



National Small Business Week 2016 Awards Nominations Guidelines

U.S. Small Business Administration

Deadline for submission: 3:00pm ET, January 11, 2016

Nomination Website: <http://awards.sba.gov>

National award winners will be announced during National Small Business Week in May 2016.

Are You Our Next Winner?

By Maria Contreras-Sweet, SBA Administrator

It is no secret that small businesses are the engine of America's economy. Whether it is a family restaurant or a high-tech startup, small businesses create most new American jobs, as well as opportunities for social mobility and community renewal.

That is why every American President since 1963 has dedicated one week, National Small Business Week, to celebrate the achievements and contributions of our nation's small businesses. During the first week of May, the U. S. Small Business Administration will shine the spotlight on entrepreneurs who realized their dreams and transformed lives and communities by growing a successful small business.

We are currently seeking nominations of entrepreneurs and businesses representing a diverse set of backgrounds and experiences to reflect the dynamic face of American small businesses. By nominating yourself or a business in your community, you could give hard-working small business owners the opportunity to receive the national recognition they've earned.

When I accepted the call to serve my country as the SBA Administrator, President Obama asked me to be a voice for SBA and ensure our programs give entrepreneurs the greatest chance to succeed. To that end, I have rebranded SBA as "Smart, Bold, and Accessible." Smart is for integrating technology in how we serve America's small businesses; Bold represents the new foreign markets that we're helping small businesses reach; and Accessible means adopting inclusive strategies so Americans from all walks of life can get the capital, contracts and counseling needed to succeed.

National Small Business Week is an opportunity for the SBA to profile the rich diversity of our country's entrepreneurial heritage and the highlight the breadth of services the federal government offers to be a value-added partner in our small business economy. Having started three small businesses before joining the President's cabinet – including a community bank that specialized in small business lending – I know firsthand that launching a new venture is a risk-filled journey. It's important that every American with aspirations to start or grow a business knows the SBA is here to help develop and execute a viable business plan. Succeeding as a small business owner takes dedication, strength, and courage. These are the qualities we seek in our National Small Business Week award winners. I look forward to receiving your nominations and hosting our most successful National Small Business Week yet in 2016.

Awards Overview and Table of Contents

As part of National Small Business Week, the U.S. Small Business Administration takes the opportunity to highlight the impact of outstanding entrepreneurs, small business owners, and others from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness. And in recognizing the changing face of America, the SBA's National Small Business Week awards honor individuals and businesses that reflect our nation's rich diversity.

The nomination, eligibility criteria, selection process, evaluation criteria and time frame for the various SBA Awards selected from nominated individuals or businesses are set forth in the following pages. The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

Federal Procurement Awards:

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Awards for Excellence (for large prime contractors who use small businesses as suppliers and contractors)
- 8(a) Graduate of the Year

Small Business Prime Contractor of the Year Award

This award honors small businesses that have provided the government with outstanding goods and services as prime contractors.

Who is eligible to be nominated for this award?

All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award at any level within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office.

Who may submit nominations for this award?

Only Federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award. Each Federal agency may nominate only one firm for this award. Small businesses may request this nomination from their federal agency customer. Agencies are not required to support requests from small business. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

- 1) Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business' headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

What is the deadline for nominations?

All nominations submitted to the Government Contracting Area Office in which the nominated small business' headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3306, Small Business Prime Contractor of the Year Award) which is available through SBA district offices and the online nominations portal;

- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

What are the evaluation/selection criteria for the Small Business Prime Contractor of the Year award?

In evaluating the nomination packages, the judges will look at the following criteria:

1) Contract Performance

- ☐ Overall satisfaction of the contract requirements as specified by the customer
- ☐ Customer Interface (Customer Support)

2) Innovativeness of product(s) or service(s) offered:

- ☐ Specific description of unique/superior product or service.
- ☐ Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.

3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected by the Government Contracting Area Office for the regions they cover and at the national level. Regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Small Business Subcontractor of the Year Award

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors.

Who is eligible to be nominated for this award?

All nominees must be defined as “small” according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office.

Who may submit nominations for this award?

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award. Each large federal prime contractor may nominate one firm for the award. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

- 1) Nominations for the Small Business Subcontractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominated small business' headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

What is the deadline for nominations?

All nominations submitted to the Government Contracting Area Office in which the nominated small business' headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package must include:

1. A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA offices and the online nominations portal;
2. A completed nomination form (SBA Form 3307, Small Business Subcontractor of the Year Award) which is available through SBA district offices and the online nominations portal;

3. An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable.

4. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

What are the evaluation/selection criteria for the Small Business Subcontractor of the Year award?

In evaluating the nomination packages, the judges will look at the following criteria:

1) Contract Performance

- ☐ Overall satisfaction of the contract requirements as specified by the customer
- ☐ Customer Interface (Customer Support)
- ☐ Innovativeness of product(s) or service(s) offered:
- ☐ Specific description of unique/superior product or service.

2) Explanation of how the product or service fills a niche or a technical need not being adequately addressed by the competition.

3) Description of exceptional results and/or delivery performance that makes this company a valued product/service provider.

What are the selection procedures for this award?

Small Business Subcontractor of the Year award winners will be selected at the Government Contracting Area Office for the regions they cover and national levels. The regional winners will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Regional winners will automatically be considered for the national award. The nomination packages of regional winners will be transmitted to the Office of Government Contracting for review. The National Small Business Subcontractor of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Dwight D. Eisenhower Award for Excellence

Who is eligible to be nominated for this award?

This award recognizes large prime contractors that have documented excellence in their utilization of small businesses as suppliers and subcontractors. If a compliance review has been conducted in the past three years, the rating(s) received may not be less than outstanding. One award may be made in each of the following five categories: manufacturing, service, research and development, construction, and utilities. Firms that have received this award in any of the five categories within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office.

Who may submit nominations for this award?

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

- 1) Nominations for the Dwight D. Eisenhower Award for Excellence must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the large prime contractor's headquarters is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

What is the deadline for nominations?

All nominations submitted to the Government Contracting Area Office in which the large prime contractor's headquarters is located must be postmarked or hand delivered **no later than 3:00pm ET, January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 11:59 p.m. 3:00pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3308, Dwight D. Eisenhower Award for Excellence) which is available through SBA district offices and the online nominations portal;

- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages).

What are the evaluation/selection criteria for these awards?

- 1) Summary Subcontract Report(s) for the most recently concluded fiscal year must reflect maximum practicable opportunity for all small business concerns including all socio-economic categories.
- 2) A five-year small business trend analysis.
- 3) Effectiveness of the small business liaison officer and demonstrated management support of the small business program.
- 4) Small business outreach during the preceding fiscal year
- 5) Assistance to small businesses concerns (including all socio-economic categories) during the past two years, including technical, managerial, financial, participation in a mentor-protégé program, etc.
- 6) Other small business award recognitions during the past three years.
- 7) Market analysis or research used including the System for Award Management's (SAM) Dynamic Small Business Search Engine, and use of SUB-Net for publication of subcontracting opportunities.
- 8) Nomination of firms under the Small Business Subcontractor of the Year Award Program in the three previous fiscal years

What are the selection procedures for these awards?

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, D.C., for review and recommendation of national award winners in each category. The SBA Administrator will select the winners based, but not restricted to, on the recommendations of a panel of judges comprised of federal employees.

8(a) Graduate of the Year Award

SBA will make the 8(a) Graduate of the Year Award to a formerly certified 8(a) Business Development Program participant that had been **graduated from the 8(a) Program for at least one year as of April 1, 2015**. The firm does not have to currently be a small business.

Who is eligible for the National 8(a) Graduate of the Year Award?

- 1) Nominees must be residents of the United States or its territories and will be subject to background checks.
- 2) Firm must have a demonstrated history of successful performance on 8(a) contracts while in the 8(a) Business Development Program.
- 3) Companies and/or their principal owner(s) must not appear on the suspended or debarred list as published at www.sam.gov.
- 4) Firm must still be primarily owned, managed, and controlled by the person(s) whom 8(a) eligibility was based at the time of participation.
- 5) The firm must show reduced reliance on 8(a) contracts; the most recent fiscal year-end financial statement must reflect non 8(a) sales of 50% or more of total sales.
- 6) Businesses owned and operated by nominees must comply with federal civil rights laws.
- 7) If nominee or nominee's firm has an SBA loan, payment record must be satisfactory and the loan must be current and in good standing.
- 8) Firm must be in satisfactory financial condition (i.e. financial capability: sufficient capitalization, financial performance, bonding capacity, manageable debts). Applicants are ineligible if it is found that the firm, or any of its principals, has failed to pay Federal financial obligations.
- 9) For government contracts, the nominee must have performed satisfactorily on all contracts, and have had no terminations for default.
- 10) Before SBA publicly announces any awards, nominee must be cleared by the SBA's Office of Inspector General and EEO/CR offices.
- 11) The nominee must be a formerly certified 8(a) Business Development Program participant that graduated from the 8(a) Program for at least one year as of April 1, 2015.
- 12) The firm does not have to be a small business.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for the 8(a) Graduate of the Year award. Individuals may self-nominate for the 8(a) Graduate of the Year award. Individuals may not be nominated for more than one National Small Business Week 2016 award category. SBA employees may help to solicit nominations, but they cannot submit nominations on behalf of the nominee.

Where are the nominations to be sent?

Nominations must be submitted in one of two ways:

- 1) Nominations may be submitted to the U.S. Small Business Administration district office in the state or territory where the nominee is located; or
- 2) Nominations may be submitted via the online nominations portal on <http://awards.sba.gov>.

What is the deadline for nominations?

All nominations for the 8(a) Graduate of the Year award submitted to U.S. Small Business Administration district office in the state or territory where the nominee is located must be postmarked or hand delivered **no later than 3:00pm ET on January 11, 2016**. All nominations submitted through the online nominations portal must be uploaded and submitted no later than 3:00pm ET, January 11, 2016.

What information must the nomination package contain?

Nominations must contain the information required below. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package includes:

- 1) A completed background form (SBA Form 3300, Award Nominee Background Form) which is available through SBA district offices and the online nominations portal;
- 2) A completed nomination form (SBA Form 3309, 8(a) Graduate of the Year Award) which is available through SBA district offices and the online nominations portal;
- 3) An original 8" x 10" or 5" x 7" photo of the nominee or a digital photo – at least 300 dpi is required; photocopies are not acceptable;
- 4) Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, nomination letter (if not self-nominated) and other evidence of the appropriateness of the nomination (supporting documentation must not exceed 10 pages). Videos will not be considered.

What are the evaluation/selection criteria for the 8(a) Graduate of the Year Award?

In evaluating the nomination packages, the judges will look at the following criteria:

- 1) Management
 - ☐ Overall Qualifications/Expertise of Management
 - ☐ Customer Interface (Customer Engagement)
 - ☐ Response to adversities, obstacles, etc. to achieve the present level of success
- 2) Exceptional Results/Special Achievements
 - ☐ Deliverables in line with or exceeding contract requirements
 - ☐ Exceptional past performance record; and description of exceptional results and/or delivery performance that makes this company a valued product/service provider
 - ☐ Awards and Recognition
- 3) Cost Performance
 - ☐ Financial Stability and Credit Worthiness
 - ☐ Value Engineering Change Proposals (Performance Adjustments)

☐ Increase in sales, net profit and net worth Growth in full-time employees

4) Innovation

☐ Specific description of innovation or unique/superior product or service

☐ Explanation of how the product or service fills a niche or technical need not being adequately addressed by the competition

5) Economic engagement of the disadvantaged community

☐ Use of minority firms as suppliers, subcontractors, etc.

☐ Noted recruitment and employment of socially disadvantaged personnel

☐ Participation in community projects and charitable affairs

What are the selection procedures for this award?

SBA will make 8(a) Graduate awards to eligible small businesses at the District, Regional, and National level.

Winners at each level will be selected by a panel of judges that may be comprised of both SBA employees and non-Federal employees. Nomination packages for each state winner will be sent to the appropriate regional SBA office and prepared for transmittal to the SBA's Office of Government Contracting and Business Development for review. The National 8(a) Graduate of the Year will be selected by the SBA Administrator based on, but not restricted to, the recommendations of the panel of judges of federal employees. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

For more information:

Online nomination portal: <http://awards.sba.gov>

For assistance with your nomination:

Guam Branch Office: Kenneth Lujan, SBA Guam Branch Manager
Email Address: Kenneth.lujan @sba.gov

Government Contracting Area Offices:

<http://www.sba.gov/content/government-contracting-field-staff-directory>