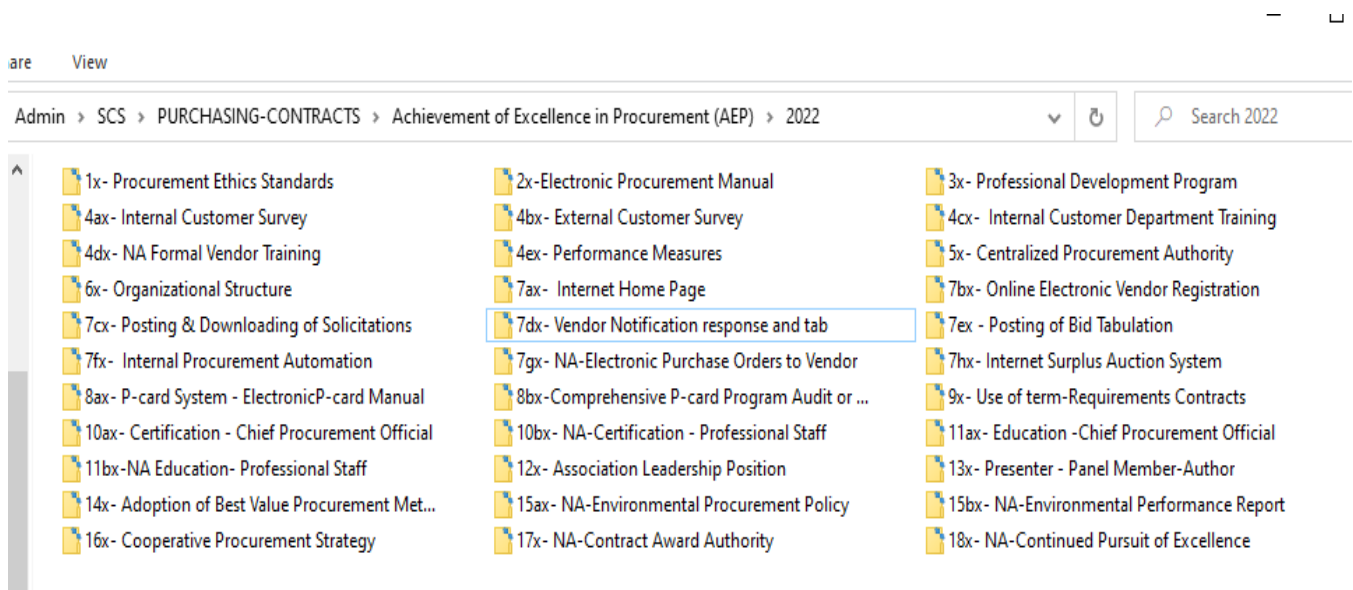




Suggestions and tips for managing and uploading files for the AEP application

Many agencies have found that creating an AEP folder with additional folders for each question works well for managing documents for the award. During the year it is easy to insert the documents into each folder as they become available.

See example below:



Please utilize the guidelines below as you prepare your online submission:

- Please combine all the supporting documentation into one PDF document.

(If you have professional Adobe Acrobat Software installed, a PDF can be created from any document. Copiers with scanning capabilities can create documents into PDF format and there are several free versions available for downloading.)

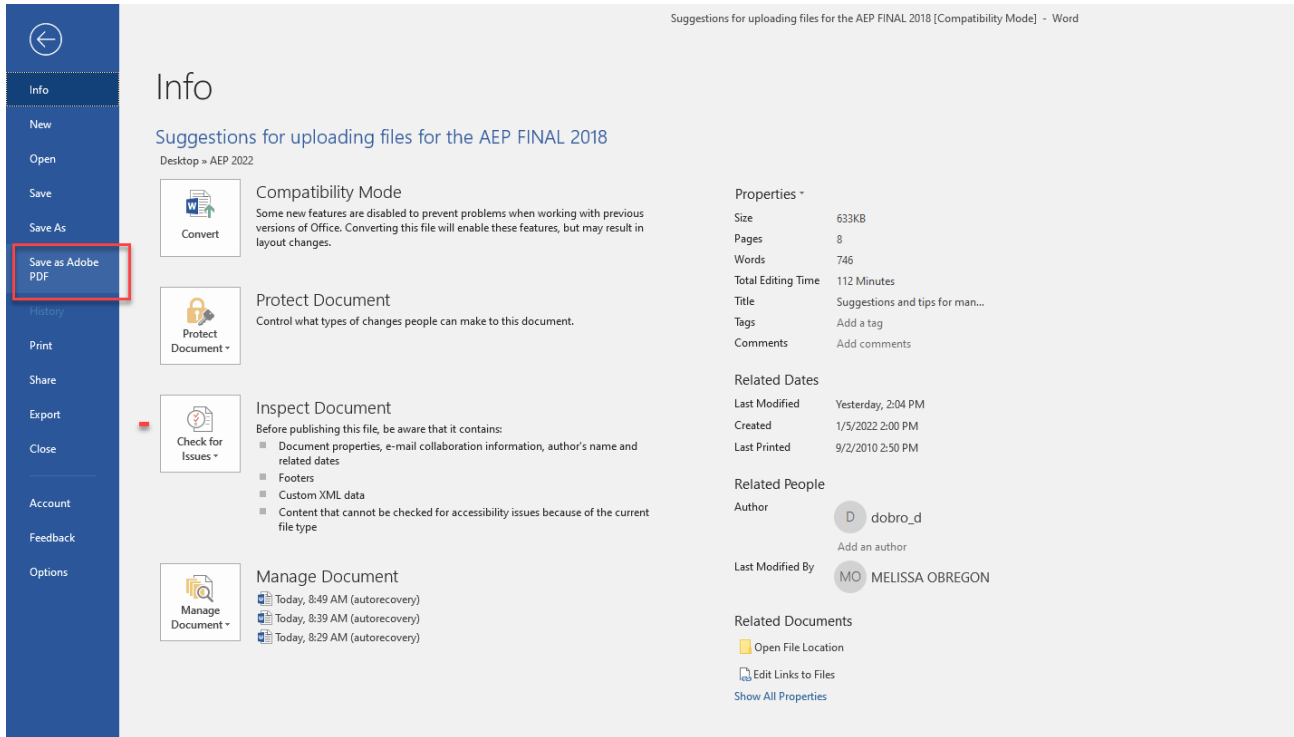
- It is important that the documents submitted are clear and legible and all are oriented in the same direction. (Copies of copies and dark originals can become very difficult to read).
- Please don't submit more documents than are requested for each criterion. Minimize file size where possible. (See instructions to minimize file size in Adobe Acrobat on the next page)

- Do not use zip files unless the file size exceeds 20 MB. See *instructions below on reducing file size.*

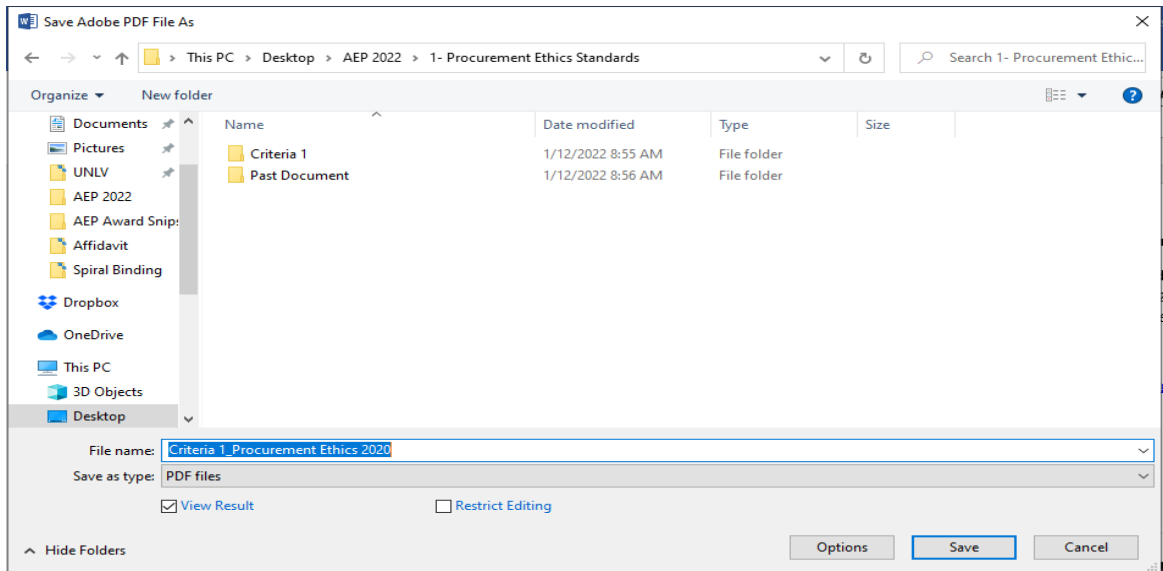
< For example responses, NPI members can access the AEP Model Submittals online at www.npi-aep.org.>

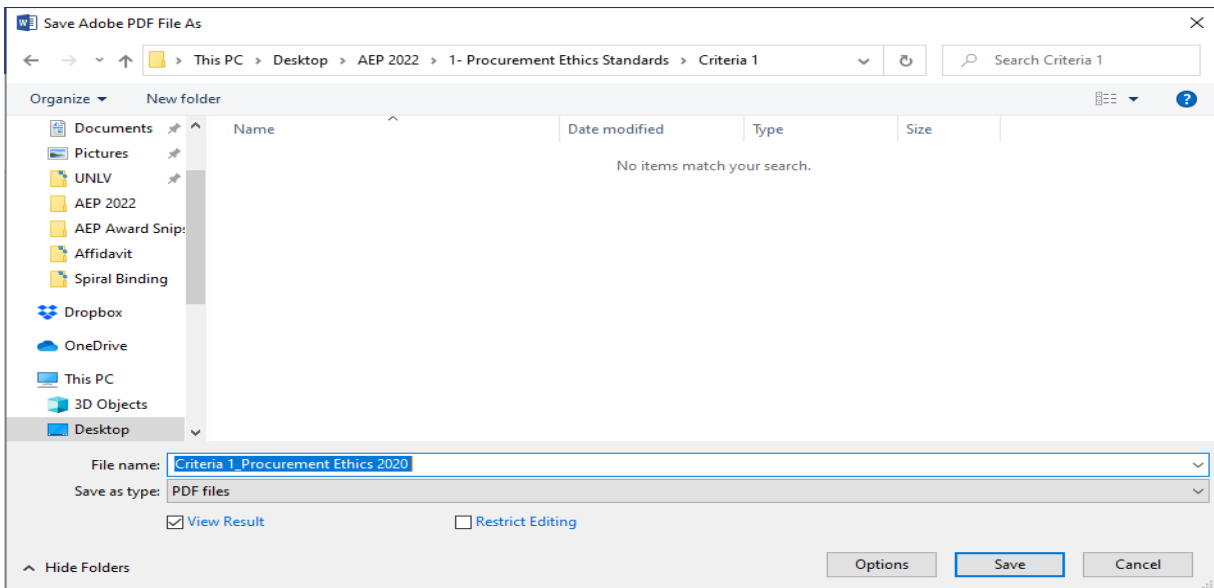
Instructions for creating Adobe Acrobat file from Word and Excel.

If you have Adobe Acrobat Professional, you will be able to save any document to a PDF file from the document you wish to save to PDF, by selecting File, then SAVE AS ADOBE PDF.

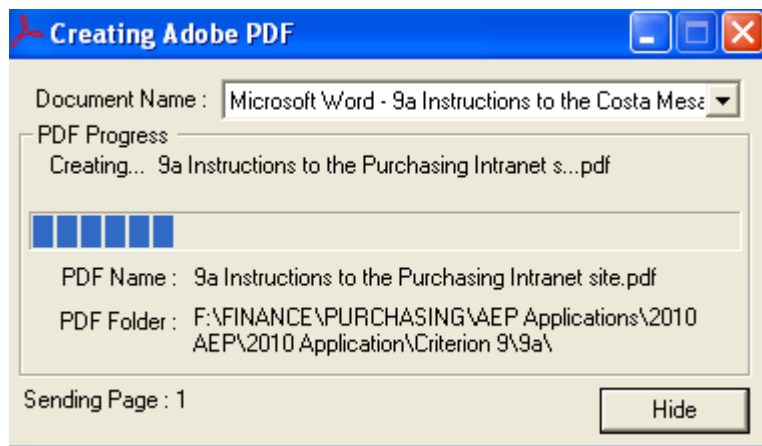


Select the correct file folder to save the new PDF document in then Click Save when ready.



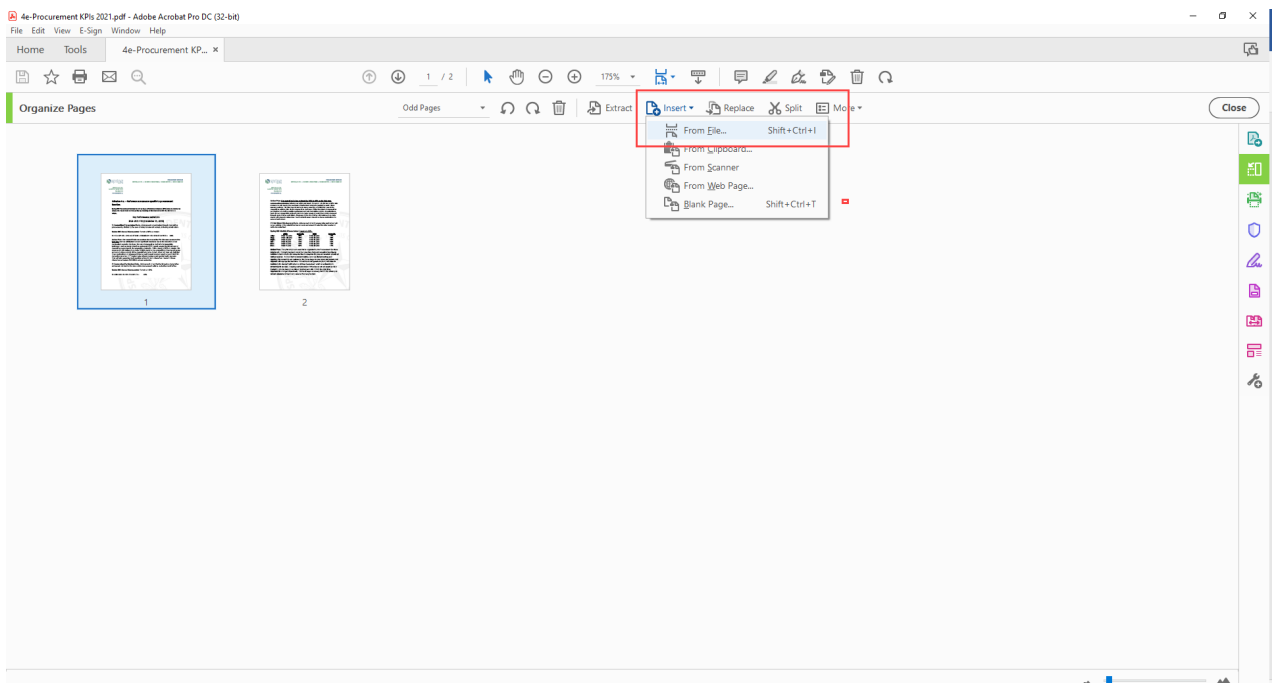
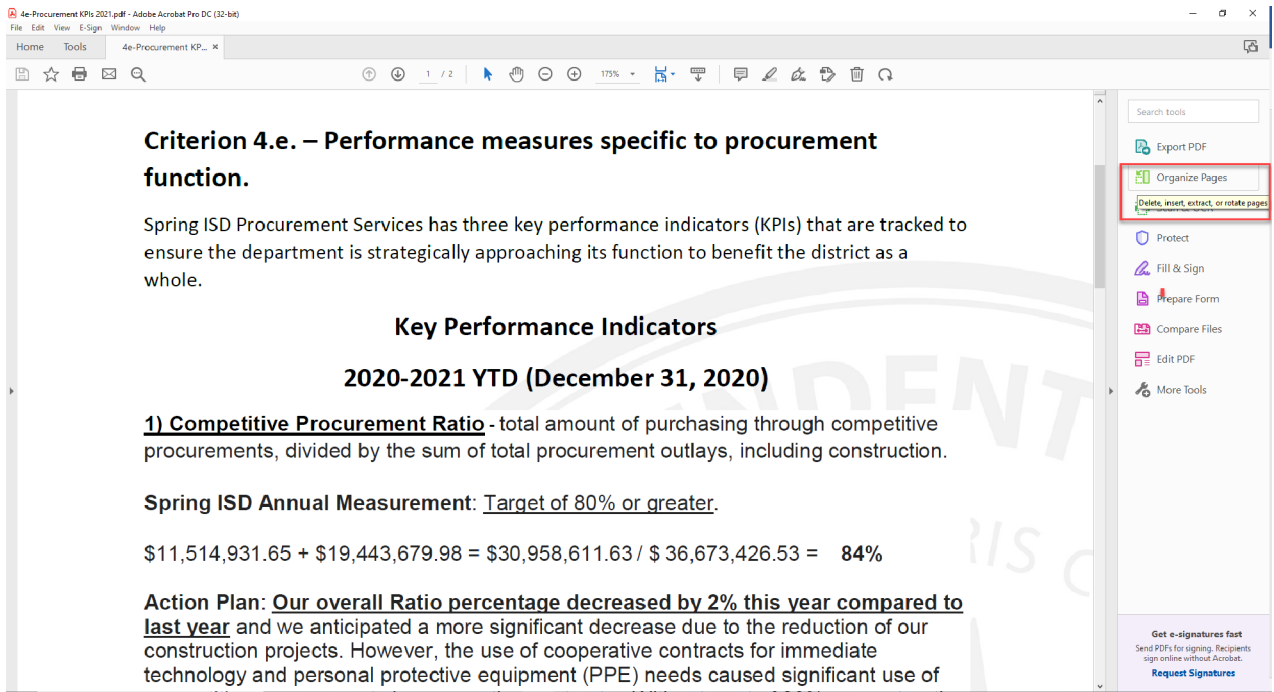


The following box will open up and when the conversion is complete the new Adobe document will open to your screen.

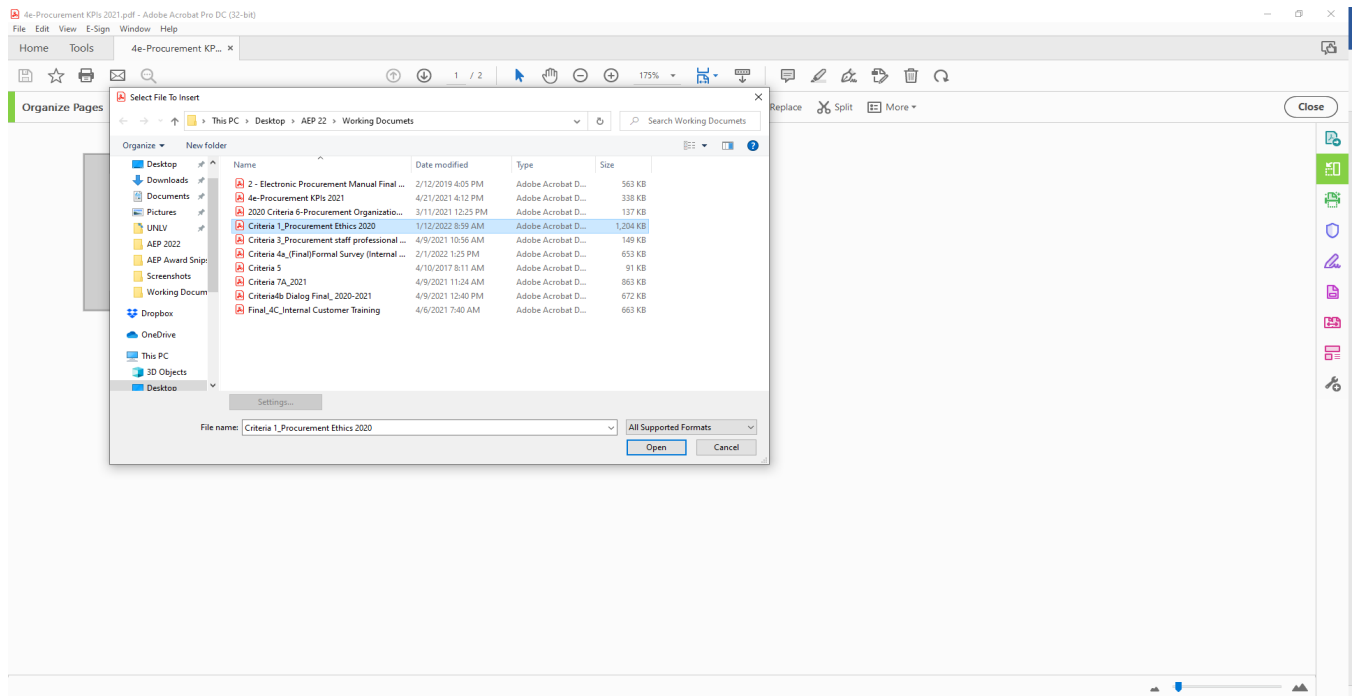


Instructions for combining files in Adobe Acrobat. (This will work if you have Adobe Acrobat Professional. Another option, if you have access to a copier with scanning capabilities is to scan the documents into one document (however note that this creates a much larger file.) ****Please note it is easier to convert all the files to Adobe before combining them to one document.**

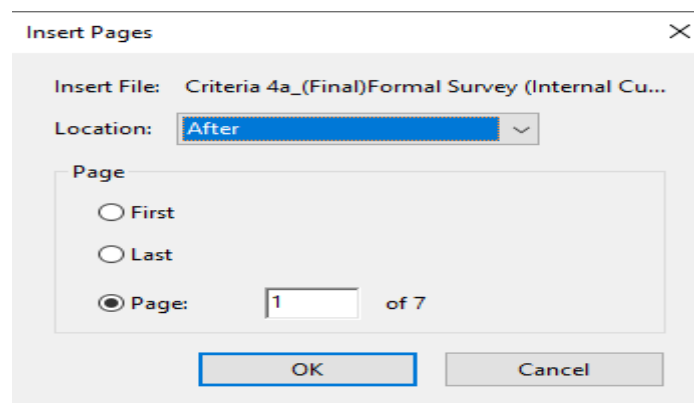
It is helpful to have all the documents you wish to combine converted to Adobe and saved to the same folder. Open the first document that you would like to combine with one or more documents. Select Organize Pages, then insert.



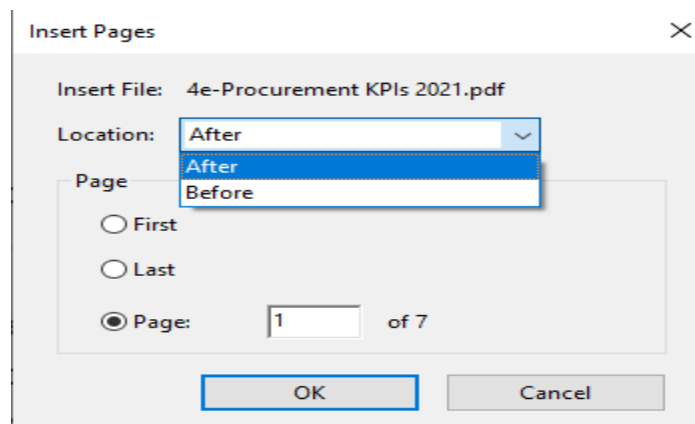
This will open a box for you to select the file you wish to insert into the original document.



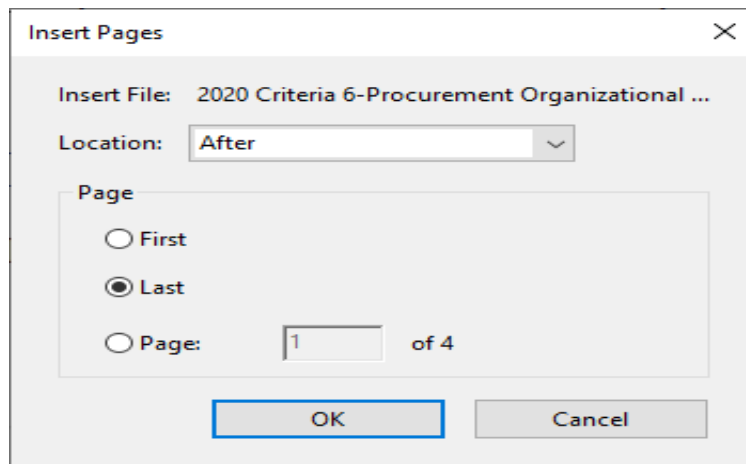
Highlight the document and Click Open. You will be asked where you want to insert this document, see the dialog box below:



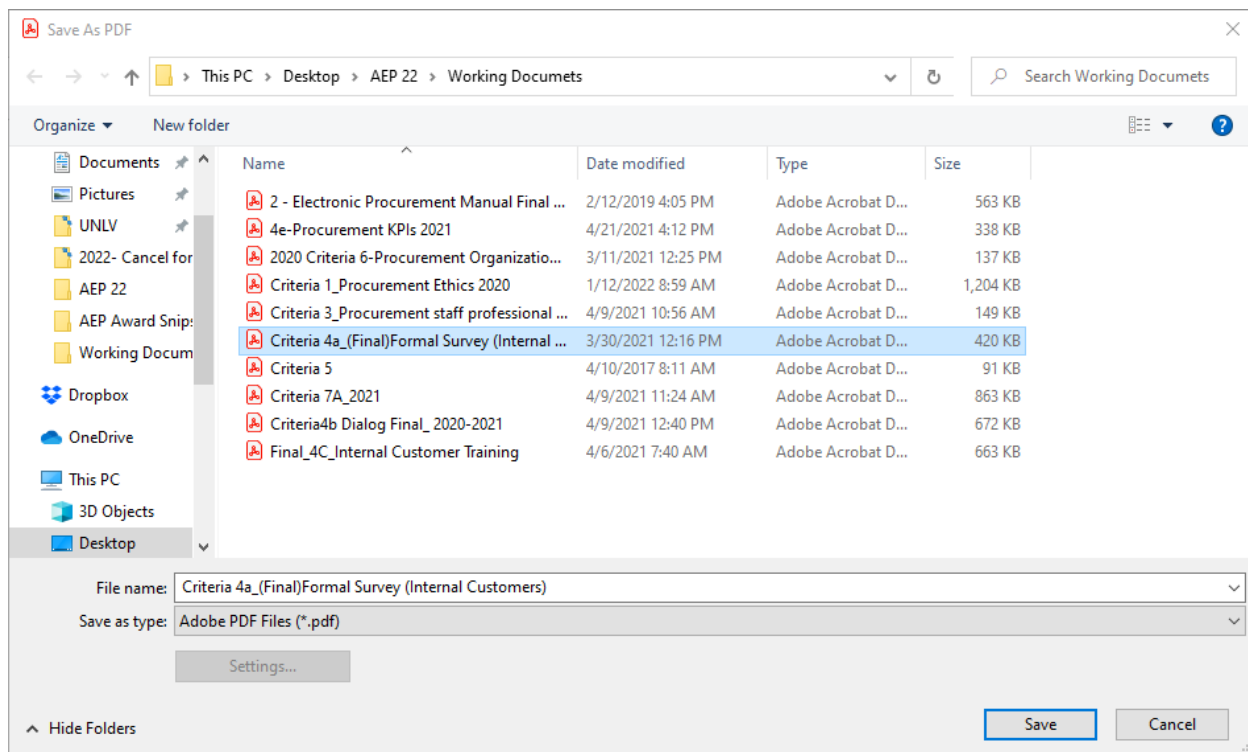
If you click on the down arrow after location, you will have a choice of before or after



In this case I want this document attached at the end of the first document, so I will select the location: After and the Page is Last. Then Click OK.

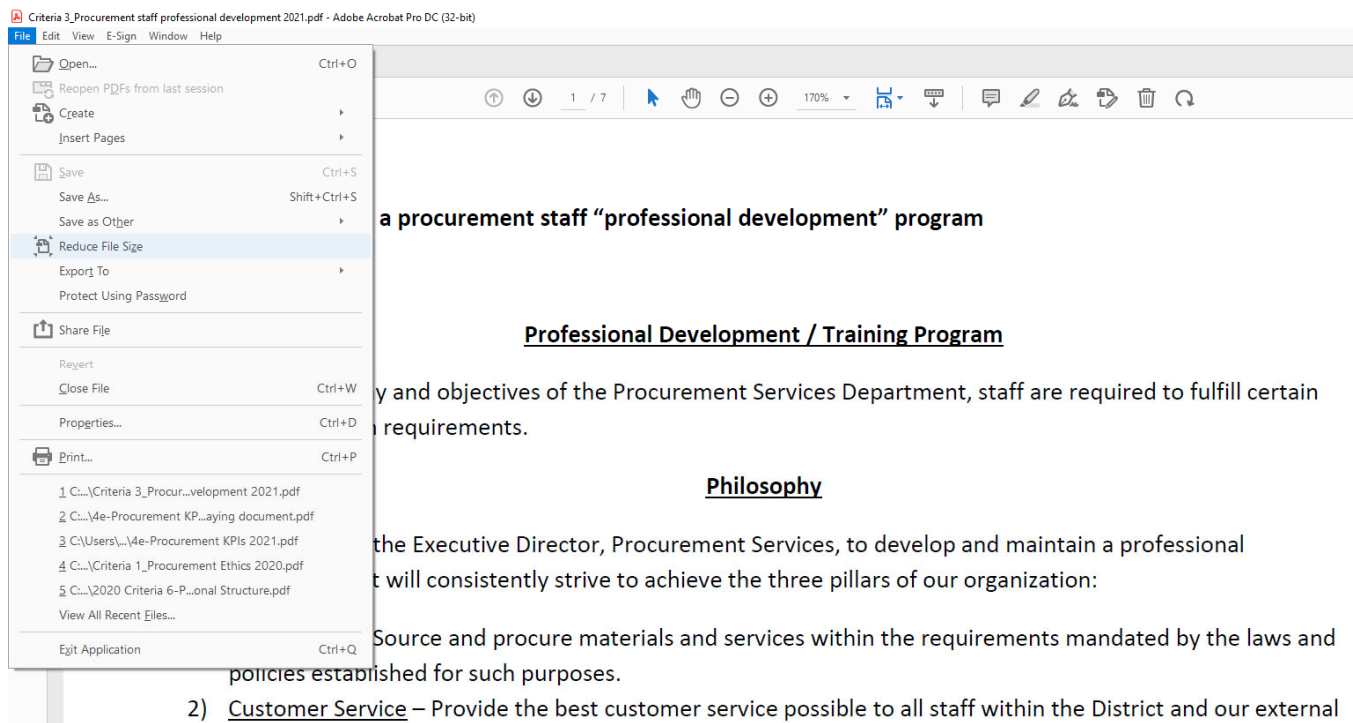


Once the PDF files have been combined, it is recommended that you save this document and that you change the name so you know this is the PDF with the combined files. Select File Save As, select the correct Location where you want the combined document stored and change the name so that you will know this is the newly created file as shown below. Then Click Save.



Instructions to minimize file size in Adobe Acrobat.

Click on File and then Reduce File Size



The screenshot shows the Adobe Acrobat Pro DC interface. The 'File' menu is open, and 'Reduce File Size' is highlighted. The background document is a PDF titled 'Criteria 3_Procurement staff professional development 2021.pdf'. The document content includes the following text:

a procurement staff “professional development” program

Professional Development / Training Program

and objectives of the Procurement Services Department, staff are required to fulfill certain requirements.

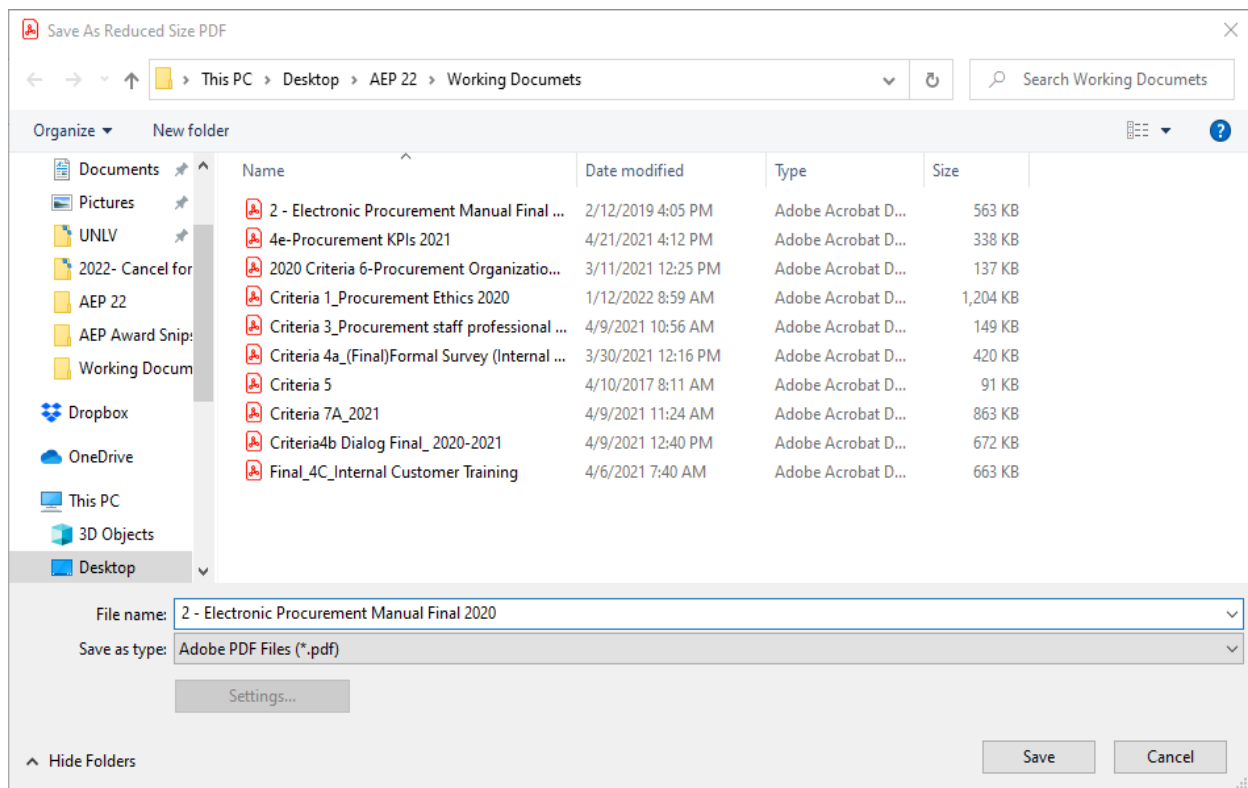
Philosophy

the Executive Director, Procurement Services, to develop and maintain a professional program that will consistently strive to achieve the three pillars of our organization:

Source and procure materials and services within the requirements mandated by the laws and policies established for such purposes.

2) Customer Service – Provide the best customer service possible to all staff within the District and our external

Save the file to the same name.



The screenshot shows the 'Save As Reduced Size PDF' dialog box. The file name is '2 - Electronic Procurement Manual Final 2020' and the save as type is 'Adobe PDF Files (*.pdf)'. The background shows a file explorer view of the 'Working Documents' folder on the Desktop, containing various PDF files.

Name	Date modified	Type	Size
2 - Electronic Procurement Manual Final ...	2/12/2019 4:05 PM	Adobe Acrobat D...	563 KB
4e-Procurement KPIs 2021	4/21/2021 4:12 PM	Adobe Acrobat D...	338 KB
2020 Criteria 6-Procurement Organizatio...	3/11/2021 12:25 PM	Adobe Acrobat D...	137 KB
Criteria 1_Procurement Ethics 2020	1/12/2022 8:59 AM	Adobe Acrobat D...	1,204 KB
Criteria 3_Procurement staff professional ...	4/9/2021 10:56 AM	Adobe Acrobat D...	149 KB
Criteria 4a_(Final)Formal Survey (Internal ...	3/30/2021 12:16 PM	Adobe Acrobat D...	420 KB
Criteria 5	4/10/2017 8:11 AM	Adobe Acrobat D...	91 KB
Criteria 7A_2021	4/9/2021 11:24 AM	Adobe Acrobat D...	863 KB
Criteria4b Dialog Final_2020-2021	4/9/2021 12:40 PM	Adobe Acrobat D...	672 KB
Final_4C_Internal Customer Training	4/6/2021 7:40 AM	Adobe Acrobat D...	663 KB

You will get the following box with the file name, click yes and the file will be saved at the smaller file size.

