

Guidance Response Document

Criteria 3: Established a Procurement Staff “Professional Development” Program

Question: Can the training qualify for all staff, if taught by our Director to the procurement staff using a PowerPoint on Procurement related subject. i.e. a training on CFR 200 for Buyers and Contract Specialists taught by our Procurement Leadership in a conference room, if the PowerPoint was provided by our Governing agency, The Federal Transit Authority.

Answer: Internal training can satisfy Criteria #3, provided it is not pertaining to client/customer training. Please ensure that when documenting the training that it includes all documentation prescribed in the criteria.

Criteria 6: Procurement Organizational Structure

Question: We plan to apply for the 2025 AEP Award. Our Purchasing Manager retired on 2/5/25. After his retirement we reorganized the Finance Division. As we fill out the application for the award this year, should we reference the organizational structure and responsible personnel that existed throughout 2024 through 2/5/25 or with the new personnel and structure as of 2/6/25?

Answer: The 2025 Achievement of Excellence in Procurement® Award Application, *Part III Criteria* states “all documentation requiring dates much fall within the established parameters to receive points”. The 2025 application is silent to a specific timeframe associated with this criteria, so there is no strict directive guiding which organization structure you must use this year.