responsibilities as the positions mentioned in the procurement family. See VA Department of Human Resource Management, Administrative Services Family, Procurement Career Group 19150, Roles
<http://web1.dhrm.virginia.gov/itech/DHRMWebAssets/careergroups/admin/Procurement19150.htm>

B. Procurement Experience

- Five years in public procurement or 10 years in private/public procurement with a minimum of two years of public procurement experience.

C. Management Experience

- Three years as manager – management experience is defined as supervising staff and/or program(s).

D. Certification

- Active Virginia Contracting Officer certification

Part B: VCM Certification Program Documentation

#	DOCUMENTATION CHECKLIST	(v)DONE
1	Application Form completed	
2	Cover letter expressing why the applicant should be considered as a candidate for the VCM Program	
* 3	Reference Letter from Agency or Entity Head at time of application or acceptance into the program	
4	Organization Chart with applicant's position indicated	
5	Documentation to support applicant's experience	
6	Applicant's Profile Form	

*Make a copy of everything you submit for your personal records. Send the application and documentation to VIPregistration@dgs.virginia.gov no later than April 14, 2017. *Payment and Reference letter will be required for confirming a seat in the program.

For Procurement Manager II only: Provide a copy of a highly complex and impactful contract or RFP/IFB # on VBO you did along with a cover letter as to what areas of the contract process demanded problem solving and strategic decision making skills.

Name: _____

SECTION III: PUBLIC PROCUREMENT EXPERIENCE

Beginning with the current position, please provide a chronological list of the applicant’s qualifying full-time public procurement employment experience for the past five years or the last 10 years in private/public procurement.

For each qualifying full-time public/private procurement position listed, an Official Position Description must be included. Example: Employee Work Profile for state employees. If any Official Position Description does not accurately reflect the applicant’s procurement responsibilities, a “working position” description in effect at the time the position was held may be included to complement (not substitute) the official description and to substantiate the applicant’s procurement responsibilities. If a working position description is submitted, it must be developed by the immediate supervisor of the applicant and validated (signed and dated) by an official in the Human Resources Department of the organization where the position was held in order to be considered. Resumes will not be accepted in place of official or working position descriptions. Any position listed and not accompanied by an Official Position Description will not be considered.

If an applicant is claiming management experience and is not in a management position, a working position description will be required or the management experience will not be considered.

#	Official Position Title	Department	Employer & Location	Employment Dates (mm/yyyy - mm/yyyy)
1	_____ Position level: Employee Manager # of employees supervised:			
2	_____ Position level: Employee Manager # of employees supervised:			
3	_____ Position level: Employee Manager # of employees supervised:			
4	_____ Position level: Employee Manager # of employees supervised:			
5	_____ Position level: Employee Manager # of employees supervised:			

SECTION IV: VIRGINIA CONTRACTING OFFICER CERTIFICATION

Year applicant received Virginia Contracting Officer certificate: _____

Name: _____

SECTION V: APPLICANT AFFIRMATION STATEMENT

I have read the eligibility criteria for the Virginia Institute of Procurement VCM Certification Program and submit this application for approval.

I agree to abide by the provisions of Article 6 - Ethics in Public Contracting - of the Virginia Public Procurement Act, §§ 2.2-4367 through 2.2-4377 of the Code of Virginia. Any ethical violation may result in the revocation of the VCA, VCO or VCM certification

Signature

Date

SECTION VI: CERTIFICATION FEE PAYMENT

The application will be reviewed by management and will either be approved or reason for not being approved noted. An email will be sent to the applicant with the decision **on or before Monday May 8, 2017**. An approved applicant will receive an approval code to go online to schedule and pay for a class. Class registration and payment received must be completed to ensure a class seat for the scheduled date.

The approval of an application is for 24 months as long as the applicant's position has not changed. If you learn that you cannot attend the class after approval and /or registration, you may not automatically switch the class date/registration for the following year. The Notice of Cancellation policy will take precedence over any class changes.

Notice of Cancellation

You must notify VIP in writing at least 45 calendar days prior to the date of the registered class. An approved, qualified substitution must be submitted 21 calendars days prior to the date of the class. There is \$100 administrative fee for substitutions and refunds.

If the cancellation is less than 45 calendar days and within 32 days of the class date, you will receive a 50% refund less administration cost. If the cancellation is less than 32 days you will not receive a refund.

Class Dates: July 17 - 21 & August 7 - 11, 2017

VCM Class Fee: \$2500



VCM APPLICANT PROFILE

The class materials will include a brief biographical sketch of each participant to help people get to know each other more quickly and to facilitate networking after the class ends. We ask each participant to write a bio that may include, current job assignment, length of time in procurement, brief highlights of past work history, education, honors and special recognition, interests in hobbies, native state or country.

Example:

Heather Clinton, CPPO, VCO

Heather Clinton has been in the procurement field for almost 30 years. The last 20 years has been spent at the Virginia Museum of Arts and Science.

In recent years, her procurement function has rebounded from tight budget times and reinforced both staff and systems. The department has moved their focus from transactional procurement to a long range strategic approach, implemented the eVA contract management system, and created a Customer Service Advocate position for the department. The department is kicking-off FY17 with a process improvement plan that will dissect systems and processes and result in consistency and improved standard operating procedures.

Formerly, Heather served on the Board of Directors for VAGP and as a member of the State/Local Employee Advisory Committee to the Governor's Task Force on Procurement Assessment that was responsible for reviewing, recommending, and implementing changes to the state purchasing laws, regulations, and procedures.

In addition to the work world, she has a partner of 20 years and a daughter and son (ages 8 and 16) a Parrot named Jack, a Maine Coon cat named Bear and a Husky mixed dog named Blue. During her spare time she enjoys reading mysteries, camping, photography and Yoga.

Bio

List what you consider to be your key strengths as a Procurement Professional.

What would you consider to be your biggest challenge as a Procurement Manager/Director and as a leader?