



2020 AEP Application Changes Summary

There are multiple changes to the 2020 AEP Application please review carefully and read the application requirements in their entirety.

1. Application due date is Tuesday, June 30, 2020.
2. Multiple criteria have date requirements. Please verify as dates are updated yearly.
3. Multiple criteria have changes that serve to clarify and overall further define the submittal requirements.
4. Criterion No. 3 – Added requirement for a list of full-time professional procurement staff members.
5. Criterion No. 7.f. – Added requirement for a screen shot of a requisition converted to a P.O.
6. Criterion 15. – Modified criterion to emphasize creation of a Sustainable Procurement Program. This criterion was completely re-written.

Questions regarding any changes can be sent to Brian Garrity, CPSM, C.P.M., CPPB, AEP Officer at aep@npiconnection.org.

APPLICATION RECOMMENDATIONS

(Please assist the committee in their evaluation by following these guidelines)

1. Create a single PDF file with a unique file name for each criterion. Upload only one file for each criterion. ***If you are not applying for points for a particular criterion, do not upload any documentation for that criterion.***
2. Make sure the submitted screen shots are legible and easy to read.
3. Make sure the documents are all facing the same direction and oriented for reading (left to right and not upside down).
4. Have multiple staff members proof the application, narrative and attachments for all criteria for accuracy before final submission.
5. Ensure all links are public facing and not an internal network, otherwise the committee will not be able to access.
6. Do not submit a document for criteria you are not applying for.