Achievement of Excellence in Procurement (AEP) Evaluation Committee

The Achievement of Excellence in Procurement (AEP) program was created by the National Procurement Institute (NPI) in 1995 to recognize organizational excellence in public and non-profit procurement.

The AEP Evaluation Committee consists of four members representing NPI and two member representatives from each of the other sponsor organizations. Members nominated by the sponsors shall each serve four-year terms, with one new member every two years to insure consistency in the team. Committee members may serve multiple terms. Additional committee representation may be offered to sponsor organizations as needed. The AEP Officer shall retain approval authority of all nominations.

Roles and Responsibilities

1. Attend the annual AEP Evaluation Committee Meeting. This meeting is held each year in June or July following the application deadline. The AEP Evaluation Committee Meeting consists of two to three days of solid work reviewing applications and making recommendations regarding existing and future criteria. Evaluators work in pairs with new members typically assigned to experienced members. Evaluators are expected to complete some preliminary reviews prior the meeting date. NPI reimburses transportation expenses for committee members to attend and provides lodging and meals during the meeting.

2. Provide input annually on criteria and language ensuring relevance and advancing the goals of the award program.

3. Keep your association’s Board and members informed about the AEP Program and activities. This may include participating in the AEP Awards presentation and a “How to Apply for the AEP” session on the program at your annual conference. It may also include submitting AEP-related articles for the association newsletter, ensuring updated and current AEP information appears on the association website, and any other communication with the association membership that promotes the AEP Award.

4. Serve as a mentor to assigned agencies. Guide applicants through the application process, the requirements, or how to present their information.

5. Review recommended changes to the next year’s application and assist in proofreading and testing the online application before it goes live.
6. Committee members should be from agencies that have received the AEP Award annually and have personal experience preparing the application.

7. Committee members should be active in the public procurement profession.

8. Committee members should demonstrate the AEP goals of Innovation, Professionalism, E-Procurement, Productivity, and Leadership.

9. Committee members should be dedicated to the achievement of excellence and advancement of the public procurement profession.