

Accessing AEP Award Model Submittals Online For Continuous Improvement and Submittal Preparation

AEP Model Submittals are a great resource to help agencies create a submission for the AEP award. These submittals can be used for ideas on how to format submissions in a clean and professional manner. They are also a resource to read about what other agencies are doing to meet the requirements of each Criterion. Reading through the submittals could help with ideas of what to submit or what could be implemented in your agency to meet requirements. To view the model submittals, please follow these instructions:

1 Navigate to <https://www.npi-aep.org/>

2 Click "Member Login"



3 Click this text field.

npi
Leading Excellence
in Public Procurement

Member Login Search our site...

Home About Membership AEP Award Annual Conference Awards Board Room Calendar Members Only

MEMBER LOGIN

Username
tracy.garcia@tucsonaz.gov

Password
.....

[Retrieve Username](#) | [Reset Password](#)

Keep me logged in

LOG IN

Quick Links

- AEP Award
- Annual Conference
- NPI Apparel
- Get Involved
- AEP Educational Series
- Browse Sourcewell Contracts

Announcements

Why should you apply for the Achievement of Excellence in Procurement® award?

AEP APPLICANTS - IMPORTANT. PLEASE READ!

4 Type your Username

5 Click this password field and enter your password.

The screenshot shows the 'MEMBER LOGIN' page for 'Achievement in Public Procurement'. The page has a dark blue navigation bar with links: Home, About, Membership, AEP Award, Annual Conference, Awards, Board Room, Calendar, and Members Only. Below the navigation bar is the 'MEMBER LOGIN' section. It contains a 'Username' field with the text 'nathan.daou@tucsonaz.gov' and a 'Password' field with a masked password '.....'. The password field is highlighted with an orange circle. Below the password field are links for 'Retrieve Username' and 'Reset Password', a checkbox for 'Keep me logged in', and a grey 'LOG IN' button. To the right of the login form is a 'Quick Links' section with red buttons for 'AEP Award', 'Annual Conference', 'NPI Apparel', 'Get Involved', 'AEP Educational Series', and 'Browse Sourcewell Contracts'. Below that is an 'Announcements' section with a link: 'Why should you apply for the Achievement of Excellence in Procurement® award?'. At the bottom, there is a red banner that says 'AEP APPLICANTS - IMPORTANT, PLEASE READ!' and a link 'Click Here' for 'If you are not currently a NPI Member:'. On the far right, there is a 'Our Sponsors' section with a link to 'Government Procurement Partner'.

6 Click "LOG IN"

This screenshot is identical to the one above, showing the 'MEMBER LOGIN' page. The only difference is that the orange circle is now positioned over the grey 'LOG IN' button, indicating the next step in the process.

7 Click "AEP Award"

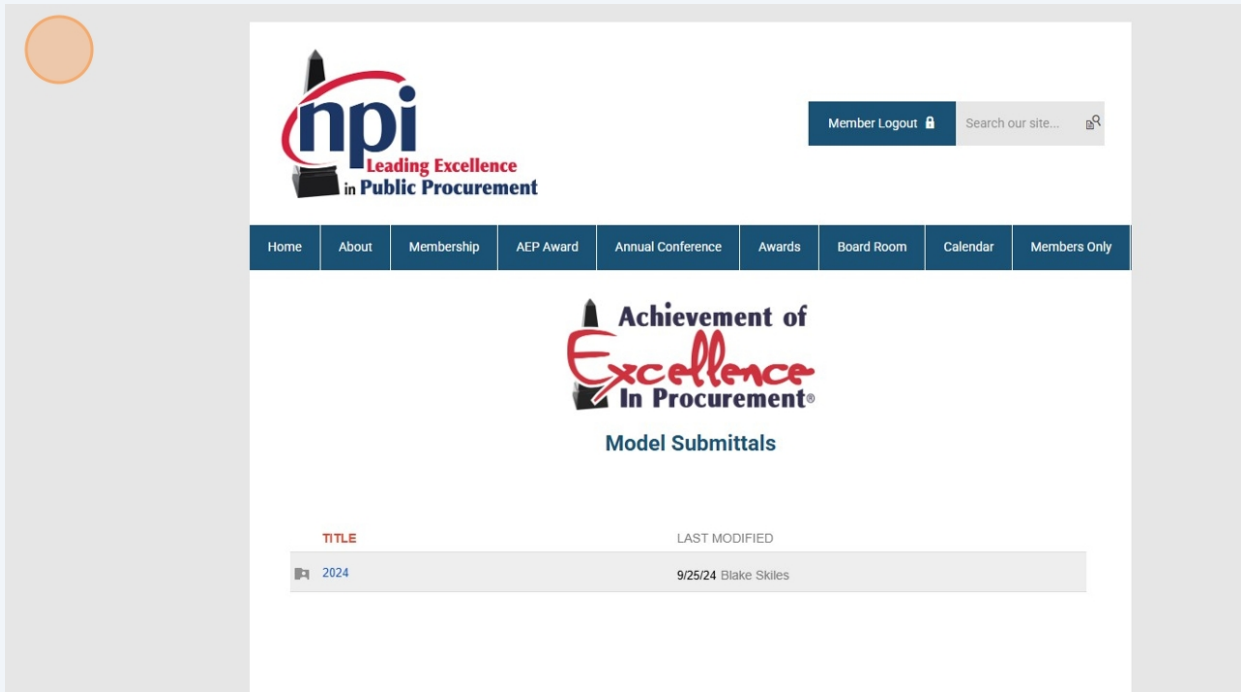


8 Click "AEP Model Submittals" in the dropdown.



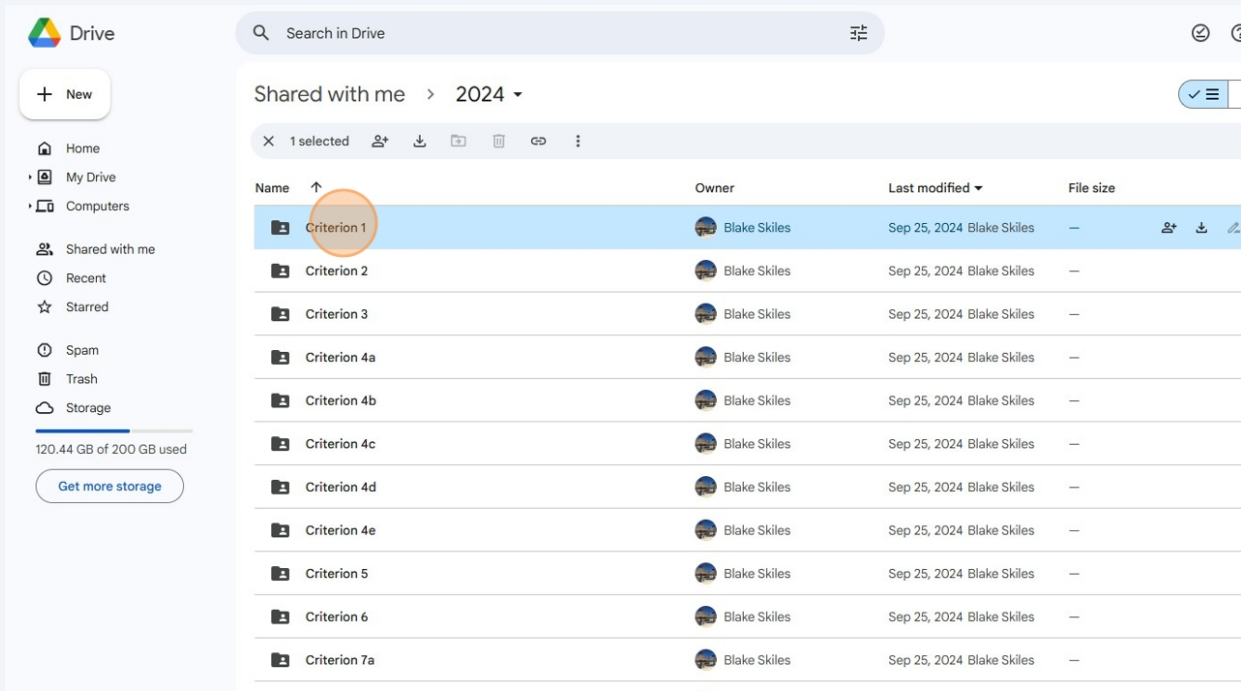
9

Click "2024". This will take you to Google Drive where you can see all model submittals by Criterion.



10

Double-click any of the Criterion to view the model submittals for that Criterion.



11 Double-click on any of the model submittals to see a preview of the submittal.

The screenshot shows the Google Drive interface. On the left is a navigation sidebar with options like Home, My Drive, Computers, Shared with me, Recent, Starred, Spam, Trash, and Storage. The main area displays a folder named 'Criterion 1' containing five PDF files. The file '1 Defence Construction Canada.pdf' is highlighted with an orange circle. The table below lists the files:

Name	Owner	Last modified	File size
1 Clayton County Board of Commissioners.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	1.8 MB
1 Defence Construction Canada.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	2.7 MB
1 Dougherty County School System.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	1 MB
1 Iowa State University Procurement Services.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	419 KB
1 University of Florida.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	601 KB

12 You can also click the download icon next to the submittal you would like to see to download a copy for viewing.

This screenshot shows the same Google Drive interface as above, but with the file '1 Defence Construction Canada.pdf' selected. The download icon (a downward arrow) is highlighted with an orange circle, and a tooltip labeled 'Download' is visible below it. The table below lists the files:

Name	Owner	Last modified	File size
1 Clayton County Board of Commissioners.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	1.8 MB
1 Defence Construction Canada.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	2.7 MB
1 Dougherty County School System.pdf	Blake Skiles	Sep 25, 2024 Blake Skiles	1 MB
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