



## **Summary of Changes to 2008 AEP Application**

The Achievement of Excellence in Procurement® (AEP) Committee continually strives to adapt the AEP application to meet current trends and to elevate the benchmark for government procurement officials. The annual award is earned by those organizations that demonstrate excellence by obtaining a high score based on standardized criteria. The criteria are designed to measure innovation, professionalism, productivity, e-procurement and leadership attributes of the procurement organization. This year, the committee has made several significant changes to the 2008 application as summarized below:

- Several time periods for criterion reduced to one year
- Added external customer survey
- Added formal internal customer training
- Deleted formal focus groups
- Opening tabulation and award notice combined
- "How to do Business" as a web page
- Performance measures requirements increased
- Internal automation must be web-based
- Staff certification increased to 60%
- Staff education increased to 60%
- Added author of published article to presentation criterion
- Revised/clarified several submittal requirements

The AEP Committee recommends agencies carefully review each criterion and the corresponding instructions to insure complete understanding of new requirements. This is especially true for agencies that have previously applied where complacency in submitting the application from one year to the next has cost valuable points due to new submittal requirements. The application typically takes several months to complete, so don't wait until the last minute. Applications are due May 31, 2008 and may be downloaded at [www.npiconnection.com](http://www.npiconnection.com).