

Procurement Services Starlight Award Guidelines

FY 2016-17

The Procurement Services Starlight Award program exists to spotlight the achievements of UC procurement professionals, on campuses and in systemwide roles, for exceptional projects and engagements that contribute to advancing our core mission.

Summary of guidelines

I. Eligibility

Employee must work in a Procurement function at one of the UC Campuses or UCOP. Policy-covered career PSS employees and MSP employees are eligible for a Procurement Services Recognition award if, at the time of the award, they:

- Have successfully completed their probationary period, if applicable; and
- Are on active pay status or on an approved unpaid leave

In addition, policy-covered employees with the following types of appointments are also eligible to participate, provided they meet the above requirements: contract, per diem, limited, floater, and/or casual restricted.

Members of the Senior Management Group (SMG) are not eligible for recognition awards under the Plan.

II. Award limits and restrictions

The following limitations apply to the Procurement Services Starlight Award:

- A single Procurement Services recognition cash award of \$1000
- Awards must be based on the recipient's achievement as an individual
- Recipient's achievements must be accomplished within the FY of award
- Recipient can receive only one Starlight award per fiscal year
- The PLC "MVPP" Award is the only award that can be offered to a team

III. Nomination process

Everyone is encouraged to nominate eligible individuals. The [Procurement Services Starlight Award nomination form](#) must be used for each nomination. Complete the online nomination form, save it and email it to your local PLC member. To nominate the same person in multiple categories, make multiple submissions. The categories for these awards are:

- **Innovation**
Awarded to the successful procurement professional who has creatively used or delivered lasting change to a University or procurement business process
- **Collaboration**
Awarded to the successful procurement professional for achievements that exemplify campus or systemwide collaboration

- **Initiative Leadership**
Awarded to the successful procurement professional for excellence and achievement in leadership on an initiative
- **Procurement Rookie of the Year**
Awarded to the successful procurement professional who is relatively new to the procurement profession for achievements that advance the UC Procurement mission

In addition, nominations can only be made by PLC members for

- **PLC “MVPP” (Most Valuable Procurement Professional) Award**
Awarded to the successful procurement professional or team of individuals that has achieved exemplary projects and initiatives that contribute to advancing the University’s core mission

IV. Award review and approval

All Procurement Services recognition nominations will be reviewed by the Procurement Leadership Committee (PLC) on a quarterly basis. The PLC will also select award recipients for each fiscal year from the nominations received throughout that year.

V. Timing and processing of award payments

All Procurement Services recognition will be processed in accordance with year-end closing schedules.

VI. Funding requirements and restrictions

Procurement Services Starlight Awards are to be accommodated within the P200 budget. Five awards of \$1,000 will be given to recognize procurement professionals for exceptional contributions in specific categories annually.