# 2024 AEP Application Changes Summary

**There are multiple changes to the 2024 AEP Application please review carefully and read the application requirements in their entirety.**

1. Application due date is Wednesday, May 15, 2024.

2. Multiple criteria have date requirements. Please verify as dates are updated yearly.

3. Multiple criteria have changes that serve to clarify and further define the submittal requirements.

4. Criterion 6 – Clarified placement of Procurement amongst other finance related departments (accounting, budget). **"As an example, Procurement and Accounting can both report to the Chief Financial Officer but Procurement should not reside in a lower managerial level than an Accounting or Budget Director."**

5. Criterion No. 7 – Changed the order of sub criteria. Added the ability for applicants that utilize AEP® Certified solutions to submit one screenshot for 7b and 7c demonstrating the solution they use and a statement certifying that they meet the requirements of the criterion. **"Submit one screenshot showing the main screen of the AEP® Certified system in use at your agency and a statement certifying that your agency meets all the requirements of the criterion."**

6. Criterion 10b – Added Certified Contract Management Associate (CCMA) as a qualifying certification.

7. Criterion 12 – Clarified that the procurement association must be for the benefit of multiple jurisdictions or agencies.

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

## APPLICATION RECOMMENDATIONS

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

1. Create a <u>single PDF file</u> with a unique file name for each criterion. <u>Upload only one file for each criterion</u>. **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.

6. Review your prior year's scorecard for any evaluator notes and requirements that may have been missed in a prior year.