



2022 AEP Application Changes Summary

There are multiple changes to the 2022 AEP Application please review carefully and read the application requirements in their entirety.

1. Application due date is Monday, May 16, 2022.
2. Multiple criteria have date requirements. Please verify as dates are updated yearly.
3. Multiple criteria have changes that serve to clarify and overall further define the submittal requirements.
4. Criterion No. 7 – Complete re-write
 - a. Electronic Sourcing (10 points) - Vendor registration, notifications, posting of solicitations, tabulations and award documentation
 - b. Internal Procurement Automation (10 points) - Requisitions, approvals and digital purchase orders
 - c. Electronic Evaluations (10 points) – Review and scoring of proposals, digital scorecards
5. Criterion No. 11b – Request an official letter in lieu of scorecards for organizations with more than 10 professional staff.
6. Criterion 12 - Modified criterion value to 10 points.
7. Criterion 13 - Modified criterion value to 10 points.

8. **Criterion No. 14 – Clarified the requirements to show the issue or publication date and the assigned points or weights.**
9. **Criterion 18 – Clarified requirements to provide clear and measurable performance results.**

Questions regarding any changes can be sent to Brian Garrity, CPSM, C.P.M., CPPB, AEP Officer at aep@npiconnection.org.

APPLICATION RECOMMENDATIONS

(Please assist the committee in their evaluation by following these guidelines)

1. Create a single PDF file with a unique file name for each criterion. Upload only one file for each criterion. ***If you are not applying for points for a particular criterion, do not upload any documentation for that criterion.***
2. Make sure the submitted screen shots are legible and easy to read.
3. Make sure the documents are all facing the same direction and oriented for reading (left to right and not upside down).
4. Have multiple staff members proof the application, narrative and attachments for all criteria for accuracy before final submission.
5. Ensure all links are public facing and not an internal network, otherwise the committee will not be able to access.