

# **Achievement of Excellence in Procurement**

**Promoting the Value of Public Procurement**

**In Procurement®**

# The AEP<sup>®</sup> Award

The AEP Award was created to:

- Recognize organizational excellence in public procurement
- Encourage continuous improvement
- Provide benchmarks for measuring excellence
- Promote importance of the public procurement function

# Your Procurement Department

- Adheres to principles of ethics and integrity
- Encourages equity
- Promotes transparency
- Initiates innovation
- Supports continuous improvement
- Operates efficiently and effectively
- Advances the organization

# Who Needs to Know (how great you are!)

- Department Management
- Organization's Employees
- Organization's Leadership
- Elected Officials
- Constituents you serve



Recognition!



SanDiegoCounty.gov Home

Purchasing and Contracting

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Achievement of Excellence in Procurement 2019 Award Winner

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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.

Up Business Basics  
ices, 5348 University Ave., Suite 203, San Diego, CA

Upcom  
No ev

ocial Literacy



- #### 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!

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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.

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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).



# 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.**

# How You Tell Them





# Comprehensive Measurement

The AEP Award criteria evaluate:

- Professionalism  
Ethics, certification, education, training
- Productivity  
Performance measures, customer service
- Innovation  
Strategic planning, sustainable procurement
- eProcurement  
End to end paperless procurement
- Leadership  
Enriching procurement professionals

# 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

# Procurement Elite

172 successful applicants in 2022

- 74 Cities
- 36 Counties
- 17 School Districts
- 15 Special Districts
- 14 Higher Education Institutions
- 5 State or Province Agencies
- 11 Others

# Program Sponsors



- California Association of Public Procurement Officials
- Canadian Public Procurement Council
- Florida Association of Public Procurement Officials
- National Association of Educational Procurement
- NIGP: The Institute for Public Procurement
- Texas Public Purchasing Association



*Florida Association of  
Public Procurement Officials*



# Assistance Available

- Model Submittals available for NPI members



## AEP Model Submittals

### 2022 AEP Model Submittals

|  |   |
|--|---|
| <b>Criterion 1</b>                                   |   |
| <a href="#">City of Port St. Lucie</a>               | <a href="#">City of Milpitas</a>                |
| <a href="#">Mohave County Procurement Department</a> |   |
| <b>Criterion 2</b>                                   |   |
| <a href="#">Brevard Public Schools</a>               | <a href="#">City of Miami</a>                   |
| <a href="#">Mt. San Antonio College</a>              | <a href="#">Muscogee County School District</a> |
| <a href="#">Sarasota County Government</a>           |   |
| <b>Criterion 3</b>                                   |   |
| <a href="#">Eastern Municipal Water District</a>     | <a href="#">Florida State University</a>        |
| <a href="#">Otay Water District</a>                  | <a href="#">San Diego Housing Commission</a>    |
| <a href="#">San Joaquin County</a>                   |   |

### Quick Links

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- [Member Page](#)
- [AEP Education Sessions](#)
- [Member Directory](#)

### Announcements

#### Carlton N. Parker Award Call For Nominations

The Carlton N. Parker Award is the most prestigious award presented to an individual by NPI. All NPI members are encouraged to nominate a public procurement professional who is deserving of this award. [Click here for nomination details.](#)

Nominations will be accepted through Friday, August 26, 2022.

### Our Sponsors

# Easy To Apply

- Fill out entity info
- Designate who gets notified of award
- Click on the criterion
- Upload your document
- Click Submit
- Move on to the next criterion
- Submit Application and Pay

INSTRUCTIONS YOUR APPLICATION INFORMATION YOUR RESPONSES SUBMIT YOUR APPLICATION HISTORY LOGOUT

1 2 3 4a 4b 4c 4d 4e 5 6 7a 7b 7c 7d 7e 7f 7g 7h 7i 7j 8a  
8b 9 10a 10b 11a 11b 12 13 14 15a 15b 16 17 18

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)

No file selected.

# Mentoring Help Available

- Evaluators
- Other willing applicants







Achievement of

**Contact:**

**[aep@npiconnection.org](mailto:aep@npiconnection.org)**

In Procurement®



# The Good!



# Good Professional Development Program

Good pCard Program Management  
(Staff with a CPCP Designation)

# Good Environment Policy and Report

Good Use of  
Requirements Contracts

# The Bad...





# Bad Best Value Procurement

*“Did not follow instructions. Statute or cover page not submitted and no proof the solicitation was published on or after January 1, 2017.”*

# Bad Online Vendor Registration

*“Submittal did not include current screen shots of registration process that demonstrates automation and use of commodity codes.”*

*“Screen shots difficult to read”*

# Bad Interactive Solicitation System

# The UGLY



# Ugly Vendor Survey

*“Incomplete submission and information provided –  
1045 vendor emails not required.”*

## UGLY Posting of Solicitations to Agency Website

*“The document submitted did not include the required narrative explaining how a vendor would find and download an entire solicitation from your agency home page, or a screen shot of a bid posting. There were blank pages in the submittal, see model submittals on the NPI website for suggestions.”*