Achieving Excellence in Procurement
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Sponsors

- NIGP: The Institute for Public Procurement
- NPI: Leading Excellence in Public Procurement
- FAPPO: Florida Association of Public Procurement Officials
- CAPPO: California Association of Public Procurement Officials, Inc.
- CPPC | CCMP: Together in the public eye | Ensemble sous l’œil du public
- ISM: Institute for Supply Management
- NASPO: National Association of State Procurement Officials
- NAEP: National Association of Educational Procurement
- PPA: Texas Public Purchasing Association
Why the AEP Program was created

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

AEP Awards per Year

Awards 9 8 24 30 48 63 75 100 114 145 164 177 157 153 155 177 169 179 199 208 203 206 201 202
What is excellence?

- Professionalism
- Productivity
- Innovation
- E-Procurement
- Leadership
Our Discussion

Dos, Do Nots and WTHs?

What’s new?

Your Time
Do

- Be Clear
- Be Concise
- Provide Descriptive Narrative
- Annotate as needed
- Nice presentation
The Good!
Good Posting of Solicitations
Good Internal Customer Training
Good Organizational Structure
Do Not

• Upload War and Peace
• Upload the wrong file
• Upload a file for a criterion you are not applying for
• Link to internal documents
• Forget to read comments on last year’s scorecards
• Blindly copy last year’s submission
Do Not
Don Quixote?

“Please summarize data with an example. 300+ pages is not necessary.
<table>
<thead>
<tr>
<th>8a</th>
<th>Procurement Card System Uses a Comprehensive...</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>8b</td>
<td>Procurement Card System Formal Procurement Card...</td>
<td>5</td>
</tr>
</tbody>
</table>

Download 2019_Criterion 8a_P-Card Program.pdf

Download 2019_Criterion 8a_P-Card Program.pdf
Wrong Year

Best Value Authority
No Response

Posting Solicitations?
WTH?
WTH? Survey

“Incomplete submission and information provided – 1045 vendor emails not required.”
WTH? Posting of Solicitation
What’s New?

Cooperative Procurement Strategy (2019)

Sustainable Procurement Strategy (2020)
Cooperative Procurement Strategy

The intent of this criterion is to demonstrate that the agency has implemented a comprehensive cooperative procurement strategy. Cooperative procurement programs are designed to provide value to agencies in areas such as reduced administrative costs, accelerated service delivery, lower pricing or opportunities for increased standardization. The appropriate use of cooperatives should also take into consideration such things as an agency’s social, economic or local business goals. Having a proper cooperative procurement strategy in place can ensure procurement professionals properly analyze the available contracting tools including many differing type of cooperatives.
Cooperative Procurement Strategy

Submit: Narrative identifying the methodology, considerations and research for implementing a cooperative procurement strategy; or that demonstrates the continued analysis, review or methodology for determining the proper mix of cooperative contracting. Submission must include at least two separate components (sample list below) that demonstrate the agency’s strategic approach to their use of cooperative procurement.

Supporting documentation that can be submitted and considered under this criterion include but are not limited to:
Cooperative Procurement Strategy

- Formal checklist or list of questions that is used to evaluate a cooperative program, the vendor and the contracting opportunity.
- Methodology of determining what contracts will be solicited by the agency or considered for a cooperative contact.
- Serving as a Lead Agency for a cooperative procurement contract (provide documentation from that solicitation as well as approximate number of other agencies currently using the contract).
- Attendance at training sessions or webinars related to cooperative procurement and the evolving trends and solutions. Provide list of training and attendees.
Sustainable Procurement Strategy

The objective of this criterion is to demonstrate that the agency has implemented or is moving towards implementing a strategic sustainable procurement program. Strategic sustainable procurement programs integrate within an agency’s existing strategic procurement processes, addressing prioritized environmental, social and/or economic impacts and opportunities of that agency’s purchased goods and services. Sustainable procurement programs have been shown to provide value to agencies in areas such as reduced cost of goods and services, reduced administrative costs, reduced supply chain risk, and increased supply chain resiliency.
Sustainable Procurement Strategy

(a) Formal sustainable procurement policy OR formal sustainable procurement program (5 pts)

The policy or program must secure executive-level commitment; identify a program lead; and, allocate the resources needed for implementation.

• Submit: A copy of the formal sustainable procurement policy or program.
• Submit: A copy of the document, website, policy, etc. that established the formal policy or program and/or that defines the program structure and plan.
• Submit: Evidence of executive-level commitment (ex. policy release history, signed letter, etc), program lead and resource allocation
Sustainable Procurement Strategy

(b) Implementation of best practices (5 pts)
Submission must include at least one best practice from the following:

- Set relevant environmental, social, and economic priorities
- Goals & Metrics
- Staff Engagement & Accountability
- Goods/Services Evaluation & Transparency
- Supplier Engagement, Transparency, & Accountability
- Supplier Development & Innovation
- Communications & Sustainable Purchasing Transparency
Sustainable Procurement Strategy

(b) Implementation of Best Practices – cont.

For the submitted best practice(s) to qualify, agencies must demonstrate implementation of at least 50% of the relevant requirements described in the Sustainable Purchasing Leadership Council’s Maturity Model Inventory Checklist

- **Submit:** A narrative describing your implementation of each best practice.
- **Submit:** Documentation supporting your claims (e.g. a website displaying your sustainable procurement goals & metrics; copies of sustainable goods/service requirements or preferences included in solicitations)
Your Time!
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