



## **Achievement of Excellence in Procurement (AEP) Evaluation Committee Roles and Responsibilities**

1. Attend the annual AEP Evaluation Committee Meeting. This meeting is typically held in June or July, after the application deadline. The AEP Evaluation Committee Meeting consists of three days of solid work reviewing applications and making recommendations regarding existing and future criteria. Applications are assigned as they are received to be evaluated as completely as possible prior to the AEP Evaluation Committee Meeting. Committee members work in pairs. New members are typically assigned to work with experienced members. NPI reimburses transportation expenses for committee members to attend and provides lodging and meals during the meeting.
2. Provide input annually on criteria and language ensuring relevance and advancing the goals of the award program.
3. Keep your association's Board and members informed about the AEP Program and activities. This may include participating in the AEP Awards presentation and a "How to Apply for the AEP" session on the program at your annual conference. It may also include submitting AEP-related articles for the association newsletter, ensuring updated and current AEP information appears on the association website, and any other communication with the association membership that promotes the AEP Award.
4. Assist assigned agencies with AEP application questions as a mentor during their application process. Agencies often have questions about the application and how to present their information.
5. Review recommended changes to the next year's application and assist in proofreading and testing the online application before it goes live.



6. Committee members should be from agencies that have received the AEP Award annually and have personal experience preparing the application or are recently retired from such a position.
7. The committee member should have demonstrated the AEP goals of Innovation, Professionalism, E-Procurement, Productivity, and Leadership.
8. The committee member should be dedicated to the achievement of excellence and advancement of the public procurement profession.