



## 2025 AEP Application Changes Summary

There are multiple changes to the 2025 AEP Application please review carefully and read the application requirements in their entirety.

1. Application due date is Thursday, May 15, 2025 by 5:00pm CST.
2. Multiple criteria have date requirements. Please verify as dates are updated annually.
3. Multiple criteria have changes that serve to clarify and further define the submittal requirements. Changes are identified in *italics* and are summarized herein.
4. Criterion No. 7 – Revised the verbiage related to the digital PO to require demonstration that it is automatically emailed to the vendor or routed to the vendor through Electronic Data Interchange (EDI). Provided hyperlink to access a listing of the AEP Certified e-procurement solutions.
5. Criterion 7b – Clarified comprehensive requirement for screenshot submittals.
6. Criterion 7c – Clarified individual scorecards must be submitted for each evaluator.
7. Criterion 8b – Clarified the CPCP certification must have been date identified and remain current through AEP application submittal deadline.
8. Criterion 9 – Updated narrative requirement to include identifying the full fiscal year term. Clarified each spend report must include a total, and all spend report totals must match the summary page submittal.
9. Criterion 14 – Clarified submittal requirement for solicitation documents and addresses ordinal evaluation methodology.
10. Criterion 17 – Clarified submittal requirement for narrative and requires highlighting policy excerpt that specifically addressed unlimited **award** authority.

Questions regarding any changes can be sent to Carrie Mathes, MPA, CFCM,  
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