

2009 Achievement of Excellence in Procurement Award Application Instructions

The National Purchasing Institute (NPI) has developed the web-based program that allows you to submit your application electronically. The 2009 application may be submitted on-line in 2009 as an option. The 2010 application will be required to be submitted on-line. By submitting on-line, you will not send an application binder. This will greatly enhance both the submittal and evaluation process and all NPI to capture best practices. Some of the benefits of submitting on-line include:

- Demographic information is captured
- Easy to upload required documentation
- Ability to input data year round and edit as needed
- User friendly system
- Payment is on-line

To apply for the 2009 on-line, submit a completed application, all requested documents, and the appropriate fee. **The due date is May 29, 2009.** Late applications will not be considered.

The Achievement of Excellence in Procurement Committee is responsible for the evaluation. The official submitting the application will be advised of the decision and will, upon completion of the review process, be provided with an evaluation report. It is expected that you will receive an email notification of your success by the end of June 2009.

Additional information about the AEP program and/or to download a 2009 application, click here: www.npicconnection.org. 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.

All applications must be received by May 29, 2009

It is recommended that you print 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.

INSTRUCTIONS FOR ON-LINE SUBMITTAL:

Payment: When submitting on-line, payment of \$400 must be made electronically by credit card or procurement card.

Registering: Each entity will register with an email address and unique password. It is important to note that only one "registration" will be able to input data for each agency. Therefore, if you have multiple individuals who work on the application throughout the year, you may want to consider registering with a user name and generic password that can be shared internally with those working on the application.

Log-in: You can log-in as often as you like and or review uploaded information up until the time you make your final submission.

Tabs: The tabs at the top will navigate you through the program. However, when you make your final submission, the information is locked and cannot be accessed.

Application Information: The Application Information tab allows you to enter demographic information about your agency and notification information for successful applicants. All fields must be completed. Click CONTINUE when complete to move to Criteria.

Criteria: The Criteria tab allows you to navigate through individual criterion.

- Start with any of the criterion in any order. You can easily maneuver to any criterion.
- There is a legend that identifies the status of each item (Need info - gray, Active – red, Complete – green)
- Each criterion has the value listed and there is a running total for points submitted
- Select Yes or No for each criterion. All must be answered for final submittal.
- Select single or multiple files for each criterion to upload and click UPLOAD FILE. Locate the first file by clicking the BROWSE button. Next, press the UPLOAD FILE to submit the file. Repeat this process until all files have been submitted. Uploading files may take a few minutes. Don't navigate away from the page while uploading. The files uploaded are listed for reference. File size is limited to 11 MB. Instructions for uploading larger files is listed below:
 - Zip File – multiple files (i.e. PDF's, Word Documents, Excel Spreadsheets, etc.) compressed into one file folder. This conveniently reduces the size and allows you to work with one document instead of several. This will help to make sure the files you upload are not above the 11 MB (11264kb) limit.
 - To create a zip file, locate the files in question on your computer. If all the files are not already grouped together, move them into one area on your computer, i.e. the desktop or some folder.
 - Click on a file to highlight it and use CTRL + Click to highlight additional files.
 - When all of the applicable files are highlighted, right click on one of them and select: Send to a Compressed (Zipped) folder.
 - The name of the zip file will typically be the name of the first file highlighted. You can rename the zip file if you would like. You can now upload this one zip file for your application instead of the multiple files you started with. This process will also minimize size for single files.
- To save data for each criterion, click CONTINUE & SAVE. Up until final submission, you will be able to make changes and add or delete files.
- For final submittal, make sure you have answered yes or no for all criterion and uploaded files for all yes responses.
- **IMPORTANT! The application will be submitted when you click CONTINUE & SAVE on the last active criterion. Be sure you are ready to submit before doing so as you will not be able to edit at that point.**

Payment Information: This section requires two actions. First you will indicate where you would like your trophy submitted. Second, Payment information will then be required before the application is accepted. Once completed, click SUBMIT.

Confirmation: A confirmation page will be displayed and the application will be submitted to the AEP Evaluation Committee. All decisions by the Evaluation Committee are final and results will be released by the end of June.