



2016 AEP Application Changes Summary

There are multiple changes to the 2016 AEP Application that serve to clarify and overall further define the submittal requirements.

1. Application due date is May 31, 2016.
2. Multiple criteria have date requirements. Please verify as these are updated yearly.
3. Criterion No. 3 – List of staff members and titles provided with narrative.
4. Criterion No. 7.e. – Removed requirement for request for quotation process to be online and posted on the agency's website.
5. Criterion No. 7.h. – Removed requirement for details on length of use of system and current software version.
6. Criterion 7.i. – Added requirement for screen shot of actual purchase order electronically submitted to vendor.
7. Criterion No. 9. – Increased percentage requirement of spend on requirements contracts to 30%. Removed reference to excluding construction, construction related professional service, utilities and payments to non-profits. Agency should define total spend based upon their ability to utilize requirements contracting for certain types of procurements and include that spend in total calculation and percentage of use.

Example – Agency has statutory authority to utilize requirements contracts for construction related professional services (design), but must bid all construction. Agency would include construction related professional

services (design) spend in the total spend calculation and percentage of total purchases on requirements contracts. Agency would exclude construction spend in these calculations.

- 8. Criterion 18. – Added date parameter for project completion.**

Questions regarding any changes can be sent to Brian Garrity, CPSM, C.P.M., CPPB, AEP Committee Chair at aep@npiconnection.org.