

# *HOW TO APPLY FOR THE AEP*



February 26, 2020



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National Procurement Institute, AEP Officer

Director of Procurement

Golden Gate Bridge, Highway and Transportation District

**April Pay, CPPO, CPPB**

Senior Buyer

County of Placer, CA

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Executive Director, Procurement Services

Spring Independent School District, TX

**January Cook, CPPO, CPPB**

Purchasing Manager

Town of Prosper, TX



# Sponsors



*Florida Association of Public Procurement Officials*



# 2020 AEP Committee

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January Cook  
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Norma Hall  
Lisa Eason

## **At-Large**

Dawn Berry  
April Pay

# Today's Discussion

- History of the AEP Program
- Defining Procurement Excellence
- Example Model Submittals
- Clarification of Criteria in 2020
- Submission of the Application

# AEP Program History

## Why the AEP Program was created

- Program founded in February 1995 by the National Procurement Institute
- Recognize organizational excellence in public procurement
- Encourage development of excellence
- Provide benchmarks for continued excellence
- Increase awareness of public procurement as a profession



# Award Recipients

**How many jurisdictions can achieve the award?**

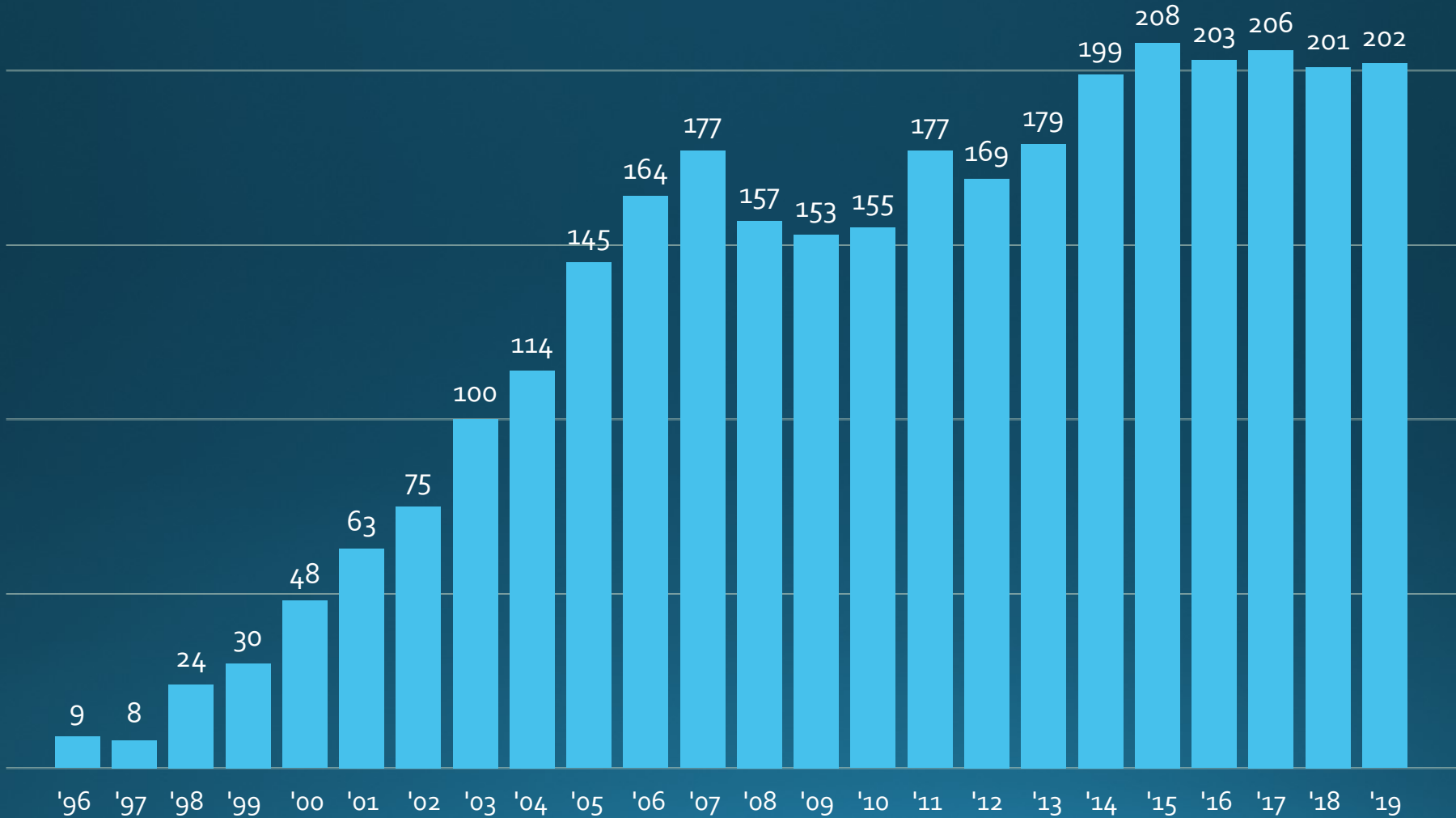
There is no predetermined number. The award is received by all that achieve a score of 100 on a rating of standardized criteria.

**Do you have to be a large jurisdiction or city to be successful?**

All sizes of organizations have been successful in the past. Various types of jurisdictions have won. Counties, cities, school districts, states, special districts, airport districts, and universities are eligible.

# AEP Recipients by Year

AEP Awards Per Year







# Recognition!



**Prince William County**  
**PUBLIC SCHOOLS**  
*Providing A World-Class Education*

[HOME](#) [ABOUT US](#) [ACADEMICS & PROGRAMS](#) [DEPARTMENTS](#) [OPERATIONS](#) [EMPLOYMENT](#)

#### Departments

- [Purchasing](#)
- [Office & Staff](#)
- [Solicitations](#)
- [Bid Tabulations](#)
- [Master Agreements](#)
- [Notice of Awards](#)
- [Debarred Vendors](#)
- [Links](#)
- [Commodity Assignments \(PDF\)](#)
- [Chartered Bus Carriers](#)

Prince William County Public Schools / Departments / Purchasing

## PURCHASING

### Purchasing Office

#### Awards



The Prince William County Public Schools Purchasing Office is a recipient of the 2019 "Achievement of Excellence in Procurement Award" from the National Purchasing Institution.

SanDiegoCounty.gov Home

**Purchasing and Contracting**

Google Custom Search

MENU

**Achievement of Excellence In Procurement® 2019 Award Winner**

Achievement of Excellence in Procurement 2019 Award Winner

**Purchasing and Contracting**

Google Custom Search

**Events and Workshops:**

16399 w. Bernardo Dr., San Diego, CA 92127

**Up Business Basics**

ices, 5348 University Ave., Suite 203, San Diego, CA

**Upcom**  
No ev

**ocial Literacy**

COUNTY OF SAN DIEGO  
**DPC**  
DEPARTMENT OF PURCHASING & CONTRACTING  
**PROCURE WELL**

**Popular Services**

- [How To Register for BuyNet](#)
- [BuyNet Login](#)
- [View Open Solicitations on BuyNet](#)
- [Doing Business With The County](#)
- [County Procurement Policies](#)
- [Property Disposal](#)
- [Contact Information](#)
- [Search Contracts](#)
- [P-Card](#)
- [More Services](#)

**COUNTYNEWSCENTER**

- [Traveler to China Tested Negative for New Coronavirus](#)
- [VIDEO: Landlords: You Can Help Ease Housing Crisis](#)
- [Board Votes to Reduce Greenhouse Gases](#)



AEP in the News!

MESQUITE

T E X A S

Real. Texas. Flavor.

GOVERNMENT

SERVICES

COMMUNITY

DEVELOPMENT



Government  
Transparency



Find  
Employment



Payments and  
Donations



Mesquite  
Messenger



Citizen  
Request

Search...

Bid Information

Bid Openings, Specifications,  
& Conferences

Sale of Real Estate

BidSync Bid Openings

Bid Tabulations

English



DEPARTMENTS

RESIDENTS

BUSINESSES

VISITORS

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PURCHASING HOME

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INVENTORY LOCATIONS

PHONE DIRECTORY

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INFORMATION RESOURCES

BID SCHEDULE

COMMODITY CLASS TABLE

ISUPPLIER REGISTRATION

NEWS AND EVENTS

QUICK LINKS

CUSTOMER SERVICE CENTER

CONTRACT ADMINISTRATION

## Purchasing News And Events



### CITY OF TAMPA'S PURCHASING DEPARTMENT WINS NATIONAL PURCHASING INSTITUTE'S 2018 ACHIEVEMENT OF EXCELLENCE IN PROCUREMENT AWARD

For the twelfth year in a row (2007-2018) the City of Tampa has received the prestigious "Achievement of Excellence in Procurement" award from the National Purchasing Institute.

This award is designed to recognize organizational excellence in public procurement. The program measures innovation, professionalism, productivity, e-procurement, and leadership. The annual award is earned by these organizations that demonstrate excellence in procurement by obtaining a high score on a rating of benchmark criteria. Each year the criteria measured for the award are modified to provide new challenges for professional growth and operational improvement.

The National Purchasing Institute is comprised of professional purchasing personnel from across the country dedicated to the development of efficient purchasing methods and practices in the areas of governmental, educational, and institutional procurement.

You Are Here: [Home](#) > [Government](#) > [Departments](#) > Purchasing

## Purchasing

### Our Purpose

The Purchasing Division is responsible for all City purchases and contractual activities. This involves determining service needs, researching available products and services, developing City standards and specifications, obtaining informal and formal bid quotations and inspecting delivered goods and services prior to payment. The Purchasing Division is also responsible for the sale of obsolete equipment and goods and pursuit of used equipment and furniture via auctions, the City warehouse - general and automotive, transportation pool, central copy, and print shop/mail services operations.

### PURCHASING DIVISION ACHIEVES ANNUAL EXCELLENCE IN PROCUREMENT AWARD

The Achievement of Excellence in Procurement (AEP) Award recognizes organizational excellence in procurement. Public and non-profit organizations earn the award by obtaining a high application score based on standardized criteria. The judging criteria are designed to measure innovation, professionalism, e-procurement, productivity and leadership attributes of the procurement function.

The AEP Award is sponsored by the National Procurement Institute (NPI), the California Association of Public Procurement Officials (CAPPO), the Florida Association of Public Procurement Officials (FAPPO), the Institute for Supply Management (ISM), the National Institute of Governmental Purchasing (NIGP), the Institute for Public Procurement, the National Association of State Procurement Officials (NASPO), the National Association of Educational Procurement (NAEP) and the Texas Public Purchasing Association (TxPPA).



# What is excellence?

- Professionalism
- Productivity
- Innovation
- E-Procurement
- Leadership

# What is excellence?

## Professionalism

- Procurement Ethics Standards
- Certification and Education of Chief Procurement Official and staff
- Staff Professional Development Program

# What is excellence?

## Productivity

- Internet page with link to procurement activities
- Procurement Manual
- Internal/External Customer Survey
- End User/Vendor Training
- Performance Measures

# What is excellence?

## Innovation

- P-Card Program
- Best Value Purchasing
- Cooperative Procurement
- Continued Pursuit of Excellence

# What is excellence?

## E-Procurement

- On-Line Vendor Registration
- Electronic Posting and Distribution of Solicitations
- Web-based proposals
- Posting of Tabulations/Awards
- On-line Auctions
- Electronic Data Interchange

# What is excellence?

## Leadership

- Procurement Organizational Structure
- Association Leadership
- Presenter at Regional/National Conference
- Published Author
- Lead Agency in Cooperative Bid



# What makes a good application?

- Clear
- Concise
- Narrative
- Annotation

# Evaluation/Scoring

- All criteria are pass/fail
- Each criterion has a possible point value of 5 or 10 points
- Applications can be self-scored before submitted
- A successful entry will have a minimum points total of 100 out of 200

# Criteria

## 3. Established a procurement staff “professional development” program

**Submit:** Narrative explaining the professional development program established for training professional procurement staff members. Narrative *must* demonstrate a planned and deliberate approach to continuing education.

**Submit:** *A list of all full time professional procurement staff members.*

**Submit:** *A training list by staff member delineating the training received since January 1, 2019.*

**Submit:** *A training list by staff member for planned training in 2020.*



### Criteria 3. Established a procurement staff “professional development” program

During 2018-2019, the Procurement Department's training budget doubled to improve support and accommodate more training of Procurement staff. We recognize that training / certification and

Following is a list of Procurement Department professional and administrative staff members and their titles. ents. All luded on

### Following are the 2018/2019 Procurement Department Staff Training Logs:

				CONTACT
EMPLOYEE NAME				
Ana Wilber, Materials & Serv Division Manag	2019 scheduled Procurement Department Lunch and Learn webinar/seminars held during the lunch hour for Procurement staff (see invitation on page 10):			
	Date	Time	Title	Provider Owner
	1/23/2019	12:00-1:00	Emotional Intelligence for Teams	Star12 Terri
	2/27/2019	12:00-1:00	The 7 Dos and Don'ts of Building Your Professional Image	Star12 Julie
Denise Wald: Lead Procureme: Officer	3/27/2019	12:00-1:00	How to Handle Emotions Under Pressure	Star12 Ana
	4/24 25/2019	12:00-1:00	The Extraordinary Benefits of Positive Thinking & Self Talk	Star12 Julie
	5/29/2019	12:00-1:00	The Extraordinary Benefits of Positive Thinking & Self-Talk	Star12 Julie
	6/26/2019	12:00-1:00	Traits of High Achievers	Star12
	7/24/2019	12:00-1:00	Handling Confrontational Customers	Star12
	8/28/2019	12:00-1:00	12 Unbreakable Laws of Professional Success	Star12
	9/25/2019	12:00-1:00	How to Go From Drained to Energized	Star12
	10/23/2019	12:00-1:00	Proactive Career Management	Star12

### 2019 scheduled trainings/seminars for all Procurement Staff:

Date	Host	Training Description	Attendee
5/9/19	NIGP Webinar	Maintaining Chapter Fiscal Integrity-Implementing Good Financial Practices & Recognizing Red Flags at the Chapter Level	All
5/21/19	NIGP	Market Research Equals Better Decision Making	All

## 5. Centralized Procurement Authority Based in Law (statute, ordinance, charter or *adopted policy*, if applicable)

- **Submit:** A narrative summarizing the law and explaining how this provides your agency centralized authority. If governing law does not specifically state that procurement is “centralized,” please include explanatory narrative that demonstrates how the written law satisfies this requirement.
- **Submit:** Section of the actual statute/ordinance/charter/*adopted policy* or *other form of written legally binding document* establishing central procurement authority. The language specific to centralized procurement authority must be highlighted or otherwise annotated to receive points and the source of the statute/ordinance/charter/*adopted policy* must be evident (e.g. resolution adopted by governing board, section of code identified). **Do not** submit statute/ordinance/charter/*policy*.

## 5. Centralized Procurement Authority Based in Law

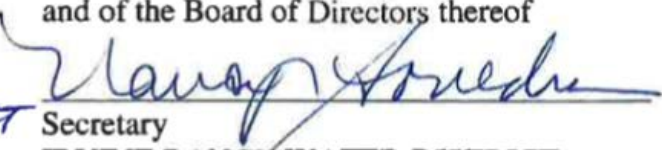
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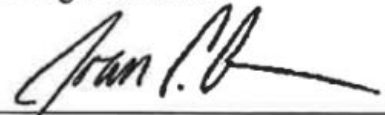
ADOPTED, SIGNED and APPROVED this 8<sup>th</sup> day of September 2014.

  
\_\_\_\_\_  
President

IRVINE RANCH WATER DISTRICT  
and of the Board of Directors thereof

*ASST*   
\_\_\_\_\_  
Secretary  
IRVINE RANCH WATER DISTRICT  
and of the Board of Directors thereof

APPROVED AS TO FORM:  
BOWIE, ARNESON, WILES & GIANNONE  
IRWD Legal Counsel

By   
\_\_\_\_\_



## 7.f. Internal Procurement Automation (Online Requisitioning)

**Submit:** Narrative explaining the system that your agency is using to automate the requisition to PO process. The operations demonstrated in the below should be from the same requisition.

**Submit:** Current screen shots and narrative demonstrating the electronic requisition process currently in use at your agency.

**Submit:** Current screen shots and narrative demonstrating the process of electronic approvals within your agency. Successful demonstration would include a narrative of the steps in the workflow and screen shots as it moves through the workflow process.

**Submit:** *Current screen shots showing a requisition converted to a PO dated on or after January 1, 2019.*

**Submit:** Current screen shots and narrative which demonstrate how a requisitioner or end user can make online queries within the system for the status of a requisition dated on or after *January 1, 2019.*



### Criterion 7. f. Internal Procurement Automation (Online Requisitioning)

The University of Massachusetts Lowell utilizes an online eProcurement system operated by Jaggaer (formerly SciQuest) called BuyWays. BuyWays is a one-stop shopping center which provides the campus with easy access to purchase goods and services for the university. Access is only available to UMass employees with

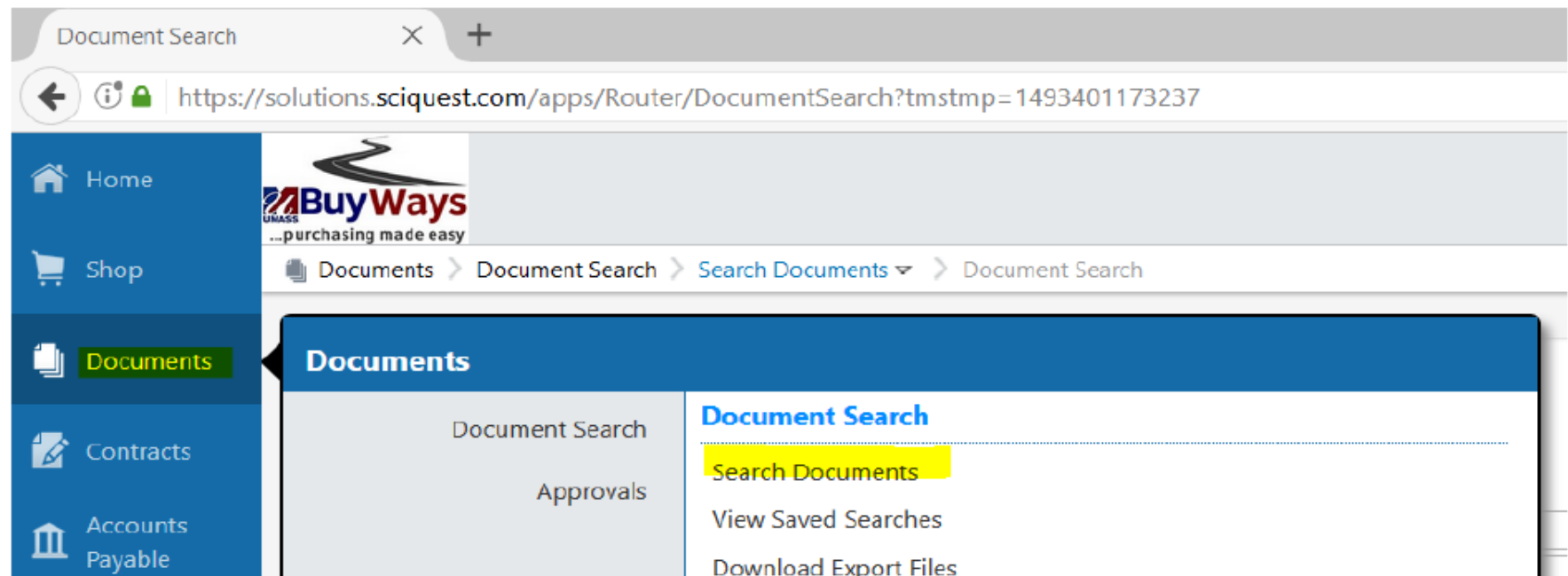
BuyWays is the only method of submitting requisitions for purchase order creation. Per the screenshot below, during calendar year 2018 the university created 19,281 requisitions:

When a requisition is submitted, it proceeds through a multi-step approval process. All screenshots below pertain to Requisition #108669818 which was initiated on 9/20/2018. The first step in the approval process is

Once the budget is validated, the requisition is complete and the purchase order is created:



In order for a shopper to check on the status of a requisition, they will utilize the Document Search feature by clicking Documents in the left-hand navigation and then clicking Search Documents:





## 7.h. Utilization of Electronic Commerce, Internet auction system to dispose of surplus materials

**Submit:** A narrative explaining your agency's current practice for using an internet auction system to list a variety of surplus items. Provide details on the third party auction company and describe how interested bidders find and access your specific items.

**Submit:** Current screen shots of your agency's auction site. In addition, if you use a third party auction service, screen shots demonstrating a direct link from your website to the auction site is required. Third party auction sites must include a site specific page for your agency (*not combined with other agencies*) or you must provide details on how the public can get to your agency's specific auction items. The site must list your agency and your auction on the page(s). The auctions conducted must be comprehensive, that is, not limited to one area (e.g., police vehicles, office furniture, technology). Documentation must support that buyers can bid online.

**Submit:** A report of items sold *generated by the auction provider* after January 1, 2018 as proof of multiple online auction *dates and differing types of items sold*.

# NORTH RICHLAND HILLS

Annual Contracts

Home > Services > Purchasing > City Auctions

## NORTH RICHLAND HILLS City of Choice

Divorce and surplus materials. To obtain information on upcoming

Public | Surplus®

### Sold and Paid Report

Jan 01, 2018 To Dec 31, 2018

Auction #	Title	Inv. Code	End Date	Sold To	Per Item	Qty	Tax	Total Price	Receipt #	Rcpt Info	Department
2076807	Scanner bundle	IS03	May 07, 2018	doowopp - larry bassoff	\$ 81.00	1	\$ 6.68	\$ 95.78	472	May 07, 2018	Information Services
2074549	Kenmore small refrigerator	PD13	May 07, 2018	Fisherboy - Duane A Begley	\$ 15.00	1	\$ 1.24	\$ 17.74	473	May 07, 2018	Police Department
2076625	Bookcases	LOT 9	May 07, 2018	Fisherboy - Duane A Begley	\$ 20.00	1	\$ 1.65	\$ 23.65	473	May 07, 2018	Neighborhood Services
2076648	Rug & wall picture	LOT 11	May 07, 2018	Fisherboy - Duane A Begley	\$ 5.00	1	\$ 0.41	\$ 6.41	473	May 07, 2018	Neighborhood Services
2077093	10 floating candle bowls	CS03	May 07, 2018	Fisherboy - Duane A Begley	\$ 5.00	1	\$ 0.41	\$ 6.41	473	May 07, 2018	City Secretary
2077648	Brother toner	FB 5	May 07, 2018	Fisherboy - Duane A Begley	\$ 5.00	1	\$ 0.41	\$ 6.41	473	May 07, 2018	Purchasing
2078693	2005 Chevrolet Tahoe	Fleet8894	May 07, 2018	aucpenny@yahoo.com - Charles T Close	\$ 3,200.00	1	\$ 0.00	\$ 3,520.00	474	May 07, 2018	Fleet Services

Sold Stat  
Us  
Pay Stat  
Departme  
Pickup Locati

* Auction	* Title
2074300	Zebra tech hand held ticket writers - I
2074344	Printers for ticket writers - PDS
2074368	2 Mike radios, water bottles, light syst

green box indicates the department has logged in and marked the item as having been picked up. Below is an example of a Sold and Paid Report. On this report you will notice there were 3 auctions since 01/01/2018 and shows all different departments that have taken part since that time.

## 14. Adoption of statute, ordinance *or policy*, that allows for Best Value procurements for your agency.

**Submit:** The law, ordinance *or policy* establishing best value procurement authority. Section of the law specific to best value procurement authority must be highlighted to receive points and the source of the statute, ordinance *or policy* must be evident (e.g. resolution adopted by governing board, section of code identified). **Do not** submit entire ordinance/law.

**Submit:** A solicitation cover page, evaluation criteria page(s) *and evaluation matrix or scoring summary* comprised of the criteria, weights and respondents' scores demonstrating the use of best value evaluation. Highlight relevant sections, but **do not** submit complete specifications. Solicitation must have been published on or after *January 1, 2019*.

§ 2.2-4300. Short title; purpose; declaration of intent. -- A. This chapter may be cited



Loudoun County, Virginia

REQUEST FOR PROPOSAL

## CHILD AND ADOLESCENT PSYCHIATRIC SERVICES

ACCEPTANCE DATE: ONGOING

RFP NUMBER: RFQ 572

H. Best value  
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be

### **7.0 EVALUATION OF PROPOSALS: SELECTION FACTORS**

The criteria set forth below will be used in the receipt of proposals and selection of the successful offeror.

I. Th  
oth  
Vi:

The County Proposal Analysis Group (PAG) will review and evaluate each proposal and selection will be made on the basis of the criteria listed below. The offerors shall include with their proposal, a statement on the following:

### **Section 2. R**

The requ  
a need fo

- 7.1. Credentials and Related Experience (35 points)
- 7.2. Availability and accessibility to meet with patients (35 points)
- 7.3. Compliance with Contract Terms and Conditions contained in Section 4.0 (10 points)
- 7.4. Cost of Services (*for shortlisted firms only*) (20 points)

# 2020 Application Changes

- Updated all references for dates requirements
- Clarification to multiple criteria to further define the submittal requirements
- **Criterion No. 3** – Added requirement for a list of full-time professional procurement staff members
- **Criterion No. 7.f.** – Added requirement for a screen shot of a requisition converted to a P.O.
- **Criterion No. 15.** – Modified criterion to emphasize creation of a Sustainable Procurement Program. This criterion was completely re-written.

# How to Apply

The Achievement of Excellence in Procurement (AEP) application may be reviewed and downloaded at:

[www.npiconnection.org/aep](http://www.npiconnection.org/aep)



The application fee for 2020 is \$400 for NPI members, \$600 for non-members.



# Online Application

The AEP application portal allows applicants to:

- Upload required documents
- Input data at any time once the application is available
- Online payment and submittal once completed
- Your unique log-in will tie to the previous years' application

# Registration/Log-In

MEMBERSHIP

**AEP AWARD**

ANNUAL CONFERENCE

PARTNERS

AWARDS

CONTACT

## AEP APPLICATION & INSTRUCTIONS

### PART I- INSTRUCTIONS FOR APPLYING

**Start the AEP application**

ONLINE APPLICATION OPEN FEB. 1

The application fee is \$400 for NPI members or \$600 for non-members. Payment of the non-refundable application fee must be made electronically by credit card or procurement card when the application is submitted. Payment may be made in advance by check by contacting [executivedirector@npiconnection.org](mailto:executivedirector@npiconnection.org). **Deadline is May 15, 2020.**

- [Download the 2020 AEP Application \(pdf\)](#)
- [2020 Summary of Changes](#)
- [Suggestions for uploading documents online](#)





# Application

[INSTRUCTIONS](#)

[YOUR APPLICATION INFORMATION](#)

[YOUR RESPONSES](#)

[SUBMIT YOUR APPLICATION](#)

[HISTORY](#)

[LOGOUT](#)

## APPLICATION INFORMATION

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### NAME ON TROPHY

Golden Gate Bridge, Highway and Transportation District

As it will appear on the trophy (e.g., Procurement Department, City of Pleasantville)



Complete

Incomplete

Selected

**ESTABLISHMENT OF A "PROCUREMENT ETHICS" POLICY STATEMENT (5 POINTS)**

Procurement Ethics policy must be issued by the chief procurement official at a minimum, and specifically address **procurement ethics**.

A procurement ethics statement embedded in a procurement manual is acceptable *but the policy or the manual must be posted publicly online to receive points*.

There must be evidence that this policy was adopted by the Chief Procurement Official of the agency at a minimum, not just posted, to receive points for this criterion. *Inclusion of the policy in the agency's official procurement manual satisfies this requirement.*

Membership in a procurement association, which has an ethics policy, **is not** in and of itself an acceptable documentation of an ethics policy, unless the agency adopts said policy as its own.

•**Submit:** Narrative statement explaining where the policy is published or can be found.

*The policy must be publicly available online to satisfy this criterion.*

•**Submit:** A copy of the procurement ethics policy and evidence of its establishment as official procurement policy by your agency.

Do you wish to submit a response? ☒ Yes ☐ No

Submit your response as a single file here.

(Maximum file size: 20 MB)

Browse...

No file selected.

Submit

# Application

[INSTRUCTIONS](#)[YOUR APPLICATION INFORMATION](#)[YOUR RESPONSES](#)[SUBMIT YOUR APPLICATION](#)[LOGOUT](#)

## SUBMIT APPLICATION

Step 1 of 3: Confirm Responses

### ARE YOU SURE YOU WANT TO PROCEED?

Once you submit and pay for your application, you will not be allowed to edit your responses.

You have not submitted responses to the following questions:

4b (5pts.): Maintains a "continuous improvement" program comprised of the following:

4e (5pts.): Maintains a "continuous improvement" program comprised of the following:

7a (5pts.): Utilization of Electronic Commerce (electronic transmission of data with the business community) and Automated Technology to Improve Efficiencies

7e (5pts.): Utilization of Electronic Commerce (electronic transmission of data with the business community) and Automated Technology to Improve Efficiencies

7j (5pts.): Utilization of Electronic Commerce (electronic transmission of data with the business community) and Automated Technology to Improve Efficiencies

11b(5pts.): Education

15a(5pts.): Environmental Procurement

I understand that I am eligible for at most 165 out of 200 points, and I wish to finalize my application.

# Payment & Confirmation

## SUBMIT APPLICATION

Step 3 of 3: Pay And Submit

Confirm your NPI membership for a \$200 discount.

### BILLING INFORMATION

First Name

Last Name

### PAYMENT METHOD

Credit Card Type

Please Select

Credit Card Number

## SUBMIT APPLICATION

Submission Complete

Congratulations on submitting your application for the Achievement of Excellence in Procurement Award.

[View Your Scorecard](#) Scorecards will be published at a later date.

Country

UNITED STATES

Phone

Email Address

Submit Payment: \$600.00

# Evaluation

## SCORE THIS APPLICATION:

2017 ▾

[Pick a previous year](#)

Organization: Procurement Department, Golden Gate Bridge Highway and Transportation District  
Website: [www.goldengate.org](http://www.goldengate.org)

Points Awarded: 0  
Points Eligible: 80  
Award Maximum Points: 200

### Save Progress

Save your progress scoring this application.

[Save](#)

### Switch Application

Save my change and select another application to score.

[Switch](#)

### Abandon Application

Remove all my scores and comments from this application.

[Abandon](#)

### Submit Scores

Submit as complete. Don't forget the summary comment at the bottom.

[Submit](#)

Tag	Heading	Question	Submission File	Criteria Met	Other Score	Model Submittal	Comments	Other Scorer Comments	Prior Year Comments
1	Establishment of a "Procurement Ethics"...		<a href="#">Download</a> <a href="#">Show</a> 1. Doing Business Pages 1-2.pdf	<input type="checkbox"/> Yes <input type="checkbox"/> No (5 points)		<input type="checkbox"/> Model Submittal?			
2	Publishes an electronic procurement manual...		<a href="#">Download</a> <a href="#">Show</a> 2. Ethics Policy.pdf	<input type="checkbox"/> Yes <input type="checkbox"/> No (5 points)		<input type="checkbox"/> Model Submittal?			
3	Established a procurement staff "professional..."		<a href="#">Download</a> <a href="#">Show</a> 3. Electronic Procurement Manual.pdf	<input type="checkbox"/> Yes <input type="checkbox"/> No (5 points)		<input type="checkbox"/> Model Submittal?			



# Model Submittals

## MEMBERS ONLY HOME

AEP MODEL SUBMITTALS

BOARD ROOM

CERTIFICATION &  
ACCREDITATION

GOVERNANCE

JOB OPPORTUNITIES

EDIT PROFILE

MEMBERSHIP DIRECTORY

MEMBERSHIP RENEWAL

USEFUL LINKS

ONLINE EVENT REGISTRATION

LOG OUT

## 2019 AEP MODEL SUBMITTALS

The Achievement of Excellence in Procurement (AEP) Committee is pleased to present several agency model submittals based on the 2019 AEP application. These submittals are intended to demonstrate excellence as achieved by successful AEP applicants. There is no pre-defined way to achieve success for individual criterion and these examples are to be used only for informational purposes in order for you to assess what other agencies are doing to improve operations. It is important for you to note:

- The listed applicants were successful; however, each agency's score is confidential and will not be released.
- Successful submissions for a particular criterion may have been adequate for the 2019 application, but may not qualify for the 2020 or subsequent applications. Criteria submittal requirements change annually. **Verify the requirements before you submit.**
- Don't hesitate to contact any committee member for specific questions you may have. The committee is posted at <https://www.npicconnection.org/aep/committee.asp>
- Good Luck - If this will be your first application, you have reached for a new level of excellence and if you have been successful in the past, reaching for new benchmarks and best practices will bolster your status of excellence.

[1. ESTABLISHMENT OF A "PROCUREMENT ETHICS" POLICY](#)

[2. PUBLISHES AN ELECTRONIC PROCUREMENT MANUAL FOR INTERNAL USE](#)

[3. ESTABLISHED A PROCUREMENT STAFF "PROFESSIONAL DEVELOPMENT" PROGRAM](#)

[4A. FORMAL SURVEY OF PROCUREMENT PERFORMANCE, COMPLETED BY INTERNAL \(DEPARTMENT\)](#)

[4B. FORMAL SURVEY OF PROCUREMENT CUSTOMER SERVICE, COMPLETED BY EXTERNAL](#)

[4C. FORMAL INTERNAL \(AGENCY DEPARTMENT\) CUSTOMER TRAINING WITHIN THE PAST YEAR](#)

[4D. FORMAL VENDOR TRAINING WITHIN PAST YEAR WITH SCHEDULED AND AGENDIZED WORKSHOP](#)

[4E. PERFORMANCE MEASURES SPECIFIC TO PROCUREMENT FUNCTION](#)

[5. CENTRALIZED PROCUREMENT AUTHORITY BASED IN LAW](#)

[6. PROCUREMENT ORGANIZATIONAL STRUCTURE](#)

[7A. INTERNET HOME PAGE WITH LINK TO PROCUREMENT ACTIVITIES](#)

[7B. ONLINE ELECTRONIC VENDOR REGISTRATION AND SCREEN SHOTS OF REGISTRATION PROCESS](#)

[7C. POSTING AND DOWNLOADING OF SOLICITATIONS \(INVITATIONS FOR BID & REQUESTS FOR](#)

[7D. USE OF AN ELECTRONIC, INTERACTIVE SOLICITATION SYSTEM](#)

[7E. POSTING OF TABULATION & AWARD INFORMATION ONLINE](#)



***Due date is Friday, May 15, 2020***







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AEP Officer

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