



2023 AEP Application Changes Summary

There are multiple changes to the 2023 AEP Application please review carefully and read the application requirements in their entirety.

1. **Application due date is Monday, May 15, 2023.**
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. **Criteria No. 4a and 4b – Clarifies that “A link to a generic survey sent out after a completed procurement is not acceptable. The survey needs to be a specific, formal survey directly related to procurement operations.”**
5. **Criterion 5 – Further clarifies what is meant by centralization. “Centralization is NOT evident when procurement only provides the “rules” and “oversight” and others outside of the procurement department perform the procurement function.”**
6. **Criterion No. 8b – Requests an “executive summary / certification letter from the auditor substantiating that a comprehensive management audit of the pCard program reviewing the policies and procedures, training, monitoring of transactions and financial controls” in lieu of the actual audit.**

7. **Criterion 14 – Clarifies that the weights or points must be made known to the respondents during the solicitation process.**
8. **Criterion 15 – Requires applicants to submit “The SPLC Checklist completed indicating what practices were implemented.”**
9. **Criterion 16 – Added “Serving as a Lead Agency for a cooperative organization” to the list of possible ways to meet the requirements.**

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.