

## **Cooperative Agreement Between National Conference of State Fleet Administrators (NCSFA) and National Association of Fleet Administrators (NAFA)**

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The National Conference of State Fleet Administrators (NCSFA) and the National Association of Fleet Administrators, Inc. (NAFA) recognize that both organizations have a mutual interest in the development and advancement of the automotive fleet management profession and share a common commitment to excellence in the pursuit of this goal.

NCSFA and NAFA recognize that each organization offers resources and services that complement the goals and mission of the other organization and that the membership of both organizations can benefit by the potential synergies of a strategic alliance.

Accordingly the NCSFA Executive Committee and the NAFA Board of Trustees enter in this agreement defining the nature of that strategic alliance and areas of mutual cooperation.

### **Background:**

NAFA delivers fleet management education through a variety of instructor-led and reference products. At the pinnacle of NAFA's education system stands its Certified Automotive Fleet Manager (CAFM) program. The CAFM program has its roots in the Certified Fleet Manager (CFM) program developed as a partnership between NAFA and the Wharton School of Business in 1984.

Successful completion of NAFA's CAFM program requires passing all eight disciplines in NAFA's core competency model within a three-year period. The eight disciplines are:

1. Asset Management
2. Business Management
3. Financial Management
4. Fleet Information Management
5. Maintenance Management
6. Professional Development
7. Risk Management
8. Vehicle Fuel Management.

The CAFM program requires re-certification every five years through demonstration of active involvement and continuing education in the fleet profession.

The CAFM program has evolved to encompass the core competencies of fleet management for all fleet sector types. While the original CFM program heavily favored traditional corporate fleet management, the current CAFM program is now well balanced by also including public safety, public works, utility and other fleet segment perspectives. The content of the CAFM curriculum is regularly updated.

The NCSFA was established in 1987 to encourage communication between state officials involved in fleet administration. Through NCSFA, these administrators have established a nationwide network for information exchange facilitated by an annual conference, a quarterly newsletter, national surveys, and a compilation of fleet-related data and experience.

NCSFA has approximately 200 members who manage fleets of automobiles, SUVs, trucks and vans, and a wide range of specialized mobile equipment for customers in many of the state- and university-owned fleets throughout the United States. NCSFA members are the primary decision-makers in their respective organizations on matters of fleet and fuel management.

**Under the terms of this agreement:**

NAFA shall:

1. Offer the NAFA Member CAFM program enrollment rate to NCSFA members who enroll individually in the CAFM program (discount applies only to registration fees, not to testing fees).
2. Offer a 10% discount off the total enrollment fee for 5-10 simultaneous enrollments by NCSFA members in the NAFA CAFM program (discount applies only to registration fees, not to testing fees).
3. Offer a 15% discount off the total enrollment fee for 11 or more simultaneous enrollments by NCSFA members in the NAFA CAFM program.
4. Modify its CAFM recertification point system to allow for the following eligible point categories:
  - a. Four (4) points each year for NCSFA membership (instead of the current 3 points)
  - b. One (1) point for each NCSFA chapter meeting (this point category does not currently exist)
  - c. Six (6) points for attendance at the NCSFA annual conference (instead of the current 2 points)
  - d. Four (4) points each year of service as NCSFA Executive Committee Officer or Trustee.
  - e. Three (3) points each year of service as NCSFA national committee chair
  - f. Two (2) points each year of service as NCSFA national committee member
  - g. Four (4) points for service as the primary speaker or instructor at an NCSFA event
  - h. Two (2) points for service as a panelist at an NCSFA event
  - i. One (1) point for service as a moderator at an NCSFA event

NCSFA shall:

1. Appoint a qualified graduate of the NAFA CAFM program as an advisor to the NAFA Certification Board at NCSFA expense. This advisor shall provide input to NAFA on the CAFM curriculum to ensure the needs of NCSFA members are addressed.
2. Endorse, recommend, and market only the NAFA CAFM program to its members. Endorsement shall be in the form of a formal written statement regarding the value of the NAFA CAFM program; such writing to be part of NAFA's and NCSFA's regular marketing and public relations campaigns.
3. Grant NAFA permission to use the NCSFA endorsement and NCSFA logo in its print, electronic, and other media.
4. Create a new tab on its homepage titled "Certification" under which will appear the NCSFA endorsement statement, highlights of the NCSFA-NAFA agreement, the NAFA CAFM logo, and a link to the NAFA CAFM web page.
5. Either direct market the CAFM program to its members at least annually at its expense or supply NAFA with mailing and emailing lists to do so at NAFA's expense.

Signatures of authorized representatives

**For National Conference of State Fleet Administrators (NCSFA)**

By: \_\_\_\_\_

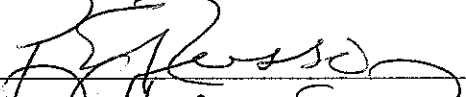
Name: \_\_\_\_\_

LARRY A. CHARLTON

Title: PRESIDENT, NCSFA

Date: OCTOBER 24, 2007

For National Association of Fleet Administrators, Inc. (NAFA)

By: 

Name: Phillip E. Russo

Title: Executive Director

Date: 11/2/07