



**Achievement of**  
**Excellence**  
**In Procurement®**

**2010 AEP Online Instructional Guide**

**BETH FLEMING, C.P.M., CPPO**  
**Director of Purchasing, Denton County, TX**  
**AEP Committee Chair**  
**[beth.fleming@dentoncounty.com](mailto:beth.fleming@dentoncounty.com)**



# On-line Application

- NPI developed a web-based program to submit your application electronically.
  - Demographic information captured
  - Upload required documents
  - Ability to input data year round
  - Payment on-line
- Preferred submission method for 2010



# Registration/Log-In

The screenshot shows a web browser window with the title "Purchase Order Application" and "login". The page features a header with the "Achievement of Excellence in Procurement" logo and the National Purchasing Institute logo. Below the header, there are two main sections: "Submit New Application" and "Continue Application".

**Submit New Application**

To get started click on the "Register Now" button and create a profile. Your profile will include a login and password for access to the AEP Online Application system. You do not have to finish the application process in one sitting.

[Register Now](#)

**Continue Application**

If you have already started an application please login below to continue where you left off.

Email

Password

Remember Me?

[Login](#) [Admin Login](#)

**All 2010 applications must be received by May 31, 2010**

Questions or comments concerning the Achievement of Excellence in Procurement program should be addressed to Beth Fleming, C.P.M., CPPO, Director of Purchasing, County of Denton, TX, and Chair, Achievement of Excellence in Procurement Committee, 940-349-3130, or [beth.fleming@dentoncounty.com](mailto:beth.fleming@dentoncounty.com).

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<http://www.npiconnection.com>

Register with email address and password

Log-in

# Application Information



Enter Organization Notification Information and identify trophy inscription information

**Achievement of Excellence in Procurement**  
Presented by National Purchasing Institute

AEP Home | 1. Application Info | 2. Criteria | 3. Process | 4. Confirmation | Logout

### 1. Application Information

**Name of Entity/Organization**  
Denton County Purchasing  
(As it will appear on the trophy (e.g., procurement Department, City of Pleasantville))

**Helpful Tip**  
Direct recognition from an outside organization is more meaningful to your boss and beneficial to you! This does not need to be limited to one person. If you would prefer notice to more than one person, please indicate the additional information.

To whom (mayor, board chairman, city manager, etc.) would you prefer that the formal announcement of the successful Achievement of Excellence in Procurement Award be mailed? Most agencies have the announcement sent to their supervisor or the chief executive.

**Organization Official:**  
Organization Official to receive formal announcement:

First Name: Mary  
Last Name: Horn  
Title: County Judge  
Organization Name: Denton County  
Mailing Address: 110 W. Hickory  
City: Denton  
State: Texas  
Zip Code: 76201

**Procurement Official:**  
Procurement Official to also receive notification of the results and evaluation scorecard (this should be the entity's top procurement official):

First Name: Beth  
Last Name: Fleming  
Credentials: C.P.M., CPPO  
Title: Director of Purchasing  
Organization Name: Denton County  
Department Name: Purchasing  
Mailing Address: 401 W. Hickory  
Suite 324  
City: Denton  
State: Texas  
Zip Code: 76201  
Phone Number: 940-349-3130  
E-mail Address: beth.fleming@dentoncounty.com  
Website: www.dentoncounty.com

**CONTINUE**

Purchasing Official Information

Click Continue 4



# Criteria

2. Criteria

1   
 2   
 3   
 4a   
 4b   
 4c   
 4d   
 4e   
 5   
 6   
 7   
 8a  
 8b   
 8c   
 8d   
 8e   
 8f   
 8g   
 8h   
 8l   
 9a   
 9b   
 10   
 11a  
 11b   
 12a   
 12b   
 13   
 14   
 15   
 16   
 17a   
 17b   
 18   
 19

Need Info  
 Active  
 Complete

Question Worth	Total possible points
5 points	-1/200 points

As the applicant organization achieved the following:

**Publishes an electronic "How to do Business" document on the entity's website. (5 pts)**

Yes  
 No

- Information needs to address multiple aspects of the purchasing function and be designed to assist the general business community/vendor in doing business with your organization. A single purpose (e.g., MWBE, Living Wage, or environmental issues) document is not acceptable.
- Submit:** Current screen shots of the link and page which directs suppliers to information on how to do business with your entity and documentation from the guide demonstrating it addresses multiple areas of procurement.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
 # , ? / \ \* & ~

2. Submit your file:

\*\*\*File Size Limit - 11MB

**Uploaded Files**  
 You have no uploaded files for this question.

Legend identifies status of each criterion

Select multiple files from system to upload

Click Upload File

Start with any of the criterion in any order

Criterion value and running total



# Criteria



2. Criteria

1  2  3  4a  4b  4c  4d  4e  5  6  7  8a  8b  8c  8d  8e  8f  8g  8h  8i  9a  9b  10  11a  11b  12a  12b  13  14  15  16  17a  17b  18  19

Need Info  
 Active  
 Complete

Question Worth	Total possible points
5 points	10/200 points

Has the applicant organization achieved the following:

**Professional staff member with a leadership position in a purchasing association (5 pts)**

Yes  
 No

- Professional staff member with a leadership position of officer, board member, director or committee chairperson in a national, regional or state purchasing association; or position of Officer or Board of Directors of a chapter of a national, state, or regional purchasing association. Regional purchasing association must be at least statewide. Committee assignment must be as a chairperson. Cooperative organizations are not acceptable.
- Submit:** Name, organization, and position through independent documentation (e.g., association brochure, program or web site screen shot) supporting association positions. The positions must have been actively serving on or after January 1, 2009.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
# , ? / \ \* & ~

2. Submit your file:

\*\*\*File Size Limit - 11MB

Select Yes or No for each criterion

# Criteria



1  2  3  4a  4b  4c  4d  4e  5  6  7  8a  8b  8c  8d  8e  8f  8g  8h  8i  9a  9b  10  11a  11b  12a  12b  13  14  15  16  17a  17b  18  19

Need Info  
 Active  
 Complete

Question Worth	Total possible points
5 points	10/200 points

Has the applicant organization achieved the following:

**Established a procurement staff "professional development" program (5 pts)**

Yes  
 No

- The requirement is the establishment of a continuous formal buyer or professional development program for procurement staff. Training shall be on procurement issues. This is not a customer (i.e. user) training program. Enclose the list of training provided and the **future** schedule or program. Participation in webinars, internal procurement related training and external procurement related training are all acceptable.
- Submit:** A list delineating the training received by such staff since January 1, 2009. List should include the names and positions of the staff, a description of training, and the dates.
- Submit:** A program or schedule for such training for next year. List should include the names and positions of the staff, a description of training, and the anticipated dates.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
# , ? / \ \* & ~

2. Submit your file:

\*\*\*File Size Limit - 11MB

**Uploaded Files**  
[13 Professional Development.pdf](#) [Delete](#)

Instructions for uploading large files can be found on the AEP Instructions Tab


Uploaded files will be listed here

Click Continue & Save after completing each criterion



# Criteria

Easily maneuver to any criterion



### 2. Criteria

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 4a	<input type="checkbox"/> 4b	<input type="checkbox"/> 4c	<input type="checkbox"/> 4d	<input type="checkbox"/> 4e	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8a	<input type="checkbox"/> Need Info
<input type="checkbox"/> 8b	<input type="checkbox"/> 8c	<input type="checkbox"/> 8d	<input type="checkbox"/> 8e	<input type="checkbox"/> 8f	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> 10	<input type="checkbox"/> 11a	<input type="checkbox"/> Active
<input type="checkbox"/> 11b	<input type="checkbox"/> 12a	<input type="checkbox"/> 12b	<input checked="" type="checkbox"/>	<input type="checkbox"/> 14	<input checked="" type="checkbox"/>	<input type="checkbox"/> 16	<input type="checkbox"/> 17a	<input type="checkbox"/> 17b	<input type="checkbox"/> 18	<input type="checkbox"/> 19	<input checked="" type="checkbox"/> Complete	

Question Worth	Total possible points
10 points	40/200 points

Has the applicant organization achieved the following:

**Adoption of statute or ordinance that allows for Best Value procurements for your agency (10 pts)**

Yes  
 No

- A procurement method that emphasizes value over price and an assessment of the return which can be achieved based on the total life cycle cost of the item. Agency must demonstrate authority to solicit through a best value procurement method for a broad range of purchases of services and commodities (not limited to professional services or technology) as it deems to be in the best interest of the agency.
- Submit:** The law or ordinance establishing best value procurement authority. Section of the law specific to best value procurement authority must be highlighted to receive points and the source of the statute or ordinance must be evident (e.g. resolution adopted by governing board, section of code identified). Do not submit entire ordinance/law.
- Submit:** Copy of a solicitation cover page and associated evaluation criteria page that demonstrates the use of best value evaluation. Highlight relevant sections, but do not submit complete specifications.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
 # , ? / \ \* & ~

2. Submit your file:

Easy to edit and make changes before submittal



# Criteria

Can easily see  
criterion submitted  
and total points  
requested

2. Criteria

✓	✓	✓	4a	4b	4c	4d	4e	5	6	7	8a	○ Need Info
8b	8c	8d	8e	8f	✓	✓	✓	✓	✓	10	11a	● Active
11b	12a	12b	✓	14	✓	16	17a	17b	18	19		✓ Complete

Question Worth	Total possible points
10 points	40/200 points

Has the applicant organization achieved the following:

**Adoption of statute or ordinance that allows for Best Value procurements for your agency (10 pts)**

Yes  
 No

- A procurement method that emphasizes value over price and an assessment of the return which can be achieved based on the total life cycle cost of the item. Agency must demonstrate authority to solicit through a best value procurement method for a broad range of purchases of services and commodities (not limited to professional services or technology) as it deems to be in the best interest of the agency.
- Submit:** The law or ordinance establishing best value procurement authority must be highlighted to receive points and the source of the statute or ordinance must be evident (e.g. resolution adopted by governing board, section of code identified). Do not submit entire ordinance/law.
- Submit:** Copy of a solicitation cover page and associated evaluation criteria page that demonstrates the use of best value evaluation. Highlight relevant sections, but do not submit complete specifications.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
#, /, \, \* & ~

2. Submit your file:



# Criteria

Click NO to all remaining criterion

This is the perfect time to proof all submittal documents against criterion requirements.

The application is complete when all has been proofed and you Click Continue & Save on the last active criterion

2. Criteria

Legend:  Need Info,  Active,  Complete

Question Worth	Total possible points
5 points	120/200 points

Has the applicant organization achieved the following:

**Education: A degree from an accredited four-year university or college earned by the Chief Procurement Official (5 pts)**

Yes  
 No

- Submit:** Name of the Chief Procurement Official, university or college, degree and graduation date. Include a copy of the diploma(s) or evidence from the conferring institution that a degree was received.

1. Locate the file on your computer:

Please avoid the following punctuation in your file names:  
#, ? / \ \* & ~

2. Submit your file:


File Size Limit - 11MB

**Uploaded Files**  
You have no uploaded files for this question.



# Trophy Recognition

Select the conferences where your agency would like to be recognized. You can also have the trophy mailed directly to you.



### 3. Process Application

Application must be received by **May 31, 2010**. Late applications will not be considered. Submit one copy of the application and all requested documentation. It is recommended that you keep a copy for your records. Applications will not be returned. The application fee is \$400.

The decision of the Achievement of Excellence in Procurement Committee is final. By submitting an application, you're giving permission for NPI to utilize the submitted documents to further promote the program and the public purchasing profession.

The 15th Annual Achievement of Excellence in Procurement awards will be presented at the following sponsors' conferences:

If you are successful, would you prefer to have the trophy presented and/or recognized at:

- The National Purchasing Institute's Annual Conference in
- The National Institute of Governmental Purchasing's Annual Forum Recognition only
- The National Association of State Procurement Officials' Annual Conference
- The Florida Association of Public Purchasing Officers' Spring Workshop in
- The California Association of Public Purchasing Officers' Annual Conference
- The National Association of Educational Procurement
- The Texas Public Purchasing Associations' Conference
- None of the above; please mail the trophy directly to my agency.

If you plan on attending more than one conference, you should indicate that above and receive the award at multiple conferences. Your trophy will actually be presented at the first scheduled conference, but you will be recognized at all checked. **NOTE:** Even if you attend one or more of these conferences, you may not be recognized if not indicated above.



# Payment Information

**Payment Information:**

\$400

Payment Method

Credit Card Number

Expiration Date  /

CVV2  \*3 digit number on the back

**Billing Information**

First Name

Last Name

Address

City

State

Zip

Country

Phone

Email Address

**Pressing "Submit" will submit your application. After submitting, you may no longer make changes to any of the information in your application.**

**Please double check your information before submitting by utilizing the tabs "Information" and "Criteria" above.**

**SUBMIT**

Enter  
Payment  
Information

Click  
Submit

Be sure you are  
ready to submit  
before doing so  
as you will not be  
able to edit at that  
point



# Confirmation

**Achievement of Excellence in Procurement®**

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National Purchasing Institute

AEP Instructions | 1. Application Info | 2. Criteria | 3. Process | 4. Confirmation | Logout

### 4. Confirmation

**Thank you for submitting.**

The Achievement of Excellence in Procurement is sponsored by the following professional purchasing organizations:

- National Purchasing Institute
- Institute for Supply Management
- California Association of Public Purchasing Officers
- Florida Association of Public Purchasing Officers
- National Institute of Governmental Purchasing
- National Association of State Procurement Officials
- National Association of Educational Procurement
- Texas Public Purchasing Association National IPA
- U.S. Communities
- Airport Purchasing Group
- Universal Public Purchasing Certification Council

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<http://www.npicconnection.com>

Application will be processed and confirmed



# Evaluation

Evaluation Team will be able to see all documents, score each criterion and make comments

Application: [Applications](#) | [Users](#) | [Logout](#) | [Switch To 2007 Form](#)

You are Scorer -1

Question	Points	Response	Uploaded Files	Criteria	Comments	Errors
1. "How to do Business" document	5	Yes	<a href="#">NPI Header sheet1.doc</a> <a href="#">How to do Business.pdf</a>	Criteria Met <input type="button" value="v"/> test <a href="#">Delete my score</a> <a href="#">Delete scorer 1</a> <a href="#">Delete scorer 2</a>	<b>Scorer: Fleming,Beth</b> Status: Criteria Met Comment: test	Missing Scorers
2. Ethics Standards	5	Yes	<a href="#">NPI Header sheet 2.doc</a> <a href="#">Ethics policy.pdf</a>	-- select -- <input type="button" value="v"/> <a href="#">Delete my score</a> <a href="#">Delete scorer 1</a> <a href="#">Delete scorer 2</a>		Missing Scorers
3. a. Procurement Manual	5	Yes	<a href="#">NPI Header sheet 3.doc</a> <a href="#">Purchasing manual 2006.pdf</a>	-- select -- <input type="button" value="v"/> <a href="#">Delete my score</a> <a href="#">Delete scorer 1</a> <a href="#">Delete scorer 2</a>		Missing Scorers
4. a. customer survey of internal customers	5	Yes	<a href="#">NPI Header sheet 4a.doc</a> <a href="#">4.Survey Results.pdf</a>	-- select -- <input type="button" value="v"/> <a href="#">Delete my score</a> <a href="#">Delete scorer 1</a> <a href="#">Delete scorer 2</a>		Missing Scorers

Each criterion will be scored by 2 committee members

Discrepancies in scores will be reviewed by a separate team for a final determination