



Achievement of Excellence in Procurement (AEP) Evaluation Team

The Achievement of Excellence in Procurement (AEP) program was created by the National Procurement Institute (NPI) in 1995 to recognize organizational excellence in public and non-profit procurement.

The composition and framework of the AEP Award Team is formalized in the NPI Board of Directors Manual, Section 5(D). The AEP Officer shall retain approval authority of all AEP Evaluation Team appointments.

Roles and Responsibilities

1. Actively participate in the annual evaluation of award applications, ensuring all tasks are complete within the prescribed timeframes.
2. Attend the annual AEP Evaluation Team Meeting, which may be held virtually or in-person. This meeting is held each year in June or July following the application deadline. NPI reimburses transportation expenses for committee members to attend and provides lodging and meals during the meeting.
3. If serving as an AEP Sponsor representative, participate in a workshop session pertaining to the AEP Award at the AEP Sponsor organization's conference, as assigned by the AEP Officer.
4. Support up to two webinars annually pertaining to the AEP Award, as assigned by the AEP Officer.
5. Provide input annually on criteria and language ensuring relevance and advancing the goals of the award program.
6. If serving as an AEP Sponsor representative, keep the Sponsor organization's Board and members informed about the AEP Program and activities. This may 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. Submit a semi-annual report to the AEP Officer summarizing the aforementioned actions.
7. Assist assigned agencies with AEP application questions as a mentor during their application process.
8. Review recommended changes to the AEP application and assist in proofreading and testing the online application before it goes live.

Qualifications:

Candidates shall be actively employed with a public agency that has received the AEP Award during the most recent application cycle, preferably with personal experience preparing the application. Exceptions may be made by the AEP Officer on a case-by-case basis.

Term:

Should an AEP Evaluation Team member no longer comply with the qualifications established herein, their term shall end on December 31st of the same year.