Achievement of Excellence in Procurement

Promoting the Value of Public Procurement

The AEP® 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 your serve



MESQUITE AEP in the News! Real. Texas. Flavor. Government Transparency Employment You Are Here: Home > Government > Departments > Purchasing Bid Information Bid Openings, Specifications, Purchasing & Conferences Sale of Real Estate Our Purpose The Purchasing Division is responsible for all City purchases and contractual activities. BidSync Bid Openings 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 Bid Tabulations also responsible for the sale of obsolete equipment and goods and pursuit of used English equipment and furniture via auctions, the City warehouse - general and automotive, transportation pool, central copy, and print shop/mail services operations. 🖗 🚛 🎔 🕇 🗿 🕋 📠 💄 DEPARTMENTS RESIDENTS BUSINESSES PURCHASING DIVISION ACHIEVES ANNUAL EXCELLENCE VISITORS HOME > PURCHASING HOME > NEWS AND EVENTS

Purchasing News And Events

National Purchasing Institute.

AWARD

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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.

GOVERNMENT

SERVICES

23

Payments and

Donations

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).

IN PROCUREMENT AWARD



Search...

DEVELOPMENT

Citizen

Request

COMMUNITY

Mesquite

Messenger

npi	
A second	

non bor
INFORMATION RESOURCES
BID SCHEDULE
COMMODITY CLASS TABLE

NEWS AND EVENTS

PURCHASING HOME

ABOUT US

HOW DO I

CONTACT US

INVENTORY LOCATIONS

ISUPPLIER REGISTRATION

PHONE DIRECTORY

QUICK LINKS

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.

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

For the twelth year in a row (2007-2018) the City of Tampa has received the

prestigious "Achievement of Excellence in Procurement" award from the

This award is designed to recognize organizational excellence in public

procurement. The program measures innovation, professionalism, productivity, e-

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.

procurement, and leadership. The annual award is earned by these organizations that

CUSTOMER SERVICE CENTER CONTRACT ADMINISTRATION

6



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 Achieve



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



National Association of Educational Procurement



Florida Association of Public Procurement Officials



Assistance Available

• Model Submittals available for NPI members





- -

ne About	Membership	AEP Award	Annual Conference	Awards	Members Only	Board Room	Calendar	
Achievement of						Quick Links		
Excellence						AEP Home		
In Procurement®						Conference		
EP Model Submittals						Get Involved Member Page		
022 AEP Model Submittals						AEP Education Sessions		
						Member Directory		
Criterion 1								
<u>City of Port St. Lu</u>	of Port St. Lucie City of Milpitas					Announcements Carlton N. Parker Award		
Mohave County Procurement Department					(
Criterion 2					(Call For Nominatio	ins	
Brevard Public Sc	revard Public Schools City of Miami					The Carlton N. Parker Award is the most prestigious award presented		
Mt. San Antonio (College	Musc	Muscogee County School District			o an individual by NPI. nembers are encourag	jed to	
Sarasota County Government					P	nominate a public proc professional who is de	serving of	
Criterion 3						his award. <u>Click here f</u> nomination details.	or	
Eastern Municipa	l Water District	Florid	Florida State University			Nominations will be accepted through Friday, August 26, 2022.		
<u>Otay Water Distric</u>	<u>et</u>	San D	iego Housing Commiss	on				
San Joaquin Cou	<u>nty</u>					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



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? OYes ONo

Submit your response as a single file here. (Maximum file size: 20 MB)

Browse... No file selected



Mentoring Help Available

- Evaluators
- Other willing applicants



Contact: aep@npiconnection.org









The Good!



<u>Good Professional Development</u> <u>Program</u>

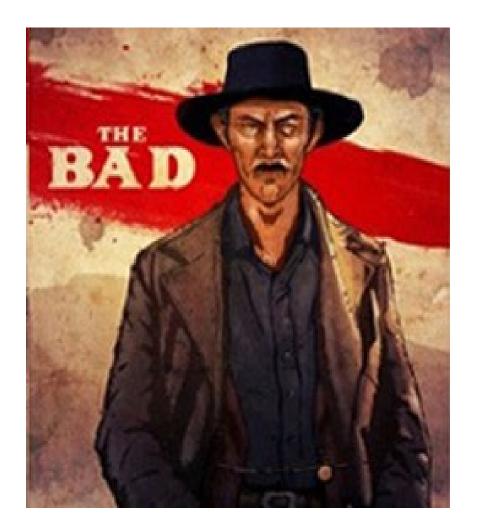
<u>Good pCard Program Management</u> (Staff with a CPCP Designation)

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."

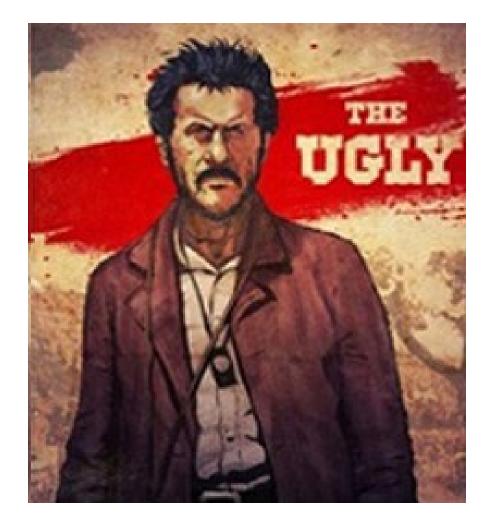
Bad Online Vendor Registration

"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."

<u>UGLY Posting of Solicitations to</u> <u>Agency Website</u>

"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."