HOW TO APPLY FOR THE AEP

February 26, 2020
BRIAN GARRITY, CPSM, C.P.M., CPPB
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

PHILLIP ELLISON, MBA, CPSM, C.P.M., RTSBA
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

NASPO
National Association of State Procurement Officials

npi
Leading Excellence in Public Procurement

NIGP
The Institute for Public Procurement

NAEP
National Association of Educational Procurement

CAPPPO
California Association of Public Procurement Officials, Inc.

CPPC
CPPC | CCMP
Together in the public eye | Ensemble sous l’oeil du public
2020 AEP Committee

NPI
Brian Garrity
January Cook
Philip Ellison
Christina Pryor
Debra Carrejo

NIGP
Kenneth Duke
Diane Seaton

CAPPO
Gary Jayne
Jeff Wasserman

FAPPO
Barbara Grilli
Mark Raiford

NAEP
Lorie Sheppard
Brandon Harper

TxPPA
Kim Gould
David Setzer

CPPC
Kathleen Muretti
Francois Emond

NASPO
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
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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1996</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1997</td>
<td>8</td>
<td>24</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1998</td>
<td>48</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1999</td>
<td>63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000</td>
<td>75</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td>114</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>145</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>164</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>177</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>169</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>199</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td>208</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>203</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>201</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>202</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Recognition!

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.
AEP in the News!

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.
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 are a list of Procurement Department professional and administrative staff members and their titles.

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Title</th>
<th>Provider</th>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/23/2019</td>
<td>12:00-1:00</td>
<td>Emotional Intelligence for Teams</td>
<td>Star12</td>
<td>Terri</td>
</tr>
<tr>
<td>2/27/2019</td>
<td>12:00-1:00</td>
<td>The 7 Dos and Don'ts of Building Your Professional Image</td>
<td>Star12</td>
<td>Julie</td>
</tr>
<tr>
<td>3/27/2019</td>
<td>12:00-1:00</td>
<td>How to Handle Emotions Under Pressure</td>
<td>Star12</td>
<td>Ana</td>
</tr>
<tr>
<td>4/24-25/19</td>
<td>12:00-1:00</td>
<td>The Extraordinary Benefits of Positive Thinking &amp; Self-Talk</td>
<td>Star12</td>
<td>Julie</td>
</tr>
<tr>
<td>5/29/2019</td>
<td>12:00-1:00</td>
<td>The Extraordinary Benefits of Positive Thinking &amp; Self-Talk</td>
<td>Star12</td>
<td>Julie</td>
</tr>
<tr>
<td>6/26/2019</td>
<td>12:00-1:00</td>
<td>Traits of High Achievers</td>
<td>Star12</td>
<td></td>
</tr>
<tr>
<td>7/24/2019</td>
<td>12:00-1:00</td>
<td>Handling Confrontational Customers</td>
<td>Star12</td>
<td></td>
</tr>
<tr>
<td>8/28/2019</td>
<td>12:00-1:00</td>
<td>12 Unbreakable Laws of Professional Success</td>
<td>Star12</td>
<td></td>
</tr>
<tr>
<td>9/25/2019</td>
<td>12:00-1:00</td>
<td>How to Go From Drained to Energized</td>
<td>Star12</td>
<td></td>
</tr>
<tr>
<td>10/23/2019</td>
<td>12:00-1:00</td>
<td>Proactive Career Management</td>
<td>Star12</td>
<td></td>
</tr>
</tbody>
</table>

2019 scheduled trainings/seminars for all Procurement Staff:

<table>
<thead>
<tr>
<th>Date</th>
<th>Host</th>
<th>Training Description</th>
<th>Attendee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/9/19</td>
<td>NIGP Webinar</td>
<td>Maintaining Chapter Fiscal Integrity-Implementing Good Financial Practices &amp; Recognizing Red Flags at the Chapter Level</td>
<td>All</td>
</tr>
<tr>
<td>5/21/19</td>
<td>NIGP</td>
<td>Market Research Equals Better Decision Making:</td>
<td>All</td>
</tr>
</tbody>
</table>
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
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 Jagggaer (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 an active ID.

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 in 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.
<table>
<thead>
<tr>
<th>Auction #</th>
<th>Title</th>
<th>Inv. Code</th>
<th>End Date</th>
<th>Sold To</th>
<th>Per Item</th>
<th>Qty</th>
<th>Tax</th>
<th>Total Price</th>
<th>Receipt #</th>
<th>Rcpt Info</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2076807</td>
<td>Scanner bundle</td>
<td>IS03</td>
<td>May 07, 2018</td>
<td>doowopp - larry bassoff</td>
<td>$81.00</td>
<td>1</td>
<td>$6.68</td>
<td>$95.78</td>
<td>472</td>
<td>May 07, 2018</td>
<td>Information Services</td>
</tr>
<tr>
<td>2074549</td>
<td>Kenmore small refrigerator</td>
<td>PD13</td>
<td>May 07, 2018</td>
<td>Fisherboy - Duane A Begley</td>
<td>$15.00</td>
<td>1</td>
<td>$1.24</td>
<td>$17.74</td>
<td>473</td>
<td>May 07, 2018</td>
<td>Police Department</td>
</tr>
<tr>
<td>2076625</td>
<td>Bookcases</td>
<td>LOT 9</td>
<td>May 07, 2018</td>
<td>Fisherboy - Duane A Begley</td>
<td>$20.00</td>
<td>1</td>
<td>$1.65</td>
<td>$23.65</td>
<td>473</td>
<td>May 07, 2018</td>
<td>Neighborhood Services</td>
</tr>
<tr>
<td>2076648</td>
<td>Rug &amp; wall picture</td>
<td>LOT 11</td>
<td>May 07, 2018</td>
<td>Fisherboy - Duane A Begley</td>
<td>$5.00</td>
<td>1</td>
<td>$0.41</td>
<td>$6.41</td>
<td>473</td>
<td>May 07, 2018</td>
<td>Neighborhood Services</td>
</tr>
<tr>
<td>2077093</td>
<td>10 floating candle bowls</td>
<td>CSO3</td>
<td>May 07, 2018</td>
<td>Fisherboy - Duane A Begley</td>
<td>$5.00</td>
<td>1</td>
<td>$0.41</td>
<td>$6.41</td>
<td>473</td>
<td>May 07, 2018</td>
<td>City Secretary</td>
</tr>
<tr>
<td>2077648</td>
<td>Brother toner</td>
<td>FB 5</td>
<td>May 07, 2018</td>
<td>Fisherboy - Duane A Begley</td>
<td>$5.00</td>
<td>1</td>
<td>$0.41</td>
<td>$6.41</td>
<td>473</td>
<td>May 07, 2018</td>
<td>Purchasing</td>
</tr>
<tr>
<td>2078693</td>
<td>2005 Chevrolet Tahoe</td>
<td>Fleet8894</td>
<td>May 07, 2018</td>
<td><a href="mailto:auctpenny@yahoo.com">auctpenny@yahoo.com</a> - charles t close</td>
<td>$3,200.00</td>
<td>1</td>
<td>$0.00</td>
<td>$3,200.00</td>
<td>474</td>
<td>May 07, 2018</td>
<td>Fleet Services</td>
</tr>
</tbody>
</table>

The 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.
General Provisions

§ 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

EVALUATION OF PROPOSALS: SELECTION FACTORS

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

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:

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

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
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. Deadline is May 15, 2020.

- Download the 2020 AEP Application (pdf)
- 2020 Summary of Changes
- Suggestions for uploading documents online
APPLICATION INFORMATION

NAME ON TROPHY

Golden Gate Bridge, Highway and Transportation District

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

Confirm your NPI membership for a $200 discount.

BILLING INFORMATION

First Name

Last Name

PAYMENT METHOD

Credit Card Type

Credit Card Number

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
Model Submittals

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.npcconnection.org/aep/committee.asp](https://www.npcconnection.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 Last 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**
2020

Achievement of Excellence in Procurement

Due date is Friday, May 15, 2020
Brian P. Garrity, CPSM, C.P.M., CPPB

AEP Officer

aep@npiconnection.org